

GRADE 10

BUSINESS STUDIES

UNIT 5

PREPARING FOR THE WORKPLACE



COURSE BOOK 5

NAME: _____

ADDRESS: _____

DISTRICT OR
PROVINCE: _____



FLEXIBLE OPEN AND DISTANCE EDUCATION
PRIVATE MAIL BAG WAIGANI NCD
PAPUA NEW GUINEA

GRADE 10

BUSINESS STUDIES

UNIT 5

PREPARING FOR THE WORKPLACE

COURSE BOOK 5

TOPIC 1: ABOUT ME

TOPIC 2: JOBS AND CAREERS

Acknowledgement

We acknowledge the contributions of all Secondary Teachers who in one way or another helped to develop this course.

Special thank you goes to the staff of Making A Living (MAL) and Business Studies Department of Flexible Open and Distance Education (FODE) who played an active role in coordinating writing workshops, outsourcing lesson writing and editing processes.

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DEMAS TONGOGO

PRINCIPAL

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SECRETARY'S MESSAGE

Achieving a better future by individual students and their families, communities or the nation as a whole, depends on the kind of curriculum and the way it is delivered.

This course is part and parcel of the new reformed curriculum. Its learning outcomes are student-centred and written in terms that allow them to be demonstrated, assessed or measured.

It maintains the rationale, goals, aims and principles of the national outcome based curriculum and identifies the knowledge, skills, attitudes and values that students should achieve.

This is a provision by Flexible, Open and Distance Education as an alternative pathway of formal education.

The course promotes Papua New Guinea values and beliefs which are found in our Constitution, Government policies and reports. It is developed in line with the National Education Plan (2005-2014) and addresses an increase in the number of school leavers which has been coupled with a lack of access to secondary and higher educational institutions.

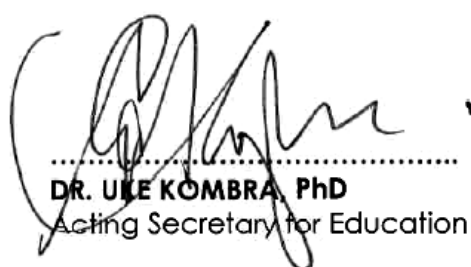
Flexible, Open and Distance Education curriculum is guided by the Department of Education's Mission which is fivefold:

- To facilitate and promote the integral development of every individual
- To develop and encourage an education system which satisfies the requirements of Papua New Guinea and its people
- To establish, preserve and improve standards of education throughout Papua New Guinea
- To make the benefits of such education available as widely as possible to all of the people
- To make the education accessible to the poor and physically, mentally and socially handicapped as well as to those who are educationally disadvantaged.

The college is enhanced to provide alternative and comparable pathways for students and adults to complete their education through a one system, many pathways and same outcomes.

It is our vision that Papua New Guineans harness all appropriate and affordable technologies to pursue this programmed.

I commend all those teachers, curriculum writers and instructional designers who have contributed so much in developing this course.



.....
DR. ULE KOMBRA PhD
Acting Secretary for Education

UNIT 5: PREPARING FOR THE WORKPLACE

**Introduction**

Dear Student,

Welcome to Grade 10 Business Studies, Unit 5 “Preparing for the Workplace”. This Unit continues from your Grade 10 Unit 4 “Law and Business Regulations” in Papua New Guinea. The Unit will teach you to develop skills to do research and apply them in seeking jobs and role playing in conducting job interviews. Moreover, you will also gain practical knowledge in writing job applications, documentation skills to market yourself, attitudes and values and how you can get a job that satisfies you while at the same time meeting your physical needs. Furthermore, you will learn how you can build up your career progression and also match it with the salary package that is being offered. The lessons will enable you to attain skills that will help you to make wise decisions and make an action plan for a positive working behaviour.

The Unit 5 Course Book has the following two topics.

Topic 1: About Me

In this topic, you will

- have a closer look at your own background, achievements and experiences
- evaluate the achievements, experiences, your goals and priorities taking into account your current life style
- Apply for a job in a formal and informal setting
- compile a job file folder

Topic 2: Jobs and Careers

In this topic, you will

- demonstrate the acceptable procedures, skills and techniques of interviews
- establish the correct order of job application documents
- communicate ideas and information effectively
- demonstrate knowledge and skills gained through research that is needed in an interview.

