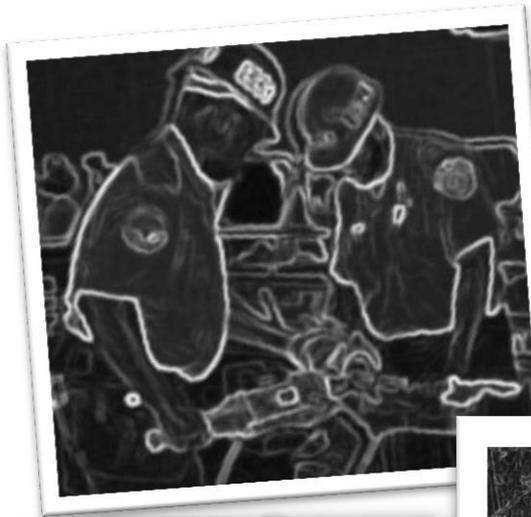




Career Development and Transition Program

California Conservation Corps

2012



Student Worksheets

Corpsmember Career Development Workbook

Check-off List

Module 1: Self- Assessment, Occupational Research, and Goal Setting

Deliverables:

Week 1

- California CareerZone Skills Profiler Worksheet
- California CareerZone Work Importance Locator Worksheet
- California CareerZone Interest Profiler Worksheet
- Exploring Occupations Worksheet

Week 2

- What Interests Me? Worksheet
- Informational Interview: Potential Contacts
- SMART Goal Planning Worksheet
- California Conservation Corps Goal Setting Worksheet

Week 3

- Informational Interview Summary
- Classroom Presentation

CM Name _____ Site _____

CM Signature _____ Date _____

CDT Instructor Signature _____ Date _____

List below the top 6 skills identified from your results.

List below some of the skills that you would like to acquire or strengthen.

Work Importance Locator Worksheet

Everybody has values, but did you know that occupations can have values as well? These are called Work Values. Work Values are characteristics of a given workplace. Many times occupations can be categorized by work values. Below is a list of Work Values and their descriptions.

Remember, happiness in a job or occupational industry increases when a person considers their work values and work needs. Each work value comprises several needs as shown below:

- The **Achievement** work value involves the need to use your individual abilities and have a feeling of accomplishment.
- The **Independence** work value refers to the need to do tasks on your own and use creativity in the workplace. It also involves the need to get a job where you can make your own decisions.
- The **Recognition** work value involves the need to have the opportunity for advancement, obtain prestige, and have the potential for leadership.
- The **Relationships** work value includes the need for friendly co-workers, to be able to help others, and not be forced to go against your sense of right and wrong.
- The **Support** work value involves the need for a supportive company, be comfortable with management's style of supervision, and a competent, considerate, and fair management.
- The **Working Conditions** work value refers to the need to have your pay comparable to others, and have job security and good working conditions. You also need to be busy all the time and have many different types of tasks on the job.

Reading the list above, what do you think are your top 3 Work Values?

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California CareerZone: Work Importance Locator

www.cacareerzone.org

1. Log into your California CareerZone account by clicking on the "Sign In" link in the upper right hand corner of the page. If you can't remember your username and password you can find it on your Skills Profiler Worksheet.
2. After you have signed in move your mouse over the word "Explore" at the top of the page. When the drop down menu appears select "Work Importance Profiler" under the yellow heading "Assess Yourself."
3. Click "Go" next to "Start a new Importance Profiler."

Welcome to the Work Importance Profiler

What's important to you in a job? Discover how much you value achievement conditions in a job. Get a list of jobs that reflect your values.

Select an option below to begin:

Start a new Work Importance Profiler:

Resume Work Importance Profiler:

View Results:

Have you taken the Work Importance Profiler in the past? If you know your occupations they match.

Enter your score:

4. Read each set of directions and click "Next" when finished. After you have read all of the directions click "Begin." Remember: this is not a test; it is just a tool that will help you identify your Work Values.
5. There are two ways of ordering the statements in the box. You can use the arrows on the right side of the page to move the bolded sentence to the rank you want. Or you can drag and drop the bolded sentence using your mouse. Do this for all 21 rounds. Take your time to answer the following questions and click "Next" to go to the next page.

Please order the following statements with 1 being the **most** important to you and 5 being the **least**

Round 1 of 21

For my IDEAL JOB it is important that...	
1	I could be busy all the time
2	I could do things for other people
3	I could try out my own ideas
4	My pay would compare well with that of other workers
5	The job would provide an opportunity for advancement

List below your top 2 Work Values from the Work Importance Locator Summary page:

--	--

Interest Profiler Worksheet

Have you ever had to do a chore that you hated? Would you put it off to the last moment and count every second until it was done? Are there some chores that you don't mind, or even enjoy doing? Everybody has tastes or interests in what they do. Some people enjoy working outdoors, even in bad weather. Other people prefer to work indoors. Maybe you prefer to do the exact same task every day at work. Maybe you prefer to have variety in your duties, even to the point of not knowing what you will be doing at work that day. Everybody is different and so are occupations. Using RIASEC (also known as the Holland code) you can explore occupations that fit your interests.

