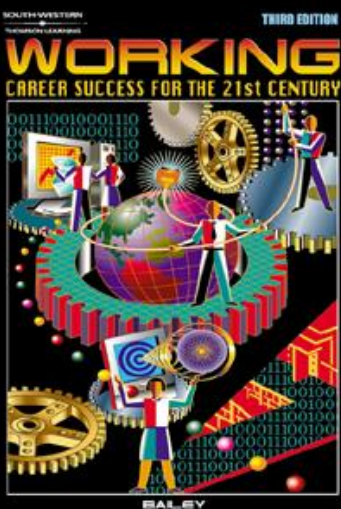


CHAPTER 2

THE JOB AHEAD

LESSONS

- 2.1 Work Histories
- 2.2 Moving Toward a Stable Job
- 2.3 The Future Begins Now

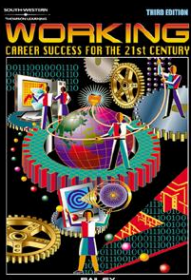


LESSON 2.1

WORK HISTORIES

OBJECTIVES

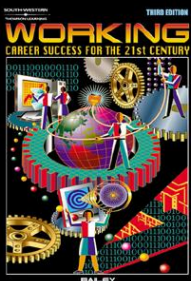
- Explain what is meant by a work history.
- Describe how knowing about work histories can aid career planning.



WHAT IS A WORK HISTORY?

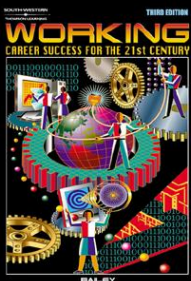
A **work history** is all of the jobs that one holds during the course of a working lifetime.

Lesson 2.1



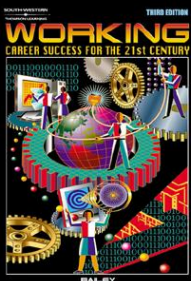
Work Histories Con't

- A work history is a detailed list of jobs that someone has worked in the course of his or her life.
- Most job applications call for at least a partial list of former jobs, and some require a full list of a person's experiences as an employee.
- Building up a strong, solid history of work is an important part of applying for jobs and establishing a career, and keeping careful records can make resume writing and similar tasks much easier.



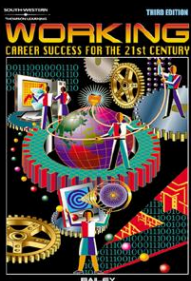
Work Histories

- At a minimum, a work history should include the names of all the companies that someone has worked with, along with job titles and the dates of employment.
- Some companies also ask about compensation and benefits in these lists, and many ask for a description of job duties.
- Generally, each entry in a work history is short, so that a reviewer can quickly glance at the document to get needed information.



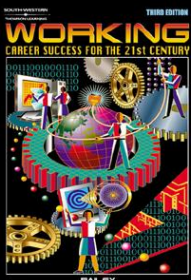
Work Histories

- Obviously, a work history should be accurate, since companies can and do check on them.
- When companies call for references, they will ask about the job position held by the employee and the dates to make sure that the applicant's data matches that of his or her former employer.
- References also may be asked for more general information about the applicant to determine whether or not he or she would be suitable for the new job.



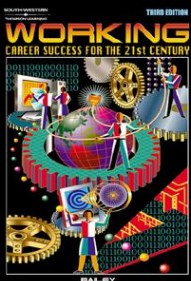
Work Histories

- Gaps in work history should be explainable; otherwise, they make potential employers very suspicious.
- Gaps are to be expected during college years, but once someone has graduated, unexplained gaps reflect poorly on the applicant.
- Some people like to include information about their employment gaps, explaining that they were laid off, or that they used savings to travel. Without a clear explanation, a company may assume that a gap reflects a period of employment which did not go well, and it will assume that the applicant has lied about his or her previous employment.



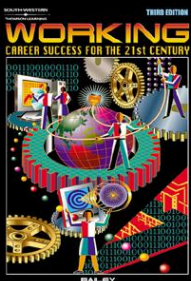
Work Histories

- In some cases, a company expects a work history to be less complete, as when a company asks about relevant or applicable employment.
- For example, someone seeking a position in a medical laboratory would include information about jobs which qualify him or her for the position, but a summer job in a coffee shop might be omitted since this information is not germane to the job.
- In the case of a resume, it is common practice to tailor work history to specific positions, so that the resume does not become too bulky.



Jobs Can Serve Different Purposes

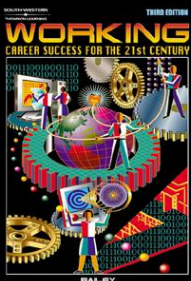
- Jobs can be used as a way to achieve or do something else.
 - One purpose is to learn occupational skills.
 - To continue to work on employability skills.
 - To earn money for various things. ie. College, daily expenses, pay bills, etc.
 - To gain experience to qualify for a better job.
 - To begin to expand your network.



SAMPLE WORK HISTORIES

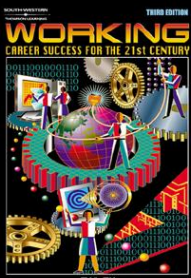
- Example 1—Terry
- Example 2— Marie
- Example 3— Cindy
- Example 4— Rick

Lesson 2.1



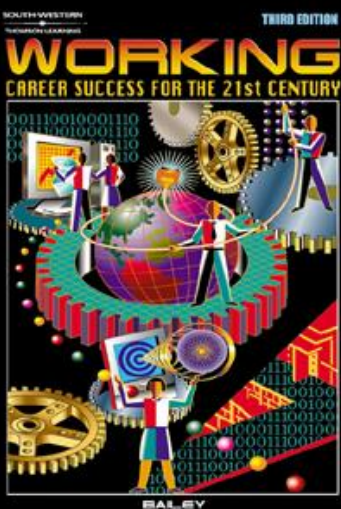
Some Reasons Why People Are Unable To Establish A Successful Work History:

- Lack the occupational skills needed for the job.
- Lack of employability skills.
- Possible unwillingness to work hard.
- Lack of self-direction.
- Unwilling to take risks.