STUDY GUIDE

- Step 1:** Start with Topic 1, Lesson 1 and do the Lesson Activities as you go along. When you have completed Lesson 1, do Practice Exercise 1.
- Step 2:** When you have completed Lesson 1 Activities and Practice Exercise 1, go to the end of Topic 1 in the Unit Book to correct your answers. The answers for your Practice Exercises are at the end of the Topic while the answers for your Lesson Activities are at the end of the Unit Book.
- Step 3:** If you make any mistake, go back to the lesson and revise it well and try to find out why you gave an incorrect answer.
- Step 4:** When you have completed steps 1-3, tick the relevant box for Lesson 1 on the Contents page (page 3) like this.
- Topic 1: About Me
- ☒ Lesson 1: My Background and I
- Step 5:** Go to Lesson 2 and repeat the same process until you complete all the Lessons in Topic 1.
- Step 6:** After completing your Lessons and Practice Exercises in Topic 1 and 2, then complete the Topic 1 and 2 Tests in Assessment Book 5.
- Step 7:** After you have studied the whole Unit, start doing the Unit Examination in the Assessment Book 5.
- Step 8:** Check through your Assessment Book 5. If you are satisfied with your all work then forward it to your Provincial Coordinator for marking. The Provincial Coordinator will advise you on how to apply for your external examinations.

Icons

 Introduction	 Target of the Lesson	 Lesson Activity/ Practice Exercise	 Summary
---	---	--	--

Assessment

In the Assessment, you will do two (2) Topic Tests and a Unit Examination.

Your assessment book will be marked by your distance teacher. The marks you score will count towards your final mark and grade.

If your score is less than 50% in any assignment, you must repeat that assignment. If you continue to score less than 50% in your assignment three consecutive times, then, your enrolment will be cancelled, and you will need to re-enroll if you wish to continue this Course.

Study Schedule

Here is a Study Schedule. It will guide you on a weekly basis. The Study Schedule will help you to complete your Course Book and its Assessment.

WEEK	TOPIC/ LESSON NUMBER	ASSESSMENT/ MARKS	COMMENT
1-2	Topic 1 Lessons 1-3	Topic 1 Test /15	
3-4	Topic 1-2 Lessons 4-6	Topic 1 Test /15	
5-6	Topic 1-2 Lessons 7-9	Topic 2 Test /15	
7-8	Revision	Topic 2 Test /15 Unit Examination /40	
9-10	Submit your Assignment 5 to your Provincial Coordinator for marking.		

As you complete each lesson, tick the relevant box on the contents page. This helps you to show what you have done and what you still have to do in each Topic.

ALL THE BEST!

TOPIC 1

ABOUT ME

TOPIC 1: ABOUT ME

**Introduction**

Welcome to Topic 1 in Unit 5. This topic teaches you how to identify yourself, your family background, type of life style you desire and what type of work you wish to do in the future. These will be the driving force in your actions as you strive to complete your studies and prepare yourself for the job market. You will also learn skills of self-evaluation, writing out job applications, doing job search and interviews, matching qualifications with the preferred life styles and developing positive attitudes towards work and achievements.

This topic consists of five (5) lessons.

Lesson 1: My Background and I

In this lesson, you will discuss your own personal family background. While doing that you will be able to identify some personal strengths and weaknesses. You will also identify ways of overcoming weaknesses. Finally, you will compile a personal profile.

Lesson 2: Goal Setting

In this lesson, you will define goal setting and your personal goal. You will be able to map out a way of achieving them. Short term goals can be stated first followed by long term goals. Once the goals are set, you can work on setting the course to achieving them.

Lesson 3: Educational Qualifications and Skills

In this lesson, you will firstly differentiate between educational qualifications and skills. Then you will identify existing institutions for different levels of educational qualifications and skills. Furthermore, you will also learn that a formal certificate will be awarded together with other important school and work documents. You must keep these documents safe. These documents will begin your job file folder.

Lesson 4: What is a Job File Folder?

In this lesson, you will describe a job file folder and its importance to you. You will also identify the types of documents in it and the confidentiality of the information contained in each document.