Here is a description of each RIASEC category:

Realistic	Interested in athletics; good with hands; prefer to work with objects, machines, plants or animals rather than people. Prefer to do the job without a lot of talk or debate.
Investigative	Likes to observe, learn, evaluate, or solve problems. This type is associated with scientific/academic pursuits. Prefer to analyze problems, evaluate options/data, set action, and analyze results.
Artistic	Interested in artistic expression. Likes to work in unstructured situations using imagination and creativity. Relies heavily on intuition and imagination.
Social	Likes to work in some helping capacity: informing, teaching, developing, curing people. Will try to find solutions equitable for all concerned. Good at networking with people.
Enterprising	Likes to work with people in leadership capacity- managing, performing, influencing. Prefer to investigate a direct plan of action to be carried out by others. Focused on achieving the goal, not concerned with minor details.
Conventional	Likes to work with data and numbers, more than people. Likes following instructions rather than being in charge. Prefers a defined structured plan of action. Attention to detail. Enjoys putting all pieces of a plan together.

After reading through those descriptions, what do you think are your top 3 interests?

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California CareerZone: Interest Profiler

www.cacareerzone.org

1. Log into your California CareerZone account by clicking on the “Sign In” link in the upper right hand corner of the page. If you can’t remember your username and password you can find it on your Skills Profiler Worksheet.
2. After you have signed in move your mouse over the word “Explore” at the top of the page. When the drop down menu appears select “Interest Profiler” under the yellow heading “Assess Yourself.”
3. Click “Go” next to “Start a new “Interest Profiler.”
4. Read each set of directions and click “Next” when finished. After you have read all of the directions click “Begin.” Remember: this is not a test; it is just a tool that will help you identify your Interests or RIASEC Code.
5. For each activity indicate whether you think you would Like or Dislike doing it. If you are absolutely not sure about it, click on the question mark. Take your best guess, though. The more ‘Likes’ and ‘Dislikes’ you select will give you a more accurate result. This is not asking if you have ever done the activity before.

Interest Profiler:: Questions

Use your mouse and click on **L** if you think you would Like to do the activity or select **D** if you think you would Dislike the activity. Select the **?** if you are not sure whether you would like or dislike the work activity.

Alternatively, you can answer the highlighted question by typing the corresponding key on your keyboard.

Page 1 of 15

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Build kitchen cabinets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Guard money in an armored car
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Study space travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Make a map of the bottom of an ocean
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Conduct a symphony orchestra
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Write stories or articles for magazines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Teach an individual an exercise routine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Perform nursing duties in a hospital
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Buy and sell stocks and bonds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Manage a retail store
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Develop a spreadsheet using computer software
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Proofread records or forms

VIEW ALL

What are your top 3 Interests? List them below.

--	--	--

Skills Profiler

Occupation:	Occupation:
Education Required:	Education Required:
Occupation:	Occupation:
Education Required:	Education Required:

Work Importance Profiler

Occupation:	Occupation:
Education Required:	Education Required:
Occupation:	Occupation:
Education Required:	Education Required:

RIASEC Interest Profiler

Occupation:	Occupation:
Education Required:	Education Required:
Occupation:	Occupation:
Education Required:	Education Required:

What Interests Me?

Developing your Career Path

While it may not seem like a big deal right now, developing a career path is filled with some of the biggest decisions of your life. You do research before you make a big purchase like a car or house, wouldn't you expect to do the same with your career?

However, before you jump into the research, take a moment to imagine your ideal job in the near future, and farther out.

Envision Your Ideal Workday

Describe below your ideal workday. Do *not* rule out any options because you think it's impossible or impractical to achieve them. Although we cannot all be professional basketball players, we can explore *why* we would want to play basketball all day, every day.

Now take a moment to think about what makes these activities so appealing to you. Then go ahead and list those characteristics below. When answering be very specific this way you can get a better insight as to why it's appealing.

Questions you may want to ask yourself include:

- ✓ What activities make me feel good about myself?
- ✓ What gets me excited?
- ✓ What did I want to be when I was young? Why did this interest me?
- ✓ Which interests have stayed with me for the longest time?
- ✓ Which activities make me feel confident?

Now that you had time to think about why those activities appeal to you, in the space below list *two* occupations from your Exploring Occupations Worksheet that you feel would appeal to

you. Choose one occupation that you could do in the near future (1-3 years from now), and choose one occupation that you could work towards over a long period of time (5-10 years from now).

