

GOAL: Search for a Job

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Introduction

In the last ten years, searching for a job has drastically changed. Not too long ago, it was common to visit a business to find out if a location was hiring or find job listings through a newspaper's want ads section. Now, especially after the COVID-19 pandemic, jobs are typically found online either through employment websites like <https://www.indeed.com/> or directly on a company's website.

GUIDEPOST I: Where to Start

Successfully searching for a job online requires a combination of reading, writing and digital skills. Learners must not only know how to read a want ad but also where to find **want ads** online, how to read want ads, how to prepare digital materials (resumes and cover letters) and how to submit application materials. Because of this, searching for a job can be overwhelming and become a job itself.

To figure out where to start with your learner, it's crucial to find out what your learner already knows and what they don't know. To begin this process, consider asking your learner the following questions and/or complete a mind map.

Questions to Consider:

- What experience does your learner have applying to jobs?
- What is your learner's education history?
- What professional or community experience does your learner have?
- Does your learner want to stay in the same **job field** or change fields?
- What is your learner's citizenship status?
- Does your learner have materials prepared, such as a resume?
- What is your learner's experience with job applications and applying online?

Key Vocabulary

- **Want ads** or **job postings** are advertisements for open positions at a specific company, organization or agency.
- **Job field** is a category of jobs that have similar qualities.
- **Job title** is a name that describes a job or position.
- **Keywords** are specific words used to do an online search.
- **Search options** are the different choices selected after a search using keywords is done.
- **Narrowed** – When searches are narrowed, certain **filters** or parameters for the search are selected to get fewer choices.
- **Broadened** – When searches are broadened, certain **filters** or parameters for the search are unselected to get more choices.
- **Salary estimate** is the pay a job offers per year or hourly.

- **Full-time** jobs are working hours between 32 hours to 40 hours per week.
- **Part-time** jobs are working hours 32 hours or under per week.
- **Temporary** jobs are only offered for a temporary time frame, such as for a season or other specified dates.
- **Entry level experience** is a beginning position at an organization, which is great for people new to the field with little to no experience.
- **Mid level experience** is a position for someone who has anywhere between 3 – 10 years of experience, which varies from job to job.
- **Employer** is a person or organization that hires and employs people.
- **Job details** or **full job description** are two areas describing how the employer defines the job.

TIP: Depending on your learner’s skills and abilities, you may end up identifying additional vocabulary words than listed here. Consider keeping a learner-generated dictionary to come back to at the end of the session.

NOTE: If you are working with an undocumented learner, the process can be quite different because of their work status. However, offering personal services, like barbering, cosmetology, mechanic work, housekeeping, gardening and others, is a good route. For this type of work, learners will have to apply for an [IRS Individual Taxpayer Identification Number](#) (ITIN). More information about an ITIN can be found [here](#).

GUIDEPOST II: What You Will Learn

In this lesson plan, a learner will learn how to search for a job online using Indeed.com. These instructional activities will walk a learner through the whole process of searching for a job from figuring out where to start, searching through the Indeed job postings, and reading through different job postings. These skills will help the learner get guided practice when working with you, the tutor, for the learner to begin searching job postings independently.

Potential Materials

- Computer, laptop, tablet or smartphone

- **TIP:** Websites can look different on each of these devices, so it's important to figure out what device your learner most relies on to walk them through these steps. The process illustrated below is a website visited on a laptop.
- Internet access
- Dictionary or dictionary website, such as [Merriam-Webster's Learner's Dictionary](#) or [Oxford's Learner's Dictionary](#)
- Notebook to take notes