Lesson 5: Organising my Personal Job File Folder

In this lesson, firstly, you will discuss the process of organizing a personal job file folder. Secondly, identify the advantages and disadvantages of it. Finally, compile your own personal job file folder using the given information.

Lesson 1: My Background and I



Introduction:

Welcome to lesson 1, In Unit 5. In your last lesson in Unit 4, you studied about a government statutory body which is the Investment Promotion Authority. You also studied the purpose of the Investment Promotion Authority and the functions of it. The lesson provided you with information of the different divisions that make up the Investment Promotion Authority. Finally, you learnt the important roles that this body plays in implementing laws concerning business activities in Papua New Guinea. In this lesson you will learn about career planning, starting by looking at yourself and your background.



Your Aims:

- Review your own personal family background
- Identify personal strengths and weaknesses
- Compile a personal profile

Personal Background

Personal Background is the individual's name, place of origin, parent's name, marital status, highest education or grade reached, occupation, social grouping and general standing status in a society. Personal background and up bringing have a lot in the shaping of a person.

Parents especially have a great influence in the lives of their children, both positive and negative. We call these positives as personal strengths and the negatives as weaknesses. How do you see yourself and how do others see you too?

successful, honest, hard- working, smart, innovative, cool, keen, shrewd, clever, effective, positive, prosperous, aggressive, talkative

Or

unsuccessful, lazy, unproductive, failure, disaster, uncreative, let-down, sluggish, liability, poor, self-fish, uncooperative, foolish, sleepy, shy, boring, lonely.



My background (Source: Ruby League Against Violence)

Read below a sample story of a young man who lives in Port Moresby.

Kenneth Apako is 30 years old from Siwai in the South Bougainville of the Autonomous Region of Bougainville. His parents, Jack and Lucy Joseph live on Lawes Road with all their seven siblings in an old colonial style house built in the early 1960's.

He has completed grade twelve (12) in 2003 at Don Bosco Technical School located at Gabutu, of the National Capital District where he attained a PETT Certificate and Higher School Certificate. He is employed by a local Refrigeration Company as an electrician. On Saturdays Kenneth goes to church because he is a member of the Seventh Day Adventist Faith and makes every effort to share his faith. This is because it is his firm belief that everyone must hear the Word of God and get ready to meet Jesus when he comes soon.

The above information presents a personal background of Kenneth Apako. It gives details of who he is, where he comes from, his level of education attained, who his parents are, where he lives, the company that employs him, what his spiritual belief is in and finally, what he wants everyone to do it. As a growing young man he realises that he has strengths and weaknesses. There are some things that he can do without any help and some that he cannot do at all. These are the weaknesses or challenges he faces. Let's discuss a little more on what strengths and weaknesses are.

Personal Strengths

Firstly, what are his strengths?

Strengths are his abilities or skills to do any particular activity. These can be learnt, naturally inherited or gained through experience.

One does not need any help to carry out these tasks and activities because he or she is capable of doing them on his or her own. Each person must identify their achievements, talents, personal qualities, interests, and skills by looking at the things they like or love to do.

One can do self-talk to encourage themselves to keep doing the things they love to do. Self-Talk is the silent things that you and I say to ourselves in our minds. The way we choose to say can either make us feel good or bad about ourselves.

