

**eDay LESSON 3-JUNIORS**  
**Searching for a Position**

**Name** \_\_\_\_\_

**Class** \_\_\_\_\_

**OVERVIEW:**

This lesson will assist students in discovering the resources available to them to perform job searches and will also assist them with finding the most relevant information within job descriptions.

**DIRECTIONS:**

**STEP ONE**

The following is a list of job search engines that can make looking for a job a little bit easier and more convenient. While newspaper want ads are still used and many smaller employers still hang help wanted signs in the window, most jobs are advertised online and will ask potential candidates to fill out an online application. For this assignment, please explore at least three of the following search engines below.

Ohiomeansjobs.com

Monster.com

Careerbuilder.com

Akronworks.com

Starkjobs.com

Simplyhired.com

Indeed.com

Akron.jobs

Justjobs.com

Snagajob.com

You will find that many of these search engines will ask you to be specific about the position you are seeking and about the area or zip code where you would like to work. Remember not to limit yourself as many skills like communication, a strong work ethic, and being dependable are transferrable from one position to another.

**STEP TWO**

Please find three positions from any of the above sites that you would be interested in applying to either now or in the future. Using the job advertisement as your guide, please answer the following questions about each position.

**Position One**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position? Can you perform this job now? If not, what will you need to do to be qualified for this position in the future?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

**Position Two**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position? Can you perform this job now? If not, what will you need to do to be qualified for this position in the future?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

**Position Three**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position? Can you perform this job now? If not, what will you need to do to be qualified for this position in the future?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

**ALTERNATIVE ASSIGNMENT FOR STUDENTS WITHOUT ONLINE ACCESS:**

Students can utilize district computers before, during, or after the school day and may also choose to complete the assignment at a public library. However, students can also choose to complete the following assignment.

**DIRECTIONS:**

**STEP ONE**

Please obtain a copy of *The Akron Beacon Journal*, *The Canton Repository*, or a free copy of *The Suburbanite*.

**STEP TWO**

Please refer to the classifieds and, specifically, to the “Employment” section. Choose three positions that have a detailed description of the job being posted. Using the job advertisement as your guide, please answer the following questions about each position. Please note, since you cannot specifically select how you search for these positions, these can be ANY postings and not necessarily postings that you would be interested in applying to for employment.

**Position One**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

Would you be interested in this position? Why or why not?

**Position Two**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

Would you be interested in this position? Why or why not?

**Position Three**

What is the title of the position and the name of the company seeking an employee?

Does the job advertisement ask that you possess any specific skills? What are these skills? Do you possess these skills?

What are some of the essential duties and responsibilities of the position?

Does the ad list any information about pay rate, minimum age, work hours or schedule, benefits, or working conditions? If so, please list them here.

Would you be interested in this position? Why or why not?