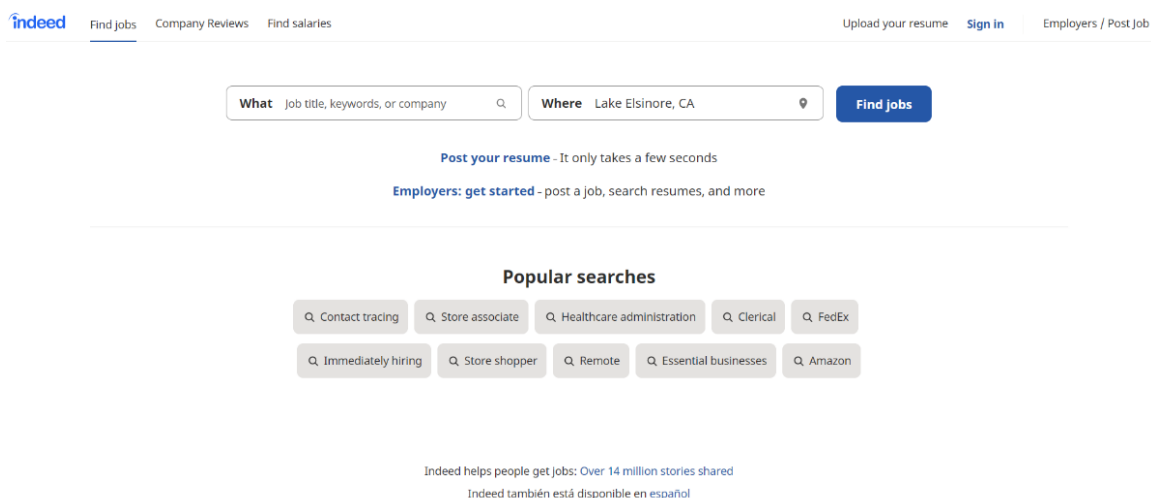
GUIDEPOST III: How You Will Learn

SEARCHING ONLINE

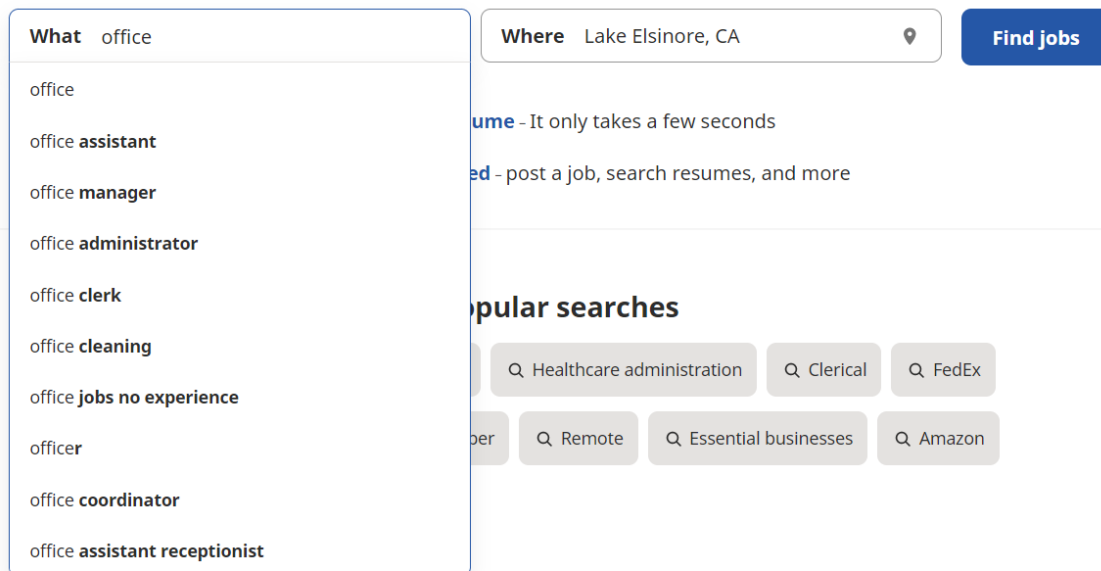
A lot goes into applying for a job, and online searches can be quite overwhelming if the searches are not narrowed down. Using the information from the “Questions to Consider” section from the beginning of a learning session will narrow down the search and the search results, which will make the process more manageable for you and the learner. Overall, searching online is a great way to build relevant reading practice into a learning session.

Using [Indeed.com](#)

The Indeed home page is accessibly structured. There are two important sections one should be familiar with when beginning the search for want ads: “What” and “Where.” “What” is asking for the type of job one is searching for and one could type in the **job title, keywords** or company name. “Where” is referring to the desired job location.