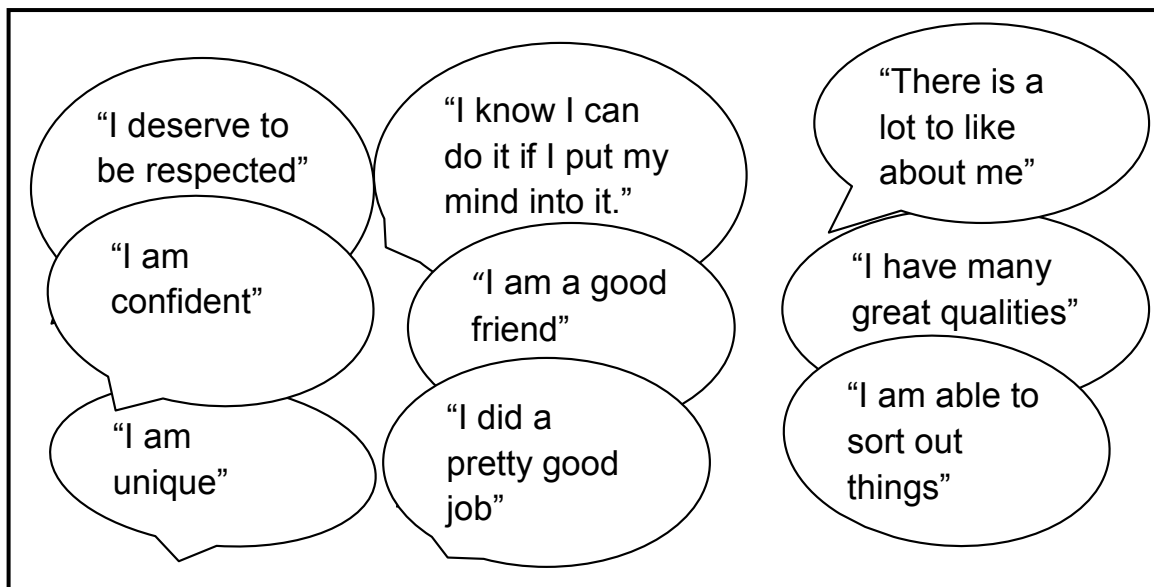
On the next page there are some examples of self-talk. They are helpful. Go ahead and study them and use them in your everyday activities.



Achievements, talents,
personal qualities,
interests, and skills.

Which ones do I have?

Courtesy of Joseph Family
Photo Collection

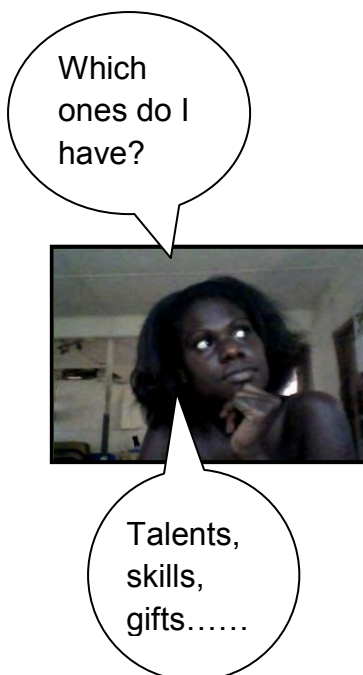


Examples of Self-Talk

(Source: Ruby League Against Violence)

Talents are special gifts to do things in a particular way. Some people are naturally gifted and these gifts can be improved by using them or through specific training. **Skills** are talents related to performing an activity. They are acquired through education; training and experience. **Knowledge** is acquired through education, learning and training. **Personality** refers to the natural make up of an individual. **Interests** are the things that one loves doing during his or her free times. These are picked up naturally because of the benefits one can gain or just the love of doing it.

Below is a list of qualities and abilities. You can go through them and identify those that you have and those which others may have.



No	QUALITIES AND ABILITIES
1.	Talents: Music, writing, painting, sports, entertaining, public speaking, dancing
2.	Skills: Organising, computing, problem solving, driving, drawing, drafting patterns, cooking
3.	Knowledge: Academic subjects, general knowledge, traditions
4.	Personality: Leadership, teamwork, cooperation, politeness, pleasing appearances, neatness, relationship
5.	Interest: Helping others, community service, climbing mountains, bush walking, collecting stamps, singing, reading, listening to music, sports, travelling, meeting people



Activity 1.1: Answer the following questions

Below is a table of qualities and abilities. Write down under each one, what you have as an individual.

No	QUALITIES AND ABILITIES	
1.	Talents:	
2.	Skills:	
3.	Knowledge:	
4.	Personality:	
5.	Interest:	

Personal Weaknesses

Personal weaknesses are abilities that one lacks and needs help in order to get something done. They can be achieved by trying to do them. However, they may never be achieved because there is no interest in acquiring them at all. You can do a personal assessment on yourself to see what you can do and things that you cannot do.

Some weaknesses cannot be overcome easily. One may have to require others to help or bridge these by depending on others. Below are some examples of self – talk which are not helpful to you or anyone else.

