







Title	"What's in a job posting?"
Grade Level	Middle and High School
Focus	Career Acquisition, Day 1 of 2

Objectives	
The student will...	display an understanding of the experiences and characteristics required to acquire employment.
	consider the academic and professional requirements for a specific job.
	write a job posting.

PA Standards			
Career Education and Work	<ul style="list-style-type: none"> ▪ 13.2.E: Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations, personal initiative, self-advocacy, scheduling/time management, team building, technical literacy, technology. ▪ 13.2.B: Evaluate resources available in researching job opportunities. 		
English Language Arts	<ul style="list-style-type: none"> ▪ 1.4.9 – 10.A; 1.4.11 – 12.A: Write informative/explanatory text to examine and convey complex ideas, concepts, and information clearly and accurately. ▪ 1.5.9 – 10.A; 1.5.11 – 12.A: Initiate and participate effectively in a range of collaborative discussions on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. 		
Artifact Opportunity	<ul style="list-style-type: none"> ▪ The Closing Reflection can be used as an artifact representing standard 13.2. 		
Videos	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 2018 Pittsburgh Central videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/ ○ QR Code:  </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 2018 Pittsburgh East videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/contests/pittsburgh-east/ ○ QR Code:  </td> </tr> </table>	<ul style="list-style-type: none"> ▪ 2018 Pittsburgh Central videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/ ○ QR Code:  	<ul style="list-style-type: none"> ▪ 2018 Pittsburgh East videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/contests/pittsburgh-east/ ○ QR Code: 
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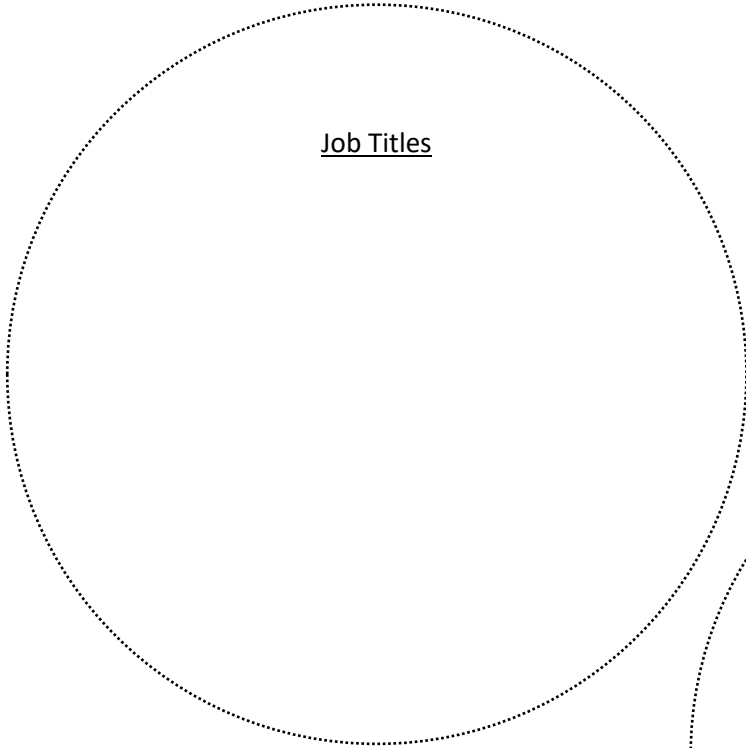
Lesson Plan	
Materials Needed	<ul style="list-style-type: none"> • Employment in Manufacturing Brainstorming Worksheet • Employment Opportunity Template Worksheet • Employment Opportunity Worksheet • Profile of an Applicant Worksheet • Internet access • “What’s So Cool About Manufacturing?” videos
Procedures and Activities	<ul style="list-style-type: none"> • Warm-Up <ul style="list-style-type: none"> ○ <i>What’s in a job postings? [2 minutes]</i> <ul style="list-style-type: none"> ▪ “Think about what information is contained in a job posting. In 2 minutes, list as many things as you can.” <p>NOTE: Students will need the Employment Opportunity Worksheet and the Profile of an Applicant Worksheet that they complete today, for Career Acquisition Day 2.</p> <ul style="list-style-type: none"> • Body <ul style="list-style-type: none"> ○ <i>Video Viewing and Brainstorming [10 minutes]</i> <ul style="list-style-type: none"> ▪ Individually, students watch one or two videos of their choosing from the “What’s So Cool About Manufacturing?” videos. ▪ They then list as many details as they can related to the jobs they saw, the requirements required for these jobs, and whatever else they can glean from the videos. They can write their thoughts on the Employment in Manufacturing Brainstorming Worksheet. ○ <i>Employment Opportunity Worksheet [15 minutes]</i> <ul style="list-style-type: none"> ▪ In groups of 3 – 5, students will gain a better understanding of the information presented in a job posting. ▪ First, they will look at the Employment Opportunity Template, looking over the elements of the posting. ▪ Then, students will use online resources, such as CareerLinks or O*NET to look at other manufacturing job postings. They can add new information to their Employment in Manufacturing Brainstorming Worksheet. ▪ Finally, they will complete the Employment Opportunity Worksheet, using the template provided, what they observed in their videos, and what they learned in their online search. ○ <i>Profile of an Applicant [10 minutes]</i> <ul style="list-style-type: none"> ▪ As a group, students create the profile of someone who would apply for the job posting they created, using the Profile of an Applicant Worksheet. • Closing <ul style="list-style-type: none"> ○ <i>Reflection [3 minutes]</i> <ul style="list-style-type: none"> ▪ On an exit slip, students respond to this question: “What did you learn today about where to find job postings and what information is contained within job postings?”