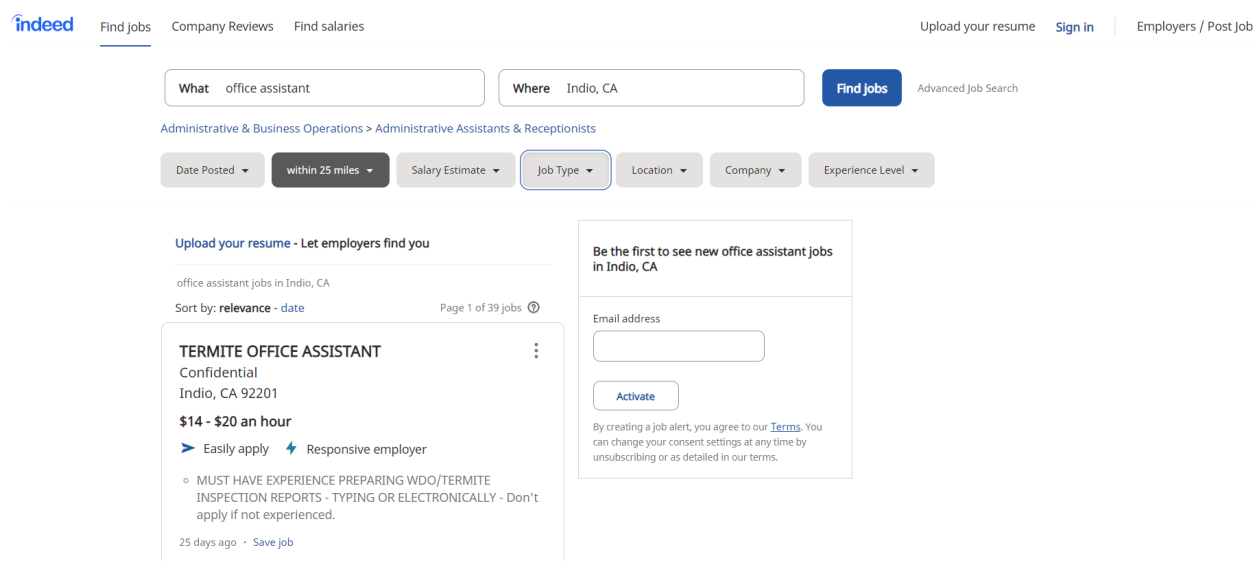
Tip: If you're unsure of a specific job title, you can type in a keyword to see what types of options pop up in the “What” window. This will also give you ideas for additional searches. For example, if your learner doesn't find a **job posting** that appeals to them, then you can try similar job titles in additional searches, such as trying “office coordinator” after “office assistant.”



Indeed helps people get jobs: [Over 14 million stories shared](#)

Indeed también está disponible en [español](#)

Once a job is selected, a new **window** will open:



For this selection, we decided to go with the title, “office assistant.” When this new window opens, there’s a few important components to think about before taking a look at a **job posting**. To narrow down the **search options**, there’s a bar with gray buttons that can be **narrowed** or **broadened** to make sure you’re getting quality search options.

- “Date Posted”: This will determine the time frame in which this job was posted.
 - Tip: Starting with the “Last 7 days” is a good place to start because the postings are recent, but not too recent.
- “Within 25 miles”: This tab provides limits jobs with a certain radius of the original “Where.”

- **“Salary Estimate”**: This tab limits job postings with a salary estimate if the posting provides this information.
- **“Job Type”**: This tab limits jobs by **“full-time,” “part-time”** and **“temporary”** positions.
- **“Location”**: This tab limits job postings by city name.
- **“Company”**: This tab limits job postings by company name.
- **“Experience Level”**: This tab limits job postings by **“Entry Level” experience** or **“Mid Level” experience**.

After these options are revised or left as is, you can begin working through each of the job postings with your learner.

TIP: If a learner likes this search option and wants to learn about new postings, in the right-hand box beginning, **“Be the first...,”** provides an option for learners to input an email address to receive new job postings under the job title.