Personal Strengths List

"I am not good enough"	"I am a failure"	"I cannot do these"
"I hate myself"	"I am ugly"	"I am useless"
"I am afraid to speak"	"I am nervous"	"Nobody likes me"

Examples of Personal Weaknesses (Source: Ruby League Against Violence)

Steps to overcome personal weaknesses

Everyone has strengths and weaknesses. Weaknesses will stop you from doing certain things. There are number of ways that you can follow to help yourself to overcome personal weaknesses. The following are some basic steps that can be followed in order to overcome them. They may work perfectly for some but not for others. If that is the case, stop, re-assess and start all over again.

You must start with a determined spirit to overcome this weakness (es) and do the things that you want to achieve. You firstly start by doing the following.

1. Identify your weakness (es).
2. List all the options available.
3. Strike out any option which will get you into trouble. Ask yourself the following questions to be really sure:
 - Is this lawful and honest?
 - Will it harm others and me?
 - Will this upset my colleagues, family and community?
 - How will my family take this?
 - Is this morally right?
 - What consequences are there?
4. Predict the end result of this positive change selection.
5. Choose the best option of action.
6. Do what you decided.
7. Assess the end result.

Let us study the Case Study below

Case Study

Elizabeth Holmes was a young American woman studying Chemical Engineering at Stanford University. She had a weakness-fear. She feared needles used for sampling blood. She decided to do something about her fears and thus was the birth of her company which she named Theranos. This company is used to make a medical device called „Edison“ it is used to test and analyse blood using a few drops only, even monitor and deliver drugs without experiencing much pain.

In the process of fine tuning this precious device she fired three of her workers so she could take full control of this invention and make it 100% safe and merchantable.

Today this device is used all over America and other countries because it is

- painless and safer
- cleaner and cheaper
- readily available

The company is worth 9 billion US dollars and helps patients undergo painless blood tests without visiting doctors. The best discovery with this device is that multiple tests can be done with just a drop of blood.

She is now the Chief Executive Officer (CEO) of Theranos, a blood test company, which runs thirty (30) common laboratory tests on blood obtained via a finger stick.

Elizabeth is also the youngest self-made female billionaire on the 2014 Forbes 400 list.



Activity 1.2: Answer the following questions

1. The tabled questionnaire below will enable you to assess your skills, achievements, interests and personalities.
 - (a) Read it carefully and place a tick in the appropriate column.
 - (b) Place a tick in the column that best describes you. Eg: if you cannot handle children, you place a tick (✓) in the weak column.
2. Evaluate and count the ticks in all the three columns. Place the totals of each in their appropriate places.

NO	ABILITY	WEAK	GOOD	V/GOOD
1	Working with young children			
2	Showing interest in learning new things			
3	Making bilums			
4	Organising group activities			
5	Operating a simple sewing machine			
6	Fishing			
7	Caring for a sick person			
8	Taking advice from others			
9	Assuming responsibility			
10	Listening to others			
11	Being sympathetic to others			
12	Sewing			
13	Caring for animals			
14	Being creative			
15	Intervening to settle conflicts			
	Total the ticks			

Based on the results of the above exercise, you can identify your strengths and weaknesses. The more ticks you get on the Good and the Very Good means it is your strength or you are better at. However, if you acquired more ticks on the weak section then you really need to work on them especially if they are in line with a career or work related. For some you simply have to try your best to acquire them. If there is a conflict of interest in one's ability which is in line with a career of interest, for example, animal doctor. If you do not appreciate animals you must choose a different career path and improve on your weaknesses.

Personal Profile

You have learnt how to write out personal profiles in three ways in Making a Living, Strand 3, Grade 7. Personal Profiles contain information about you. It includes information such as your name, gender, date of birth, place of birth, marital status, address, occupation, likes and dislikes.

Refer to the following two types of samples which will guide you to write your Personal Profile.

TYPE 1

First Name:	Surname:
Other Names:	
Date of Birth:	Age: Male or Female:
Religion:.....	
Marital Status:	
Name of Village:	
District and Province:	
Highest qualification:	
Your likes:	
Your dislikes:	
What are you good at?.....	
What are you not good at?.....	