Occupation 1 _____

Occupation 2 _____

Researching Your Ideal Occupations

Occupation 1

1. Occupation: _____

2. Nature of the work

3. Working conditions

4. Education and Training Requirements (education required, estimated time to achieve this, etc.)

5. Skills necessary for this occupation

6. Outlook – what is predicted for jobs in this occupation: rising, falling?

7. Average Salary

8. Related Occupations

Occupation 2

1. Occupation: _____

2. Nature of the work

3. Working conditions

4. Education and Training Requirements (education required, estimated time to achieve this, etc.)

5. Skills necessary for this occupation:

6. Outlook – what is predicted for jobs in this occupation: rising, falling?

7. Average Salary

8. Related Occupations

Informational Interview

Another method to find information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called informational interviewing. An informational interview is an interview that you initiate - you ask the questions. The purpose is to obtain information, not to get a job.

Here are some ways to find people to interview:

- Make a list of people you know and what they do for work. The person you need to interview may be a family member or close friend.
- If you don't know someone in that specific occupation, ask people you know if they know someone.
- If that doesn't work, look online for someone local that is in that occupation.

How to contact someone for an Informational Interview:

- Tell the person who you are and you are looking for someone to conduct an informational interview with.
- Ask them if they can meet with you for at most 30 minutes.
- If they can't meet with you, ask them if they know someone who might be willing to be interviewed.

How to prepare:

- Using the Informational Interview Questionnaire choose 10 questions for your interview.
- Dress professionally for the interview and be prepared.
- ARRIVE ON TIME! Make sure to thank them for their time.

Potential Contacts:

Name	Title	Phone	Occupation

SMART Goal Planning Worksheet

(S) Specific
WHO? *Describe the goal and who/what is involved.*

(M) Measurable
HOW? *How you will know a goal is achievable?*

(A) Attainable:
WHAT? *Steps I need to complete in order to achieve the goal.*

(R) Realistic
WHY? *In what way is the goal relevant to my personal and professional growth?*

(T) Time Bound
WHEN? *Clearly define the time-frame.*

California Conservation Corps Goal Setting Worksheet

Corpsmember Name _____ Supervisor _____

Date _____ Center _____ Date of Hire _____

	Start Date	Target End Date	Completed (check box)
CCC Work Goals			
Understand proper use of hand tools.			
Complete Emergency Fire Camp Support Training.			
Use proper safety gear.			
Practice safety on the job and participate in tailgate sessions.			
Accept constructive feedback from supervisor and crew members.			
Understand and practice conservation ethics on the job.			
Keep a weekly journal (500 words) and list on the job skills.			
Demonstrate strength and stamina on the job (i.e. walking, lifting).			
Achieve 90% or better daily job attendance.			
Pass (3) monthly evaluation with satisfactory or better rating.			
Meet standard personal hygiene practices.			
Develop and improve my interpersonal skills (oral/written).			
Effectively communicate and follow problem solving methods.			
Understand and participate in emergency response projects.			
Complete the Career Develop and Transition Competency.			
Complete the Conservation Awareness Program competency.			
Complete Certified Sawyer Training.			
Attend Leadership Development Training.			

	Start Date	Target End Date	Completed (check box)
Complete 48 volunteer hours in community service projects.			
Complete Blue Card Program.			
Apply for a CCC Specialist position.			
Become a Vehicle Swamper (maintain a CCC vehicle).			
Become a Crew Tool Swamper (maintain crew tools).			
Become a Crew Safety Officer.			
Become an Assistant Crewleader (ACL).			
Complete a crew leader application and interview.			
Complete Class C Driver's License.			
Complete Class B Driver's License.			
Become a Crewleader.			
Research CCC internship opportunities.			
Apply to Intern Program and interview for the intern position.			
Apply for CCC special programs (i.e. Australian Exchange, Backcountry, Transitional Candidate, WEER, Salmon Restoration Project).			
Qualify for the CCC and AmeriCorps Education Award.			
Other:			
Other:			
Other:			
Personal Development Goals			
Register to vote and exercise my right to vote.			
Participate and improve personal physical fitness.			
Attend AA/NA classes.			
Attend weekly Corpsmember Community Meetings.			
Attend and participate in Corpsmember Advisory Board (CAB).			
Open a checking, and/or saving account.			
Develop and implement a monthly spending and savings plan.			

	Start Date	Target End Date	Completed (check box)
Participate in CCC monthly recreational events or activities.			
Understand and practice healthy diet and exercise program.			
Abstain, or decrease alcohol and drug use.			
Abstain, or decrease use of cigarettes.			
Volunteer, and participate as a CAB officer.			
Participate in counseling services to improve my self-image, and/or interpersonal skills.			
Locate and utilize a mentor(s).			
Donate to a charity.			
Become a blood donor.			
Other:			
Other:			
Other:			
Career Development Goals			
Identify career pathways and occupations you might like to explore.			
Explore occupations at the library, on websites or through other research methods.			
Interview people in careers of interest to learn what they do and why they chose that career path.			
Set a short-term goal.			
Set a long-term goal.			
Research colleges or trade schools entrance requirements and cost.			
Apply for CCC Scholarship.			
Apply for AmeriCorps Scholarship			
Enroll, participate & complete the GED curriculum & pass the GED test.			
Enroll, participate & complete in ESL (if applicable).			
Enroll, participate & complete a High School Diploma Program.			
Learn keyboard and computer skills.			
Write a cover letter for a CCC opening (promotional			

