

Silverton High School

Direct to Workforce EA Project Guide

What are the goals of a direct to workforce EA project?

- Help students understand your options
- Explore a range of career options
- Develop a plan for their next steps

Minimum Project Requirements - In addition to all CIS & EA project requirements:

- Research careers: a minimum of 2 different options is required and you must be able to answer the following about each career in your own words. Write an essay, develop a chart, etc.
 - Description/Overview of the entry –level position that leads to that career
 - Specific Work Activities
 - Common Work Activities
 - Working Conditions
 - Physical Demands
 - Skills and Abilities
 - Knowledge
 - Interests and Values
 - Preparation
 - Helpful High School Courses
 - Hiring Practices
 - Licensing and Certification
 - Wages
 - Employment and Outlook
 - Advancement
 - Resource
- Complete at least a 2 hour job shadow/interview with a professional in your career of interest or attend a career information session. The attached questions must be answered and typed separately.
- Locate and print 3 current job announcements that you are currently qualified for
- Develop a plan and budget for transportation
- Locate and explain the following job related resources:
 - Employment Office
 - Temp Agencies
 - Online Services
 - Unemployment Office
- Obtain interview clothes (include a picture)
- Participate in at least 3 mock interviews (use the mock interview scoring guide)
- Have a resume and cover letter that meet the highest standard
- Obtain at least one letter of recommendation for employment from someone not related to you
- Obtain Career Readiness Certification – See Mrs. Bashor or Mrs. Rankin

Packet Requirements and Tips

- Documentation of hours worked (Work Plan and Journal)
- Keep copies of everything!
- Take pictures, gather brochures, flyers, etc. as evidence
- All work submitted must be at a quality standard.

Part 1: Employment Facts

Names of Business:

Address:

Phone Number:

Name of Supervisor:

Part 2: Employee Benefits

Describe the following benefits that are available to full time employees at your job site (ask your employer for the information you don't know).

1. Paid Vacations (how long must one work until one receives a paid vacation and what is the length of the vacations?)
2. Paid Sick Leave (how long must one work until one receives this benefit, and how much sick leave is granted each year?)
3. Paid Medical and/or Life Insurance (how long must one work until one receives this benefit and what is the coverage?)
4. Training Programs for Management (what programs are offered and how does one get into these programs?)

Part 3: Duties and Responsibilities

List completely the duties you are expected to perform on your job. For example a duty might be operating the cash register.

Part 4: Time and Materials

What could you do to improve your job according to the following criteria?

- a. How could you save time?

- b. How could you save effort?

- c. How could you save supplies and materials?

- d. What other things could you do to improve your job?

Part 5: Safety

1. What are the potential hazards on your job?

2. What safety precautions must you follow?

3. What things can be done to reduce accidents where you work?

Part 6: Things to Consider

Please answer the questions below with a minimum of 4 sentences each.

1. What personal qualities helped you get the job?

2. What are you learning on this job that will help you with future jobs?