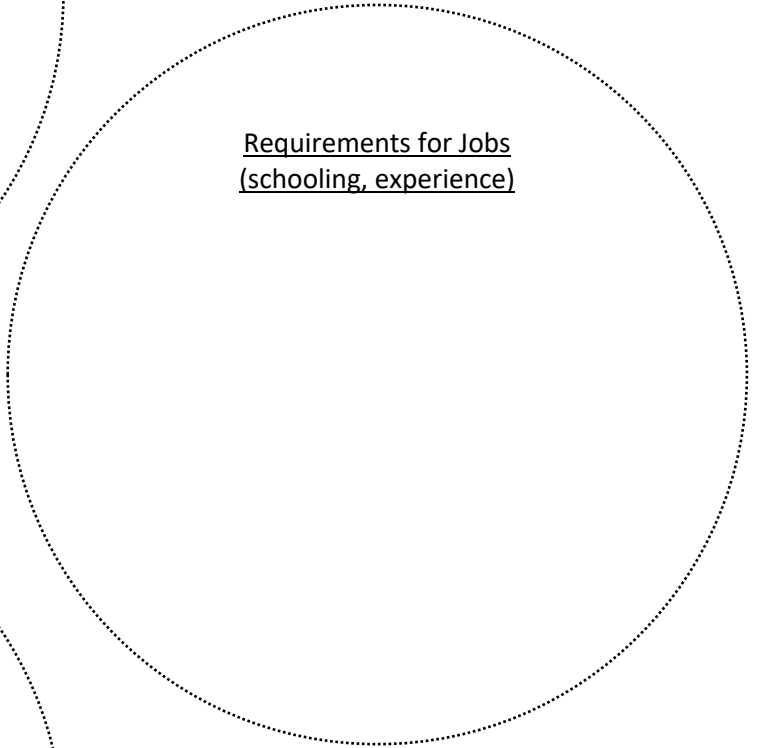
Employment in Manufacturing Brainstorm Worksheet

Directions:

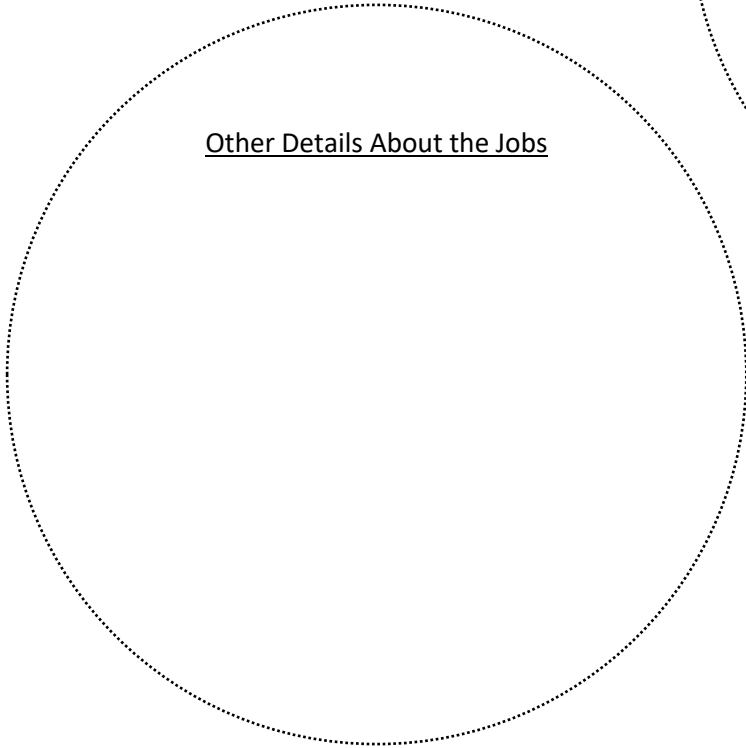
After watching one of the manufacturing videos, use the space below to list as many details as you can that relate to employment in the company that you learned about.



Job Titles



Requirements for Jobs
(schooling, experience)



Other Details About the Jobs

Employment Opportunity

Directions:

Using the template as a guide, create your own posting for a job. This job should be for one of the manufacturing companies that you and your group learned about by watching the videos. Choose a real company name and a real job title, then add details to the job posting based on what else you learned from the videos and your online search.

Template for Creating an Employment Opportunity Listing

Job Title: Production Assembly Technician
<p>Production Assembly Technician Manufacturing Robotics, Inc - Pittsburgh, PA \$15 - \$27 an hour - Full-time, Contract</p>
<p>Job summary</p> <p>Position is responsible for assembly, testing, and troubleshooting electromechanical product. In addition, this position will be required to train and lead team members, develop work instructions, and strive to bring our company's product offerings to the highest level of quality, reliability and value.</p>
<p>Essential functions You will be expected to:</p> <ul style="list-style-type: none"> • Assemble, and test electromechanical products while carefully following work instructions. • Troubleshoot small electromechanical products. • Troubleshoot processes and test equipment. • Interpret engineering prints and schematics. • Be a Team Lead for 3-6 Assembly Technicians. • Train production employees on safety, quality, and processes.
<p>Competencies</p> <ul style="list-style-type: none"> • Highly skilled as an electromechanical technician. • Excel in a team environment. • Proactive and action oriented. • Excellent interpersonal and organizational skills • Able to lift more than 40 lbs.
<p>Qualifications</p> <ul style="list-style-type: none"> • Two-year technical degree or equivalent • Experience with precision instrumentation and complex electromechanical systems preferred.
<p>Experience:</p> <ul style="list-style-type: none"> • Production Assembly: 2 years (Preferred)
<p>Benefits offered:</p> <ul style="list-style-type: none"> • Paid time off • Flexible schedules • Education assistance or tuition reimbursement • Retirement benefits or accounts • Health insurance • Parental leave • Dental insurance

Employment Opportunity Listing

Job Title:
Name and location of company:
Hourly pay being offered:
Job summary:
Essential functions You will be expected to: <ul style="list-style-type: none">• _____• _____• _____• _____• _____
Competencies <ul style="list-style-type: none">• _____• _____• _____

Qualifications

- _____
- _____

Experience

- _____
- _____

Benefits offered

- _____
- _____
- _____
- _____
- _____

Profile of an Applicant

Name:		Age:	GPA:
High School Name:			
Extra Curriculars:	Volunteer Experience:	Work Experience:	
<p>Post-Secondary Path: (circle one)</p> <div style="display: flex; justify-content: space-around; text-align: center;"> <div style="border: 1px dashed black; padding: 5px;">Direct to Work</div> <div style="border: 1px dashed black; padding: 5px;">Apprenticeship/ Trade School</div> <div style="border: 1px dashed black; padding: 5px;">Associate's Degree</div> <div style="border: 1px dashed black; padding: 5px;">Bachelor's Degree</div> </div> <p>Location of Post-Secondary Institution: _____</p> <p>Title of Certificate/Degree Attained: _____</p>			
Extra Curriculars:	Volunteer Experience:	Work Experience:	
Other skills or competencies that should be included:		Other related experience:	