Sourced and adapted from G10 Business Studies Book

TYPE 2

I am.....(name)of age. I was born in (year). I am from(village),(province), In (district). I attended (Name of primary school). in(year) and completed my grade 8 in (year). My favourite subjects are.....,and (name the subjects). My least subjects are..... and(name the subjects). I like (what you like to do) but I do not like(what you do not like to do). I am good at..... but I am not good at

Sourced and adapted from G10 Business Studies Book

**Activity 1.3: Answer the following question**

Write out your Personal Profile on the space provided below. Choose any of the above samples, for your answer.

Summary



You have come to the end of lesson 1. In this lesson, you learnt that:

- Personal background and upbringing has a lot in the shaping of a person.
- Parents, especially have great influence in the lives of their children, both positive and negative. We call these positives as personal strengths and the negatives as weakness.
- Self-Assessment is an important activity for any person to go through which will show one's talents, skills, personalities, and interests.
- Formal organisations such as schools, colleges, and universities develop and further strengthen a person. They also enable one to improve on their weaknesses.
- Lifestyles are determined by education training, occupation and most of all money in the modern context.

NOW DO PRACTICE EXERCISE 1 ON THE NEXT PAGE
--



Practice Exercise 1

1. Explain self evaluation.

2. List five (5) positive qualities of a person.

3. How would a family's background contribute positively to a person's upbringing?

4. A person's personal attributes shows "leadership". What would this mean?

5. In what ways do schools help students to develop positively?

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 1

Lesson 2: Goal Setting



Introduction:

Welcome to Lesson 2. In your last lesson, you looked at your personal background. That is where you come from, your name, age, your likes or dislikes, family members, and religion. You also studied what strengths and weaknesses you have and what can be done to improve your weaknesses especially, when they are related to your career development. The lesson provided basic information of how personal family background influences the current members inherited strengths and weaknesses. The lesson also teaches how learning can improve and gain over their weakness. Finally, you learnt how to write out a personal profile. In this lesson you will learn about goal setting.



Aims:

- Define goal setting and personal goals
 - Identify personal goals and reasons for setting priorities in life
 - Explain different types of goals and state their importance
 - Identify challenges of working towards achieving personal goals
-

What is Goal Setting?

Goal setting is deciding on the career path which is driven by the lifestyles people choose or want to live. Some people just want to work on and on. This kind of people becomes workaholics. They place more emphasis on working rather than on families or their other goals.

Some people prefer to take life easy, stay and work in familiar environment amongst familiar people and family members. These preferences reveal different life styles people prefer to live. Such choices are the driving forces which help shape up their future careers. Careers are chosen in line with their interests. Some examples of career include, teaching, accounting, mechanical, and computing career.

When choosing your career you must weigh out carefully whether it will enable you to live with your life style which you have in mind. Some jobs may require you to spend more and more hours at work which you may not be happy with later.

Other jobs may require you to do risky tasks, such as working in mines. One may have a job as a mine blaster. The risk is very big but the rewards are great. Put some of these together and make a choice. When money over-rides, the job will be taken and when safety is a concern then the job will not be taken.



Activity 2.1: Answer the following question

1. As a student what kind of work or occupation do you choose?

Personal Goals

Your goals are very important to you. There is a range of goals, they come under social, mental, physical and emotional. Let us see each of them.

Social: spending quality time with family and friends

Mental: improve your study habits or learn a new skill

Physical: exercise regularly and eat a balanced meal

Emotional: do some anger management exercise or even a course too

Once a career path is chosen, the next thing to do is setting **personal career goals**. This is what you want to be in the future. If you chose a career in computing then your career may be to become a computer software designer. When ones career is determined clearly, it is easy to line up ones training, schooling, and education, part-timing and volunteering with it. When that is done then they can prioritise to reach that goal.

The next important job is what you wish to achieve from that chosen career. There will be money, power, job satisfaction, leadership, status, fulfilment or helping others.

Better still, it may be a plus if your work matches your interest, desire and abilities. It is natural for some people to want to help in the community. This is where some may use their gift and talents, not for money or fame but for service.

Some may find that this type of work is really fulfilling especially, when they are helping out in a needy area of a community. Young people can join charities, church groups, local communities, environmental groups etc. and be engaged in such activities throughout their working life. This type of activity enables one to give something back to the communities.

