



Experience. Success.

Wisconsin Indianhead Technical College

10890105 Job Quest

Course Outcome Summary

Course Information

Description	This course is designed to enhance the student's ability to seek, obtain, and retain employment. Assessment of personal characteristics, job-seeking and retention skills, preparation of employment-related documents, and interviewing strategies are included.
Instructional Level	Associate Degree
Total Credits	1.00
Total Hours	16.00

Types of Instruction

Instruction Type	Credits/Hours
Presentation (Lecture/Demonstration/Discussion)	1/16

Course History

Revised By Andrea Schullo (andrea.schullo)

Course Competencies

1. Create a resume, letters, and effective documents reflecting employment potential

Domain Cognitive Level Application Status Active

Assessment Strategies

1.1. by creating portfolio documents

Criteria

Criteria - Performance will be satisfactory when:

- 1.1. portfolio documents are clear, concise, and complete
- 1.2. portfolio documents are compiled with correct grammar, format, and spelling
- 1.3. portfolio documents convey a respectful and courteous demeanor

Learning Objectives

- 1.a. Prepare a resume
- 1.b. Write letters: cover letter and thank-you letter
- 1.c. Complete application forms
- 1.d. Obtain transcripts
- 1.e. Prepare samples of pertinent work
- 1.f. Assemble letters of recommendation

1.g. Provide copies of miscellaneous documents (licenses, certificates, scholarships)

2. Perform self-assessments related to skills needed in the workforce

Domain Cognitive Level Analysis Status Active

Assessment Strategies

2.1. in a written, oral, or multimedia presentation

Criteria

Criteria - Performance will be satisfactory when:

- 2.1. learner describes the effect of his/her values on own behavior and personal health in the workplace
- 2.2. learner interacts assertively
- 2.3. learner interacts effectively with others
- 2.4. learner establishes a career plan
- 2.5. learner exhibits effective verbal/nonverbal communication

Learning Objectives

- 2.a. Describe personal interaction style
- 2.b. Determine self-esteem level
- 2.c. Identify career goals
- 2.d. Determine assertiveness

3. Exhibit effective professional appearance and behavior

Domain Cognitive Level Application Status Active

Assessment Strategies

3.1. in a written, oral, or multimedia presentation

Criteria

Criteria - Performance will be satisfactory when:

- 3.1. learner states the importance of positive attitude, honesty, trust, and ethical behavior in the workplace
- 3.2. learner describes effective conflict resolution strategies
- 3.3. learner demonstrates effective business and social etiquette
- 3.4. learner gives and receives effective feedback
- 3.5. learner demonstrates professional appearance

Learning Objectives

- 3.a. Discuss common workplace issues
- 3.b. Plan strategies for conflict resolution
- 3.c. Project a professional appearance
- 3.d. Project professional behavior

4. Compile employment contacts and sources

Domain Cognitive Level Application Status Active

Assessment Strategies

4.1. by creating a job source file

Criteria

Criteria - Performance will be satisfactory when:

- 4.1. learner identifies job search sources (personal contacts, Web sites, newspapers, etc.)
- 4.2. learner identifies potential job leads

Learning Objectives

- 4.a. Identify print-based employment sources
- 4.b. Identify services available for job searching
- 4.c. Identify networking resources

5. Demonstrate effective interviewing strategies

Domain Cognitive Level Application Status Active

Assessment Strategies

5.1. in a mock interview setting

Criteria

Criteria - Performance will be satisfactory when:

- 5.1. learner researches employer prior to the interview
- 5.2. learner participates effectively in mock interview and debriefing
- 5.3. learner identifies key characteristics of various types of interviews
- 5.4. learner demonstrates effective behavior during the interview
- 5.5. learner describes essential elements in telling "your story" in three minutes

Learning Objectives

- 5.a. Identify employer's objectives during interview
- 5.b. Demonstrate familiarity with "buzz" words appropriate to position sought
- 5.c. Describe employer's intentions when drug screening and/or credit checks are required
- 5.d. Discuss importance of being on time for interview
- 5.e. Demonstrate professional dress and grooming for interview
- 5.f. Prepare a list of items to bring to the interview
- 5.g. Demonstrate appropriate listening behaviors
- 5.h. Review importance of appropriate language usage
- 5.i. List types of questions encountered in an interview
- 5.j. Provide examples of and responses to selected interview questions
- 5.k. Describe the importance of enthusiasm during interview
- 5.l. Explain the importance of nonverbal communication during interview
- 5.m. Describe various interviewer behaviors and strategies to deal with them
- 5.n. Provide examples of questions that might be posed to interviewer
- 5.o. Describe critical elements of "first impression" in the interview process

