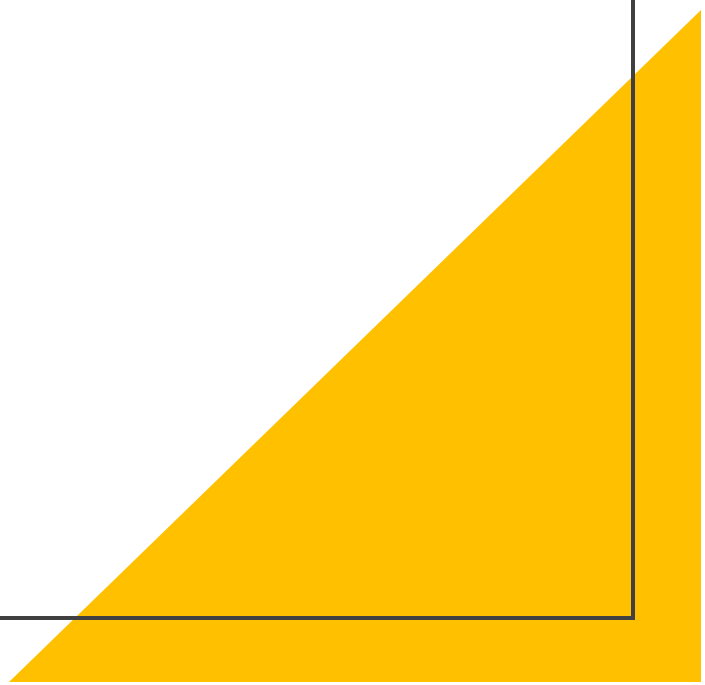




Best Practices to Help Students Find a Career

A resource for Cincinnati Educators



Module 2- How to Search and Apply for a Job

- In this module, we will cover:
 - Review resumes from Module 1
 - Where can you find available jobs?
 - What do you need to apply for a job as a minor
 - Group Activity- Job Application Cheat Sheet
 - Talk about the Job Application Cheat Sheet
 - How to read a job description before applying
 - Challenge #2



Review your Resumes & Job Application Cheat Sheet

- As a group, review the Resume & Job Application Cheat Sheet students made from Module 1
- Any questions? Anything that needs clarification?
- Did anyone create a resume and want to share it with the class?



Where can you find available jobs?



In Person: Interested in applying to a job at a specific company? Visit their location and ask about job openings and applications!



Online: Visit the company website (look for key words like 'Career Opportunities,' 'Apply Now,' etc.)

Make sure you filter the jobs your location (generally by zip code or neighborhood)

Check the company's Social Media for available jobs!



Through community or friends and family

Check out your public library or community rec center for available jobs in your neighborhood!



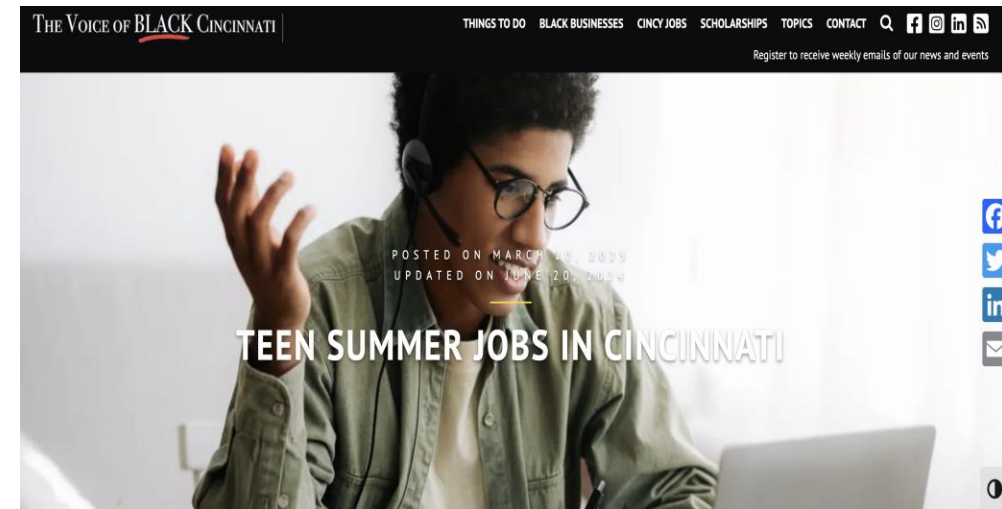
Visit your High School's career fair. Many organizations present may hire as young as 14 or 15



Check out online forums like Indeed, Kentucky Career Center, and [The Voice of Black Cincinnati!](#)