Beyond The Book...

- Work history verifications are conducted by contacting your previous employer/s.
- Potential employers ask about both character and work habits when calling your references.
- Verification of an applicant's job title, tenure, and salary/wage claims are checked.
- Questions about the applicant's reasons for leaving and eligibility for rehire may be asked.
- Are there any problem areas that a prospective employer should be made aware of.
- Prior work history is a good predictor of future performance.
- Remember there is a difference between an honest reference and a good reference.

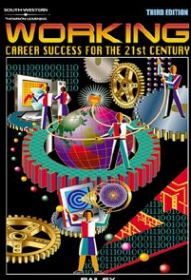


LESSON 2.2

MOVING TOWARD A STABLE JOB

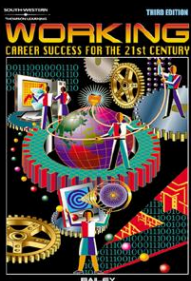
OBJECTIVES

- Understand that different work histories can lead to a stable job.
- List characteristics of a stable job.



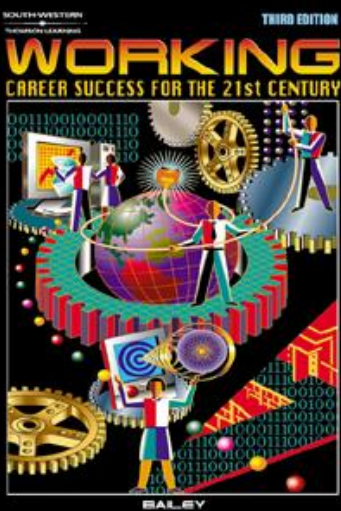
What is a “STABLE JOB?”

- A stable job is one that you consider to be permanent and that may last for several years. It does not mean that you stay in that job forever.
- Even if different, there are many ways to establish a good work history. Examples given.



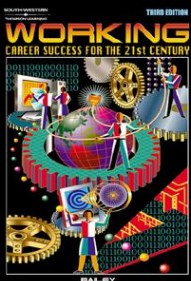
Other Characteristics Of A Stable Job

- **Self-direction**: Getting a stable job does not just happen. It takes work. Set goals and take the necessary steps to get there.
- **Effort**: What kind of effort do you give now in school?
(Remember we are creatures of habit)
 - Not enough jobs available for everyone
 - Especially true for younger workers
 - May need to accept any job to start
 - Even if it seems boring, low-paying, or maybe undesirable
 - A job is a job!



Characteristics Con't

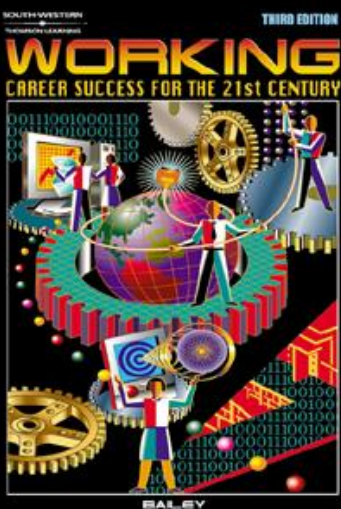
- There are “no” bad jobs as long as they are not immoral, illegal, or otherwise harmful to others
- A job is a beginning
 - It is a way to earn money
 - Gain valuable experience
 - Learn occupational skills
 - Prove yourself



STABLE JOBS ADAPT TO CHANGE

- During your work life, you will need to adjust to many changes due to technology, trainings, regulation changes, and new policies that may go into effect.
- Successful people are able to anticipate and adapt to change.

Lesson 2.2

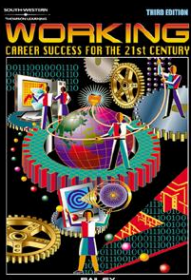


LESSON 2.3

THE FUTURE BEGINS NOW

OBJECTIVES

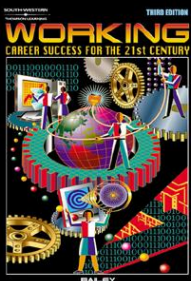
- Explain the benefits of building a good school record.
- Identify what you can do to shape your own career.



SCHOOL AS A WORKPLACE

- A prospective employer will look at your school record for clues as to what kind of an employee you might be.
- A poor school record (HS, College) is hard to defend.
- If you may have not done your best...
- Now is the time to change those habits and attitudes that may hold you back in the workplace.
- You can always work harder with the time you have left.
- Improvement in attitude and performance will pay off later.

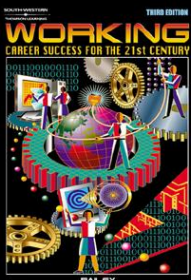
Lesson 2.3



SHAPING YOUR CAREER

- Consider courses that will strengthen your academic background.
- Find out what skills are needed in your chosen occupation and pick your courses (electives) accordingly.
- How you begin your career is somewhat less important than getting it started.
- Your ability with technology is a strength that will benefit you when it is time to get a job.
- So, preparing yourself now is an important step to a successful career.

Lesson 2.3



WORKING

Career Success for the 21st Century

by Larry J. Bailey

Click on the title below to view the presentation for the next chapter.

CHAPTER 3

LOOKING FOR A JOB