	Start Date	Target End Date	Completed (check box)
or civil service).			
Write a resume for a CCC opening (promotional or civil service).			
Learn how to find good job/work references.			
Request three or more letters of reference from supervisors or employers.			
Develop a resume for a CCC position or promotion.			
Develop an electronic file space to store my job seeking documents.			
Find a mentor for job development knowledge and guidance.			
Update resume, cover letter and application for a job outside the CCC.			
Apply for CCC opening (promotional or civil service).			
Practice interviewing for a CCC opening (promotional or civil service).			
Visit a local One-Stop Center and research job opportunities.			
Research the Internet for job opportunities.			
Apply for college or technical school admission.			
Research and apply for college/technical school financial aid.			
Complete college assessment and placement program for admission.			
Practice interview skills for job opportunities outside the CCC, apprenticeship programs or educational programs.			
Complete the ASVAB assessment for Military requirement.			
Visit a military recruiter (Army, Navy, Air Force, Marine, or Coast Guard).			
Transfer closer to home or job location prior to completing CCC.			
Develop a portfolio to collect job search materials.			
Research apprenticeship opportunities.			

Career Development & Transition Module 1

	Start Date	Target End Date	Completed (check box)
Research internship opportunities in the community.			
Enroll & participate in local community college classes.			
Apply for Job Opportunities (all types).			
Other:			
Other:			
Other:			

List 5 goals from each of the areas:

CCC Work Development Goals

- 1.
- 2.
- 3.
- 4.
- 5.

Personal Development Goals

- 1.
- 2.
- 3.
- 4.
- 5.

Career Development Goals

- 1.
- 2.
- 3.
- 4.
- 5.

After you complete this worksheet, put a copy in your CMD file and take a copy with you to update your Individual Development Plan (IDP). If electronic copy is available, make sure you store it in your electronic storage space (for example, Google Docs).

Classroom Presentation

Module 1: Self -Assessment, Occupational Research and Goal Setting

You will have 10 minutes to present an overview of what you have learned in this module. You can use the 10 minutes any way you like and you can use any type of presentation methods and tools that are available to you.

These topics need to be addressed in your presentation:

- 1) An overview of the two occupations you chose from the What Interests Me? worksheet. Include information on what a person in each occupation does, what skills are used and the education required for each occupation.
- 2) Provide three key pieces of information that you found out during your informational interview. Also include information about who you interviewed and the business or organization they work for. This information should be interesting to you and hopefully relevant to your goal setting exercise.
- 3) Share one of the long term goals you developed for yourself using SMART Goals and include any short term goals that were developed based on that activity.

Possible presentation tools:

- 1) Create a single page handout or poster board for the instructor and other students.
- 2) Create an informational packet with various resources about the occupations you chose.
- 3) Create a quick activity for the class to do that is relevant to your presentation.
- 4) Create a Powerpoint presentation.
- 5) Use your imagination.

Have fun and Remember: You are presenting something to the class that you find interesting. You get to choose the topic (occupations) and information you share with them. Help them see what makes you excited about it.

Corpsmember Career Development Workbook

Check-off List

Module 2: Applications, Resume, Cover Letter and References

Deliverables:

Week 4

- Professional Gmail address
- Shared a document on Google Docs
- Personal and Employment History Template
- Copies of licenses and certificates

Week 5

- Resume for a CCC position
- References sheet
- Cover Letter for a CCC position
- Completed State Application

Week 6

- Classroom Presentation

CM Name _____ Site _____

CM Signature _____ Date _____

CDT Instructor Signature _____ Date _____

Professional E-mail and Electronic Storage

Setting up A Professional E-mail Address

First impressions are important, especially when you are trying to get a job. For the most part an employer has several opportunities to get an impression of you before they ever meet you in person. An employer can figure out what you are like by looking at your resume and cover letter, but the very first thing they will notice is your email address. You might feel like your email address is an extension of your personality- who you are, but is it the part of your personality that will make you a desirable employee?

It is important that you take some time to think about how your email looks from the standpoint of the recipient. Here are several things you should check to make sure it conveys the image you want.

1. **Having Your Name Show up Instead of Your E-mail Address** – When you send an email, it should show your name in the “from” field. Sometimes people have it set to just show their email address.

This is an example of how the “to” field should appear when someone receives your message:

☆ "Mark W. Shead" <mark@productivity501.com> to me

2. **Include Your Full Name**– Some people like to use just their first name, but when the person receiving your message is scanning a list and sees “Tom,” it may be difficult for them to know which “Tom” the message is from.
3. **Use Something Professional for the Username** – Getting emails from LuckyOne007 or PrincessDeeDee may be cute to your friends, but for employers it sends a different message. There might be a reason to use a nickname if you are concerned about privacy, but be prepared for people not to take you seriously because there doesn’t seem to be a real person standing behind the e-mail.