Do you dream? Dream like earning plenty of money and buying vehicles and properties for yourself. If your answer is **yes**, then this is the beginning of working for yourself. In order for your dream to become a reality you must put this into action to fulfil these dreams.

Now you are to read how you can achieve your personal goals.

Steps in Achieving Personal Goals

Basically, there are several steps in achieving your goals. You will study them as listed below.

1. Your goal is very important to you. The short term goals are achieved sooner than the long term goals. For example, if a person wants to take up commercial flying, first he or she must complete grade 12. Then he or she should enrol in a pilot training school or a program to learn on the job. After completing training, he or she will find an actual flying job with an airline company and start flying.
2. Make sure you are motivated to achieve those goals for yourself.
3. Always write your goals positively.
4. Write daily (short term) action steps to reach your goal.

Only then you will find that your goals are achieved because a consistent remainder is carried out all the time.

Study the following Case Study.

Case Study

Henry Apako is a Heavy Equipment Fitter with Simberi Mine, New Ireland Province. After completing grade 10, he took up studies as a Heavy Equipment Fitter at MT Hagen Technical College. After completing of this trade course he did his apprentice training (5 years) with Ela Motors at Badili which is in National Capital District. He worked there for three years with this company after his apprenticeship training. He then requested a transfer to Ela Motors-Buka branch, because he needed to be closer to his family. He worked in Ela Motors-Buka until he resigned. Then he went home and joined his family in the village. After two years, he decided that he must return to work but this time in a job where he can have regular breaks in between so he applied to work in Saint Barbara (Simberi) Mines where he is working currently. Today, he spends two weeks on site working and two weeks off site to be with his family. He finds this arrangement is very convenient and spends quality time with his family while working on some projects in his village. He owns a plot of cocoa, a permanent house, a land cruiser and a full set of tool box which he uses to fix vehicles and occasionally, a bulldozer or grader during his breaks.



Activity 2.2: Answer the following questions

1. How many years did Henry work after his training?

2. Name four (4) things that could have helped Henry to choose this particular career.

Different types of Career Goals

Study the career goal guide table below and see where you would fit in depending on the lifestyle and career you choose.

CAREER GOAL GUIDE

No.	Lifestyle	Possible Career Goal
1	More money	Professional, career or business person
2	More time with family	Work limited to five working days only, part – time or consultancy
3	Working from home	Freelance jobs such as writer, editor web designer, photographer
4	Satisfaction from work done	Jobs that require more hours of work like a mine worker

Importance of Meeting Career Goals

Whichever career goal a person chooses to achieve or engage in, will fit into one of the above lifestyles. Let's examine each one closely.

A career chosen to be:

1. a professional, career minded or businessperson will bring in a lot of money and the individual will choose how to spend that income. Some may choose to carefully invest, take care of family needs and obligations or even misuse it.
2. working for five days a week will spend more time with his or her family, engage in social activities (church, sports). Anyone on this type of arrangement is for a full time worker.
3. a part timer and doing consultancy work. The income must be budgeted to last until another work is done to sustain his or her survival.
4. freelancing jobs which are usually flexible and people usually work from home, costs are kept as low but hours can be long and challenging sometimes. Income can be scarce or much at different times so it must be budgeted carefully to cater for the family or individual needs.
5. for the jobs requiring longer hours it may mean that the worker has to work for certain periods and have breaks in between. Workers who work on these jobs must really enjoy them in order to maintain them. People who work in the mines and manufacturing plants usually spend many hours on their jobs.

Career Path

Career path is a planned progression through a career within an organisation or a professional field leading to the realization of career goals. Some people are happy to work on and on. Their first priority is work then family and friends. Others do not plan and consider all these. They try to manage their work, families, church, sports and friends by spending some time with each one. Others like to stay close to friends and relatives and prefer to work in their own provinces. This clearly indicates preferences of lifestyles of people. These lifestyles are the forces that help people determine their career.

Challenges of Working towards Achieving Personal Goals

There are many challenges which have to be faced while working towards achieving personal goals such as:

- Family pressures
- Right qualification requirements
- Correct skills
- Jobs may not be forthcoming
- Employment climate may not be conducive
- Illness
- Inability to save part of the income
- Location of the job .