An excellent online resource for teen jobs in Greater Cincinnati

- Jobs included on The Voice of BLACK Cincinnati
 - Hamilton County Youth Employment Program
 - LevelUP: Launch Your Career Program
 - Stepping Stones Camp Leaders
 - Kings Island
 - Cincinnati Reds
 - Cincinnati Zoo
 - Internship Programs
 - City of Cincinnati Recreation Center
 - Lifeguards
 - Community Partners
 - Junior Counselor
 - Fire Cadet
 - Police Cadet



www.thevoiceofblackcincinnati.com/summer-jobs-for-teens/

An excellent online resource for teen jobs in Northern Kentucky

- The Kentucky Career Center
 - An online job search tool. Includes jobs in all of Kentucky and Southern Ohio so make sure to narrow your search down by your location
- Tip: When using an online job search tool like KCC, Indeed, etc., use Quotation Marks around your keyword in the search bar such as "At least 14". This will pull up only jobs that hire people at least 14 years old.



 **Kentucky
Career Center**
Career Training Employer

Search: "at least 16" x Covington, KY Search

Filter by Title + 2 Jobs Sorted By Relevance-

Team Member / Crew Member Covington, KY	>
Team Leader Covington, KY	>

What you need to apply for a job as a minor

- What you need:

- Your up-to-date resume
- Your ID
- Your email address
- Your Job Application Cheat Sheet
- An application account. Note that some job applications forms require you to create a personal account to apply to the job.
- A Minor Work Permit
 - Per **Ohio** law, work permits are required for all students under the age of 18 who want to work during the school year. Students who are 14-15 years old must have permits to work any time
 - In **Kentucky**, there is no requirement for a child work permit. However, while an official work permit is not mandatory, minors must provide documentation proving their age, such as a birth certificate or driver's license, before they can be employed.



Tip: Talk to your School Guidance Counselor, Career Specialist, or Family Resource Coordinator if needing assistance with any of these forms or steps

How to read a Job Description

- Before applying to a job, make sure it's right for you! Read through the job description before applying to the job to make sure
 - The job is for your age
 - The job fits your schedule (Full-time vs. Part-time vs. Seasonal)
 - You're applying within the job application window
 - The job fits your abilities and/or skillset
 - The job is in an area you can get to
 - Are you needing to rely on someone to get you there? Are you able to walk or bike? Do you need to take public transportation?



RECREATION PROGRAM LEADER (Y2WK COMMUNITY PARTNER)



Salary \$12.45 Hourly
Job Type Temporary or Seasonal Worker Unclassified
Department Recreation Commission
Closing Date 4/29/2024 11:59 PM Eastern

Location Ohio 45202, OH
Job Number 24-00034
Opening Date 01/08/2024

General Statement of Duties

Performs basic recreation activities, office duties, marketing, research, and/or maintenance for community businesses through partnerships with the Cincinnati Recreation Commission. Assists in planning and implementation of a recreation or community partner business program. May be responsible for a revenue collection process. Must demonstrate an ability to lead participants in a specific recreation or community partner business activity. Must be willing to take direction from community partner business supervisors and managers. Must follow Cincinnati Recreation Commission and community partner business rules, regulations and guidelines, especially those relating to safety, customer service, and finance.

Minimum Qualifications (KSAs)

Knowledge of:

Standard office methods, ethics, and practices
Knowledge of computer and software such as Microsoft Office
Answer phones and take messages
Type, file, and copy materials
Knowledge of basic office equipment such as fax, scanner or copy machine
Communicate effectively orally and in writing

Ability to:

Prioritize, assign work, and supervise others.
Understand and follow instructions and directions.
Maintain clean and safe workplace indoors and outdoors.
Establish and maintain effective working relationships with others.
Follow oral and written instructions.
Plan, supervise, and coordinate all elements of a recreation program or community partner business.

Recreation Program Leader must be 14-24 years of age by May 1, 2024. Must demonstrate ability to plan, supervise and coordinate all elements of a community partner business. Must be willing to work with minimum supervision. Must have excellent interpersonal skills. May be required to wear Recreation or community partner business clothing items.

Working and Physical Conditions

Environmental Conditions:

Outdoor exposure to all weather types if position is outdoors

Physical Conditions:

Duties require maintaining physical conditions necessary for sitting, walking, or standing for prolonged periods of time; manual dexterity required; lifting 20 lbs.; operate small hand tools or power equipment; moderate pushing, pulling, carrying.

Section with basic job information (Salary, Type, Location, Application Window, etc.)

Minimum Qualifications, i.e. what we expect you to be able to do to do this job well

Essential Employability Skills

Age requirements may be buried in the job description! Or as a question in the application.

Job conditions (physical requirements, type of work environment, etc.)

