

## Searching for a Job Instruction Outline

- 1) Cover Job Searching Techniques 30 minutes
  - a) What does it take?
  - b) Networking and statistics on how work is found
  - c) Networking worksheet
    - i) Allow students to write at least two names to contact after the workshop
- 2) On-Line Resources
  - a) Michigan Talent Bank
    - i) Creating an account 10 minutes
      - (1) Allow students to create an account
      - (2) Make sure they write down the account information
    - ii) Writing a resume 20 minutes
      - (1) Cover the differences between the Functional and Chronological resumes
      - (2) Explain the differences between the two in the Michigan Talent Bank
      - (3) Review all sections of the resumes
        - (a) keep in mind, once a resume type is selected, it cannot be changed to the other type
        - (b) Job title is very important
        - (c) Location – are you willing to travel?
        - (d) Job objectives are very important as well
      - (4) Have all students complete the Job Objective section
      - (5) Recommend students to attend the Resume and Cover Letter class
    - iii) Searching for a job 20 minutes
      - (1) Show students how to search for a job
      - (2) Explain the results page and job details
      - (3) Show the shopping cart functionality
        - (a) Note that these jobs will be saved in the shopping cart to be viewed later
      - (4) Now, allow students to search for a job and add to the shopping cart
  - b) mlive 10 minutes
    - i) Show students how to search for a job
    - ii) Explain the results page and the job details
    - iii) Explain that mlive also offers a career center, similar to the Michigan Talent Bank
- 3) Give students time to search the Michigan Talent Bank and/or mlive 30 minutes