6. Explore job offer evaluation methods

<i>Domain</i>	<i>Cognitive</i>	<i>Level</i>	<i>Analysis</i>	<i>Status</i>	<i>Active</i>
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Assessment Strategies

6.1. in a written, oral, or multimedia presentation

Criteria

Criteria - Performance will be satisfactory when:

- 6.1. learner compares salary and benefits of job offer to personal needs
- 6.2. learner analyzes stressors and challenges of job (travel, hours, dress code)
- 6.3. learner assesses management styles, company values, and philosophy
- 6.4. learner determines long-term career potential within the company
- 6.5. learner evaluates company's training and continuing education programs

Learning Objectives

- 6.a. Describe various employee benefit packages
- 6.b. Prepare personal budget within projected salary
- 6.c. Prepare pro and con listing for potential job
- 6.d. Describe typical corporate structures
- 6.e. Determine if job opportunities align with personal and professional long-term goals

7. Identify success strategies required for job retention and advancement

<i>Domain</i>	<i>Cognitive</i>	<i>Level</i>	<i>Analysis</i>	<i>Status</i>	<i>Active</i>
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Assessment Strategies

7.1. in a written, oral, or multimedia presentation

Criteria

Criteria - Performance will be satisfactory when:

- 7.1. learner applies effective time management skills
- 7.2. learner identifies the steps to prepare for or respond to organizational change
- 7.3. learner clarifies methods and techniques to balance work, family, and education

- 7.4. learner relates the value of job performance evaluation/assessment
- 7.5. learner demonstrates the ability to work in a team
- 7.6. learner identifies techniques to enhance individual career development

Learning Objectives

- 7.a. Plan daily, weekly, and long-term schedules to meet demands
- 7.b. Examine effective job performance behaviors
- 7.c. Describe team-building strategies
- 7.d. Prepare short- and long-term personal and professional goals

8. Explain the legal rights and responsibilities of the employee and employer

Domain Cognitive Level Analysis Status Active

Assessment Strategies

- 8.1. in a written, oral, or multimedia presentation

Criteria

Criteria - Performance will be satisfactory when:

- 8.1. learner differentiates between legal rights and responsibilities
- 8.2. learner lists relevant employment laws

Learning Objectives

- 8.a. Describe the difference between rights and responsibilities
- 8.b. List major federal laws related to employment practice
- 8.c. Examine the use of policies and procedures
- 8.d. Examine the role of human resources

9. Examine opportunities which can foster personal effectiveness and leadership development

Domain Cognitive Level Analysis Status Active

Assessment Strategies

- 9.1. by creating a leadership development plan

Criteria

Criteria - Performance will be satisfactory when:

- 9.1. leadership development plan includes goals
- 9.2. leadership development plan identifies professional growth activities

Learning Objectives

- 9.a. Determine own leadership potential
- 9.b. Discuss the characteristics of effective leaders
- 9.c. Discuss the role of professional development in improving personal effectiveness and leadership
- 9.d. Analyze the impact of personal effectiveness

Course Learning Plans and Performance Assessment Tasks

Type	Title	Source	Status
LP	Resume Assessment	Course	Active
LP	Employment Portfolio Assessment	Course	Active
LP	Cover Letter	Course	Active
LP	Follow-up Letter (thank you letter)	Course	Active
LP	Resignation Letter	Course	Active
LP	Interview Assessment	Course	Active
LP	Orientation & Self-Assessment	Course	Active
LP	The Job Search: Research, Planning and Organization	Course	Active

LP	The Resume, Cover Letter, and Application	Course	Active
LP	Interview Strategies	Course	Active
LP	Interview Preparation and Practice	Course	Active
LP	Improving Job Search Skills, Succeeding on the Job, and Making a Career or Job Change	Course	Active
LP	Make Successful Job and Career Changes	Course	Active