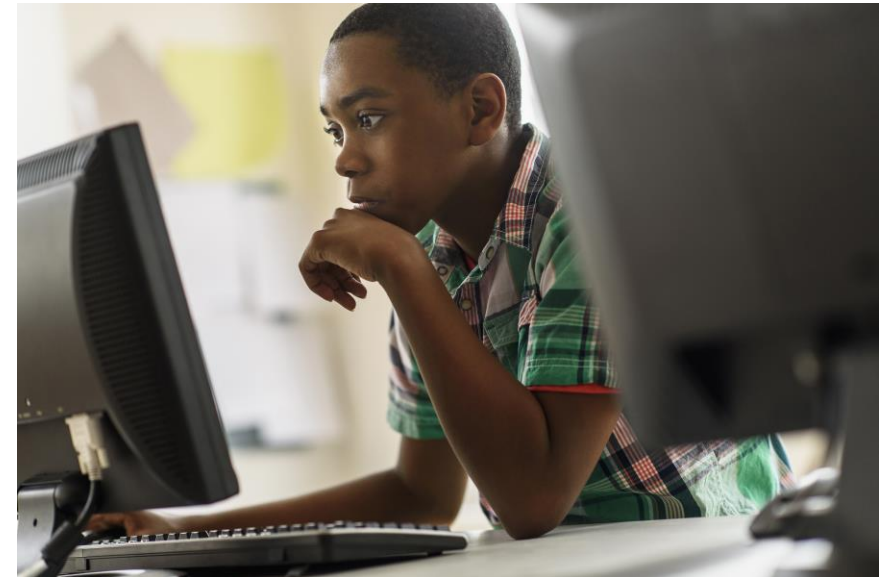
Group Activity- Job Description Scavenger Hunt

- Using the example job description and Job Description Scavenger Hunt handout, answer the following questions
 - What is the salary/wage?
 - What is the job type? (Full-time, Part-time, Seasonal)
 - What is the job application window?
 - What is the age requirement?
 - What are some skills you should have to be able to do the job?
 - How heavy of a box should you be able to lift?



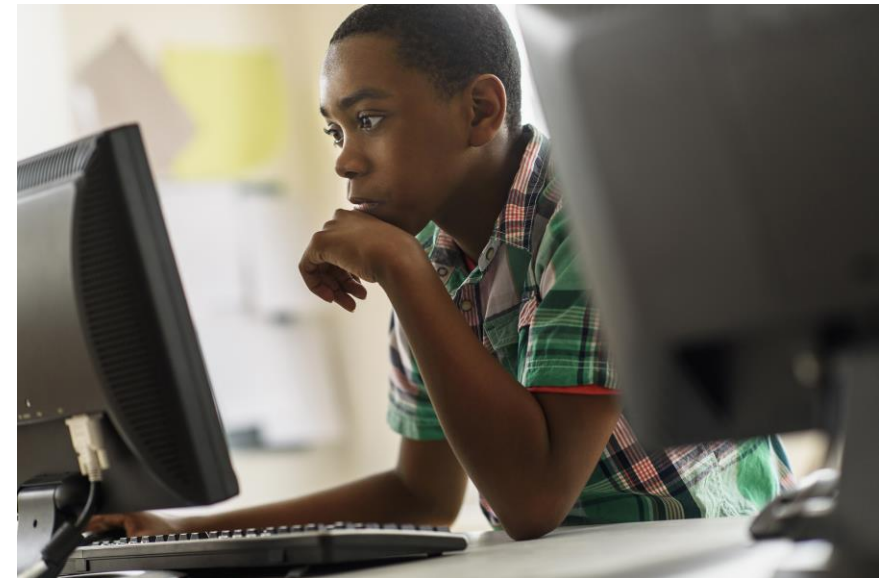
Challenge #2

- Using [The Voice of Black Cincinnati Website](#), research available jobs for your age and answer the questions on your Job Application Scavenger Hunt handout (on the other side)
 - Tip: Research a job you are actually interested in!
- Homework- Fill out the Job Application Scavenger Hunt homework handout and have it ready for the next visit




Student Surveys

- Student Survey
 - After completing the module, please take a couple of minutes and use the QR code or type the link into your browser to complete the survey:
 - <https://www.surveymonkey.com/r/AACCincySHRM2>





**WHAT ARE WE
TALKING ABOUT?**



Overview of Program

- Who is CincySHRM and *our why* for this program.
- Module 1 – How to Create a Resume?
- Module 2 – How to Search and Apply for a New Job?
- Module 3 – Interview Best Practices

Who is CincySHRM? What is HR?

- The Society for Human Resource Management (SHRM) is a professional human resources membership association headquartered in Alexandria, Virginia. SHRM promotes the role of HR as a profession and provides education, certification, and networking to its members
- CincySHRM is the largest local SHRM Chapter in our region bolstering a robust and engaged membership
- CincySHRM is a resource for HR professionals
- HR (Human Resources) is responsible for hiring and firing, compensation and employee benefits, training and development, compliance, and workplace safety