Here are some ideas to help get you started:

- bob.hope@gmail.com
- bob.t.hope@gmail.com
- bhope@gmail.com
- bobh@gmail.com

Create 6 options for your professional email address

Personal and Employment History Worksheet

Writing a résumé can be easy if you are properly prepared. The following worksheet allows you to compile all of the necessary information needed for applications and résumés.

Contact Information

Name: _____

This should be your full legal name. No nicknames or abbreviations!

Address: _____

Example: 12345 Penny Lane, Apt. # 4
New York, NY 84501

This address should be at a residence where you check the mail often.

Phone Number: _____

Example: (xxx) xxx-xxxx

- Put a phone number that is **ONLY** answered by **YOU** or **VOICEMAIL**. Employers do not want to talk to multiple people to get to you.

Email Address: _____

Example: josephtsmith@email.com

- Your email address should be simple and professional!

Employment Experience

(Full-time/part-time/seasonal/temporary/internships)

Begin with your most recent employer and work backwards (reverse chronological order). If you are still working for that employer, put **present** on the dates of employment.

Example: 05/2010 – present

DO NOT guess on your dates of employment. These *must* be accurate so contact the employer if you are unsure.

Fill out information for every job you have had. You will include the most relevant job experience on your résumé depending on the position you are applying for.

Employer: _____

Supervisor: _____

Address: _____

Phone: _____

Your job title/position: _____

Dates: _____ to _____

Short description of your duties: _____

Employer: _____	Supervisor: _____
Address: _____	Phone: _____
Your job title/position: _____	Dates: _____ to _____
Short description of your duties: _____	

Employer: _____	Supervisor: _____
Address: _____	Phone: _____
Your job title/position: _____	Dates: _____ to _____
Short description of your duties: _____	

Volunteer Experience

Volunteer experience is just as valid as work experience since you learn skills while volunteering. Volunteering indicates that you are dedicated to your community so an employer assumes you will also be dedicated to the job.

Organization: _____	Dates: _____ to _____
Short description of your duties: _____	

Organization: _____	Dates: _____ to _____
Short description of your duties: _____	

Education

Like your employment information, begin with the most recent school that you attended and work backwards. Indicate whatever degree/diploma that you received from each school.

If you have a Bachelor's degree, it is not necessary to include your high school.

Include any extracurricular activities, awards, or honors that you received.

If you have not completed your diploma or degree yet, state that it is **in progress** and indicate when your expected completion date is.

School: _____	City, State: _____
Dates attended: _____ to _____	Diploma/Subject matter: _____
Awards and activities: _____	

School: _____	City, State: _____
Dates attended: _____ to _____	Diploma/Subject matter: _____

Awards and activities: _____

School: _____ City, State: _____
Dates attended: _____ to _____ Diploma/Subject matter: _____
Awards and activities: _____

Licenses/Certifications/Skills

It is important to list ALL licenses, certifications, and skills you might have. You never know what can come in handy!

Driver's License

Number: _____ Class: _____ Endorsements: _____

Safety

CPR-Adult Expiration Date: _____

Standard First Aid Expiration Date: _____

Other: _____

Computer Skills (programs, databases, operating systems, etc.)

Other

References

You should have the contact information for at least three **professional** references. Get permission before using someone's information for a reference!

Name: _____ Phone: _____

How do you know this person? _____ E-mail: _____

Name: _____ Phone: _____

How do you know this person? _____ E-mail: _____

Name: _____ Phone: _____

How do you know this person? _____ E-mail: _____

CALIFORNIA CONSERVATION CORPS

Work Terms

Circle the phrases and terms below that you have used on CCC projects.
This worksheet will be helpful when you begin the process of developing your resume.

Phrases

- | | |
|--|---|
| <input type="checkbox"/> Assisted Caltrans (freeway landscape maintenance, rest area maintenance) | <input type="checkbox"/> Flood Prevention |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Fire Rehabilitation |
| <input type="checkbox"/> Emergencies (fire camp support, flood control, earthquake recover, oil spill cleanup) | <input type="checkbox"/> Fuel Reduction |
| <input type="checkbox"/> Erosion Control | <input type="checkbox"/> Invasive Species Removal |
| <input type="checkbox"/> Exotic Species Removal | <input type="checkbox"/> Natural Resource Projects |
| <input type="checkbox"/> <i>Fire Crew</i> – participated in initial attack, mop-up, and logistical support crews | <input type="checkbox"/> Salmon Restoration |
| <input type="checkbox"/> Fish Habitat Restoration | <input type="checkbox"/> Rock Construction (dry stone rock walls, dry stone terrace steps) |
| <input type="checkbox"/> Fire Hazard Reduction | <input type="checkbox"/> Trail Construction (Re-routes, hinge, back slope, tread, water bars) |
| | <input type="checkbox"/> Trail maintenance |
| | <input type="checkbox"/> Watershed Restoration |
-