Indeed does a great job providing an overview of a job posting that follows:

- Job title
- Company name
- Location
- Hourly/Salary range
- Notes on applying and employer
- Short summary of position
- Original post date

TERMITE OFFICE ASSISTANT

Confidential
Indio, CA 92201

\$14 - \$20 an hour

Easily apply Responsive employer

- MUST HAVE EXPERIENCE PREPARING WDO/TERMITE INSPECTION REPORTS - TYPING OR ELECTRONICALLY - Don't apply if not experienced.

25 days ago · [Save job](#)

new

Office Coordinator/Receptionist

Cypress Wealth Services, LLC
Palm Desert, CA 92260

\$13 - \$15 an hour

Easily apply Urgently hiring

- Job Summary: *The Office Coordinator/Receptionist works closely with the Service Team to greet visitors, answer phones, be the facilities coordinator for the...

5 days ago · [Save job](#)

To find out more about a job posting, you can click on the posting to get all the information the **employer** has added.

TERMITE OFFICE ASSISTANT

Confidential
Indio, CA 92201

Responded to 51-74% of applications in the past 30 days, typically within 4 days.

[Apply Now](#)

Job details

Salary
\$14 - \$20 an hour

Job Type
Full-time

Number of hires for this role
1

Full Job Description

TERMITE OFFICE ASSISTANT - Needed Immediately

MUST HAVE EXPERIENCE PREPARING WDO/TERMITE INSPECTION REPORTS - TYPING OR ELECTRONICALLY - Don't apply if not experienced. Not looking for any other office personnel at this time.

Monday - Friday; 8AM - 5PM; No Weekends

- MUST have experience with WDO/Termite inspection reports
- MUST be reliable

In this section, learners will learn about the “**Job details**” and can view the “Full Job Description.” The Full Job Description section is where the learner will learn the job expectations as listed by the employer, which can include:

- Employer notes
- Schedule
- Requirements
- Job Type
- Pay
- Benefits
- Work Conditions
- Benefit Conditions
- COVID-19 Precautions

It is important to note that the information posted in the “Full Job Description” section can vary greatly from employer to employer. Sometimes, the learner must decide whether they are okay applying for a job with few details.

TIP: If an employer has a short listing, it may help to search for the listing on the employer’s website or email the employer for more information. This also might be a red flag that this posting is a scam or a fake job posting.

Independent Practice: Now that you and your learner have gone through this process together, consider having your learner continue the search at home using the different strategies discussed during your session. Then, have your learner select 2-3 job postings to review together during your next session—perhaps in preparation to apply

GUIDEPOST IV: What Worked, What Didn’t, What Can You Use?

To complete this at the end of the instructional lesson, consider asking your learner the following questions to assess the success of your tutoring session.

Questions to Consider:

- What skills can you take from today to continue searching for jobs at home?
- What did you think was most successful about today’s session?
- What did you think was least successful about today’s session?
- What challenges do you think you might have?
- What else would you like to know about searching for jobs online that we didn’t cover today?
- What are ways you will know you’ve met the goal, “Searching for jobs online”?

Milestones that Show Learner Progress

Initial Effort – Your learner is aware of or understands the basic skills needed to effectively search for a job online. You and your learner have discussed and planned where to begin searching for a job online by taking inventory of what skills your learner possesses and those skills that need support.

Making Progress – You and your learner have identified elements of success and your learner can recognize these as indicators of progress. Indicators of progress can include but are not limited to:

- Your learner is aware of where to begin looking for a job
- Your learner is aware of types of questions one can ask to begin the job search
- Your learner can begin the job search process with support
- Your learner can navigate a job posting with support

Based on the elements of success you and your learner have identified, you both are putting aside physical and anecdotal evidence that shows improved online job searching abilities.

Goal Accomplished – Your learner can independently perform the reading and writing tasks necessary to successfully search for a job online. In this stage, the learner feels comfortable performing this goal on their own.

Additional Resources

- [“The New Resume Project”](#) provides a learner-accessible process for searching to applying for jobs.
- [“Create a Resume in Google Docs”](#) using this Google Applied Digital Skills lesson!