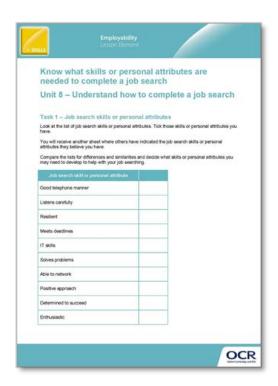# Know what skills or personal attributes are needed to complete a job search

Unit 8 – Understand how to complete a job search

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element 'Know what skills or personal attributes are needed to complete a job search', which supports OCR Awards and Certificates in Employability Skills Unit 8 – Understand how to complete a job search.

Associated files
Lesson Element Activity – 'Know what skills or personal attributes are needed to complete a job search'

Expected duration
Task 1 – 45 minutes
Task 2 – 1 hour
Task 3 – 45 minutes

Task 1 – Job search skills or personal attributes

Give learners a list of skills or personal attributes that could be useful when searching for jobs. Ask learners to indicate which of these skills or personal attributes they have – without showing anyone else in the group.

Give learners a blank copy of the same list and ask them to highlight the skills or personal attributes they believe another learner has. Ask learners to hand this list to the other learner so that they can compare the results to their own list. Please note some learners may find this difficult or awkward. You may prefer to ask learners to write their name on the top of the second sheet and circulate the paper around all the other learners – asking them to tick the skills or personal attributes they have noticed about that person.

Ask learners to identify similarities and differences on the two lists and to pick out skills or personal attributes that they need to develop to improve for job searching.

Task 2 – Steps to success

Explain to learners that if instructions are incomplete or inaccurate, people will not always carry out those instructions in the way you thought that they would. For example if you were asked to clean your room, what would you actually do, compared to what someone else might do?

Ask learners to write instructions to complete a simple task. Examples of instructions include 'how to rewire a plug' or 'how to play a computer game'. Ask learners to hand their instructions to a partner – the partner is told to only do exactly what the instructions tell him/her to do. Tell learners to amend the instructions to help their partner complete the task.

Lead a discussion about how learners found the activity – highlighting the need to be clear about the steps required to successfully complete a task.

Working in pairs, ask learners to agree the steps needed to complete a job search. Ask learners to check how good their instructions are by job searching – using the internet, looking at job adverts in the newspapers or contacting local businesses.

Ask learners to identify what the skills or personal attributes were that they used when carrying out job searches using these instructions.

Write all skills or personal attributes identified on a white board.

Task 3 – Ways to job search

You will need four sheets of A1 paper and some marker pens. The A1 sheets should be taped to four different tables around the room. At the top of the A1 paper, write one method of job searching – for example:

- using job search websites

- visiting local employers 'on spec'

- searching advertisements in local newspapers

- speaking with people you know about the jobs they do.

Ask learners to write at least one skill or personal attribute required to complete a job search in that way. Encourage learners to circulate until they run out of ideas.

Summarise the skills or personal attributes identified by learners, noting differences or similarities between methods used.

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