Tools

Fire

- | | |
|--|--|
| <input type="checkbox"/> Double Bit Ax | <input type="checkbox"/> Pick mattocks |
| <input type="checkbox"/> McCleod | <input type="checkbox"/> Axe mattocks |
| <input type="checkbox"/> Pulaski | <input type="checkbox"/> Turning fork |
| <input type="checkbox"/> R-5 Shovel | <input type="checkbox"/> Pitch fork |
| <input type="checkbox"/> Drip Torch | <input type="checkbox"/> Leaf rake |
| <input type="checkbox"/> Back Pump | <input type="checkbox"/> Steel rake |
| | <input type="checkbox"/> Loppers |

General Grade Tools

- Banjo Canteen
- Square shovel
- Round shovel
- McCleod
- Pulaski
- Post hole digger
- Rock bar
- Weed whip
- Sledge hammer
- Splitting maul
- Folding saw
- Pole saw
- Pick

Power Tools

- Chain saw
- Pole saw
- Weed eater
- Hedge trimmer
- Leaf blower

Heavy Equipment

- Chipper

Other Equipment

- Cable rigging system

Cover Letter Worksheet

First Paragraph

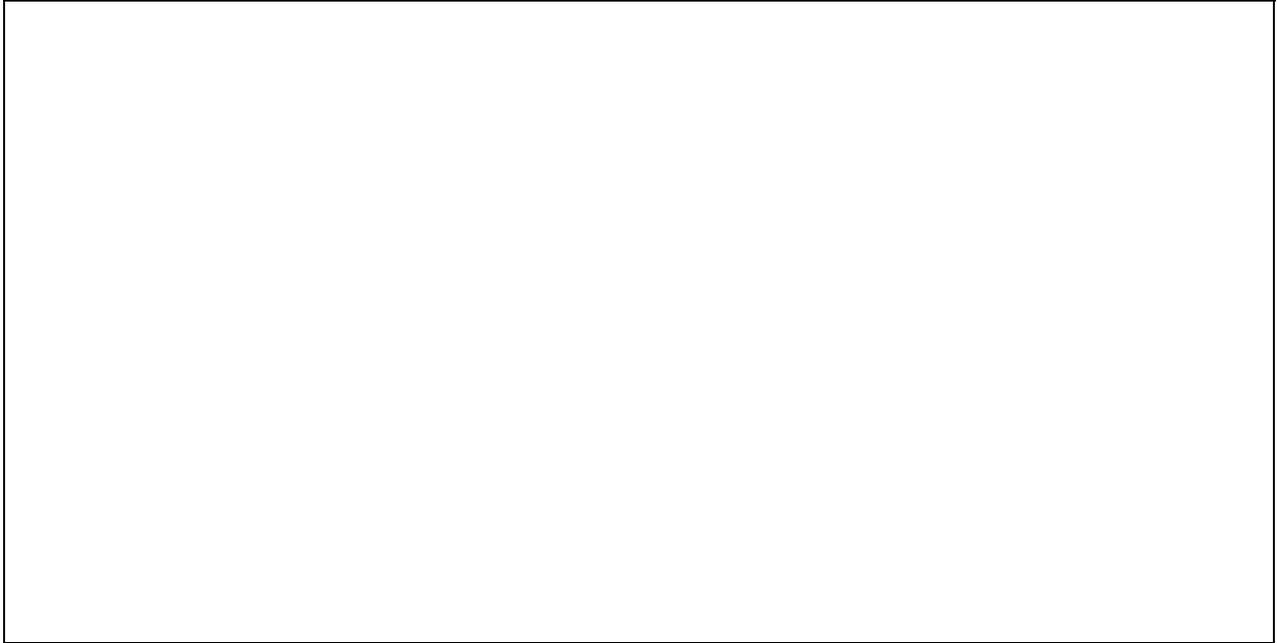
- Spark Employers Interest.
- Tell why you're writing – what position you're targeting.
- How did you find out about the position?

Second and Third Paragraphs

- Provide more detail about your professional/academic qualifications.
- Detail how you can contribute.
- Stress accomplishment and achievements (not job duties/responsibilities).
- Tailor to employers need (from ad or job description).
- Relate yourself to the organization and how you can meet employers' need.
- Demonstrate your knowledge of the employer (based on your research).

Closing Paragraph

- Be proactive – request action.
- Ask for an interview or meeting.
- Express confidence that you are a perfect fit for the job.
- Tell how you will follow up.



Corpsmember Career Development Workbook

Check-off List

Module 3: Organized Job Search, Networking, and Tailoring the Resume and Cover Letter

Deliverables:

Week 7

- My Network Worksheet
- Elevator Speech Worksheet

Week 8

- Visiting a Career One-Stop Center Summary
- Job Search Worksheet
- Sample Job Description Worksheet
- Tag Crowd Activity

Week 9

- Job Search Spreadsheet
- Tailored Resume
- Tailored Cover Letter
- One Letter of Recommendation
- Classroom Presentation

CM Name _____ Site _____

CM Signature _____ Date _____

CDT Instructor Signature _____ Date _____

Job Search Spreadsheet

Company and Location	Job Title & Brief Description of Job	Application Deadline	Date Resume/Cover Letter Submitted	Date Application Submitted	Contact Person Name	Contact Person Information (phone, email)	Updated resume/references/portfolio for interview?	Interview Date	Thank You Note/Email Sent?

Company Websites: Researching Employers

Since some employers prefer to hire locally, or from within, sometimes jobs are posted on their website before being placed on a larger job search website. Finding and applying for a job on an employer's website also tells them that you are interested in their company since you went to the effort to visit their site.

Using the Ideal Occupation you chose from the What Interests Me worksheet in Module 1, begin looking for companies or organizations that provide jobs for that occupation. You can usually find them by typing in the occupation and location you want to work in an Internet search engine like Google.

For example, if I want to be a middle school teacher in Stockton I will search for: "jobs at middle schools in Stockton". The search results will bring back a listing of middle schools in Stockton. I can use the links on this page to find job openings at each of these schools.

Researching the Employer

Before applying for employment, it is a good idea to research the company's background. It tells them that you have more interest in the company and its products than your paycheck. It also helps you determine if it is a place you would like to work.

Here are some things to look for when researching an employer:

What products or services does the company provide?

What jobs does the company hire for?

Has the company been in the news lately? Any major achievements?

What is the company's mission and values?

Who are the decision makers in this company?

Networking: Connecting with People

People are the most important source of information about new jobs and career opportunities. **For every person who finds a position online, at least ten more find theirs through the people they know.** Most job opportunities are never even advertised because organizations look first at people they know and people who come recommended. Building a good personal network will help you make your way in the workplace. (Source: www.cacareercafe.com)

Identifying and building your network is one of the best things you can do when looking for a job. Your network can include: family, friends, acquaintances, co-workers, classmates, former supervisors, and former teachers. When people in your network know your skills, work ethic, and know you are looking for a job, they can help you find jobs that may not be advertised yet. They can help you get jobs at their own place of work since most employers prefer recommendations from their own employees.

Use the Networking Worksheet to help you identify your network.

My Network Worksheet

Who is your...	Name	Email	Employer
Friend			
Friend			
Relative			
Relative			
Teacher			
Teacher			
Supervisor			
Supervisor			
Co-worker			
Co-worker			
Co-worker			
Landlord			
Roommate			
Religious leader			
Classmate			
Classmate			
Other			

Create Your Elevator Speech

It is very important that you can show that you are a good fit for a job. The person who gets a job may not be the most skilled, but they may have been good at promoting themselves. Here are some tips to help you market yourself.

Think about being in an elevator. You have one minute to talk about yourself to a potential employer. You want this person to know your job target and why you're a good fit. Practice your speech with people who can give you feedback. Do they understand what kind of job you're looking for? Do they understand why you would be good at it?

Examples of elevator speeches:

- ✓ *"My name is Jane Doe. I have two years' experience as an office assistant. I also took classes in project management at Whatever College. I have worked in customer service most of my life. I'm looking for an administrative support position. I'd really like to work for a medical company. Do you know of any jobs in that area?"*

- ✓ *"I'm John Doe and I'd love to be your caterer for your next event. I have worked as a chef for six years. I'm starting my own catering company. I can make good food for memorable events."*

<u>Your Elevator Speech</u>
<p>My name is: _____</p>
<p>I'm interested in: _____</p> <p>_____</p>
<p>My skills and background for this job are: _____</p> <p>_____</p> <p>_____</p>

(Source: Jewish Vocational Service of Los Angeles Job Seekers Guide)

Job Search Worksheet

This worksheet will guide you through the job search process where you will eventually choose a current job post of interest to use for your presentation. Follow the steps, and if you have any questions, ask your CDT instructor or CCC CMD staff.

What are the two ideal occupations you listed from What Interests Me?

- 1.
- 2.

List the top 3 places you would like to live after leaving the California Conservation Corps?

- 1.
- 2.
- 3.

Using the directions provided in Company Websites: Researching Employers, list the top 3 companies/agencies you are interested in working for.

- 1.
- 2.
- 3.

Choose at least 3 job search websites you will use to find job openings.

- 1.
- 2.
- 3.

Search for Jobs!

Remember, each website will have a different way to search for jobs. Use your Job Search Spreadsheet to keep you organized while you search for jobs based on location, keyword, salary, etc....

Try to find 2-3 jobs that you are interested in. Choose the top two jobs that interest you and fill out the information in the table below:

Job Title	Website	Company/Agency	Minimum requirements

Understanding Job Descriptions

Sample Job Description Worksheet

Using the example job description provided, answer the following questions about the different sections of a job description:

1. What is the deadline for this position?

2. Where is the position located?

3. What is the salary for this position?

4. What are the health benefits and/or retirement benefits?

5. List 3 of the duties/responsibilities for this position?
 -
 -
 -

6. Using your decoding knowledge, pick out 3 key words in this job description and list them below:
 -
 -
 -

7. How would you apply for this position?

TagCrowd Activity

TagCrowd.com is a useful website to help visualize key words and phrases that are used in job descriptions, basic qualification sections, or any text. It can be helpful to see keywords instead of being overwhelmed by lots of text. Using a job description that interests you, create your own TagCrowd using the instructions below.

1. Go to the TagCrowd website: www.tagcrowd.com
2. Copy and paste the job duties or description into the box indicated on the TagCrowd site.
3. Click **Visualize**.
4. On the next page, a TagCrowd visual will be shown.

Choose your text source:

Paste Text | Web Page URL | Upload File

Paste text to be visualized:
plain text, 3 MB max

Laborers perform manual tasks involving little or no specialized skill or prior work experience. Typical work includes grounds maintenance to include lawn mowing, trimming, fertilizing, and watering. It also includes custodial duties to include laundry, cleaning, stripping, waxing and buffing floors, vacuuming, removing stains, washing walls and windows, collecting and discarding trash and debris. This position requires a motor vehicle over primitive, unpaved roads in a rural setting in all types of weather conditions.

Visualize!



The top 50 words are displayed in the box; the words used the most are displayed the largest in the TagCrowd visual.

5. If you see words in your TagCrowd visual that are not relevant, for example “include” or “conditions”, go to the bottom of the page under **Options**, in the box that says “Don’t show these words” type in any unwanted words.
6. Click **Visualize** again to see the updated TagCrowd visual.

What are the top 10 words in your TagCrowd?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Corpsmember Career Development Workbook

Check-off List

Module 4: Portfolio, Interviewing, and How to Succeed at Work

Deliverables:

Week 10

- Professional Portfolio Table of Contents
- Summary Sheet of Project Logs worksheet

Week 11

- STAR Practice Question worksheet
- Mock Interview Questions and Answers
- Succeed At Work Questionnaire

Week 12

- Professional Portfolio
- Classroom Presentation

CM Name _____ Site _____

CM Signature _____ Date _____

CDT Instructor Signature _____ Date _____

Portfolio Assembly: Developing a Table of Contents

A table of contents is a great way to make your portfolio easy to explore for the reader. Below, you will find sections that can be used for your portfolio's table of contents to organize your portfolio. Beneath each section, there a list of potential documents that could be used in your portfolio. Go through the list and check the items you have and would like to use for display. If you have additional items, list them in the appropriate sections. Once you have determined the documents you want to display in your portfolio, create a Table of Contents. This will be the first step in developing your own portfolio.

1. Introduction

- Cover Letter

2. Work History

- Resume
- Employment Application
- Project Pictures
- Work Samples
- References List
- Letters of Recommendation
- Performance Evaluations
- _____
- _____

3. Education

- High School Diploma
- Associates/Bachelor's Degree
- Transcripts (if relevant)
- Education Honors
- Sample of an impressive assignment
- Extra-Curricular Activities – Sample/write-up of activity, pictures, awards
- _____
- _____

4. Accomplishments (Awards/Certificates)

- Work Related Awards
- Education Related Awards
- Volunteer/Extra- Curricular Activities Awards and Letters of Participation
- Chainsaw Training
- Flood Training
- HAZWOPER Training
- Fire Training
- Leadership Positions
- _____
- _____

5. Certifications

- CPR/First Aid Certification
- Class B Driver's License
- Blue Card
- _____
- _____



Summary Sheet of Project Logs - Skill Sets



Project Summary

Dates:

Sponsor/Agency:

Location:

Project Description:

Acquired Skills

List the skills you gained while working on this project (make sure you use proper terminology). Refer to the "California Conservation Corps Work Terms" document for assistance.

Tool Proficiency

List tools that you became familiar with while working on this project:

**Using the STAR Method to
Answer Behavioral Questions**

Tell me about a time where you experienced a conflict with a supervisor and how you dealt with it.

What does your answer to that question say about you?

This is an example of a behavioral question, and they are very common in interviews. There are many ways to ask a behavioral question, but they basically have the same style: tell us a story about something you did.

STAR Practice Question

Now try answering that initial question again, this time write out your answer using the STAR method.
Tell me about a time where you experienced a conflict with a supervisor and how you dealt with it.

Situation:

Task:

Action:

Result:

Read your answer out loud to yourself or a friend.

How does it make you sound?

Was there a positive outcome?

Did you speak badly about anybody?

Does it show the listener that you are a competent and capable employee who can get along with others?

How to Succeed At Work

Questionnaire

1. What are new hire expectations?
2. What is the difference between work ethic and excellence?
3. What are the effects of missing work?
4. What are some strategies for being a productive employee?
5. How can you effectively communicate with your co-workers?
6. How do you plan to continue learning once you have a job?
7. What are some strategies for time management?