One must be able to balance all aspects of personal life and work in-order to achieve their personal goals. The best place to begin is to start from small manageable achievements. When they have been achieved, move on to the harder ones.

**Activity 2.3: Answer the following question**

1. Describe some family pressures that Papua New Guinean workers face while in the process of meeting goals.

Summary



You have come to the end of lesson 2. In this lesson, you learnt that:

- Goal setting is deciding on the career path which is driven by the kind of lifestyle chosen by a person.
- A person must prioritize all his or her school or work activities in order to reach his or her personal goals. This prioritization will come with money, power, satisfaction, leadership, status, fulfillment and helping others.
- There are four basic steps in personal goal setting. They are:
 - setting short term and long term goal(s)
 - motivate yourself to achieve your personal goal(s)
 - one must be positive in-order to achieve the personal goals
 - make daily efforts to achieve your goal(s)
- Challenges are real life tests for people to overcome in their quest to achieve their goals. They can be personal, work related, environmental or natural events.

NOW DO PRACTICE EXERCISE 2 ON THE NEXT PAGE
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Practice Exercise 2

1. What is a personal goal?

2. Why is it important to join charity organisations?

3. Give two examples of a natural events that can prevent a person from achieving his or her goal.

4. Imagine you are studying at a university, list two short term goals for yourself.

5. Describe "job satisfaction".

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 1

Lesson 3: Educational Qualifications and Skills



Introduction:

Welcome to Lesson 3. In your last lesson you defined goal setting, personal goals and reasons for setting priorities in life. You then went on to explain different types of goals and stated their importance. Finally, you identified challenges while working towards achieving your personal goals. In this lesson, you will study about educational qualifications and skills.



Your Aims:

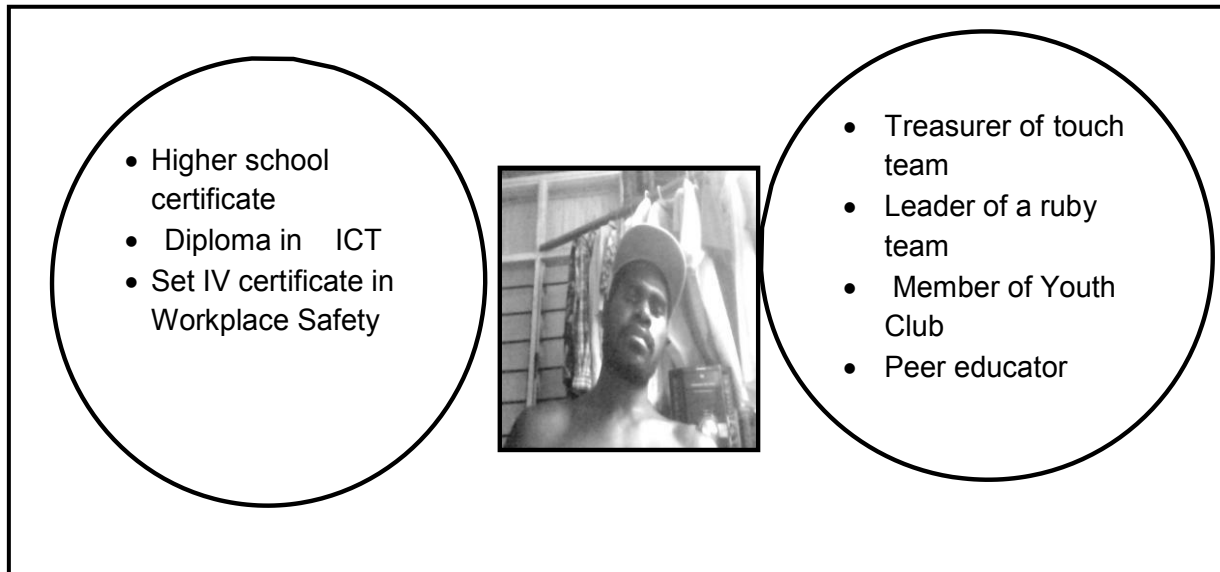
- differentiate between educational qualifications and skills
- identify existing institutions for different levels of educational qualifications
- explain the importance of keeping personal educational achievements and award records safe.

What are Educational Skills and Qualifications?

The difference between skills and qualifications is to remember that a skill is typically related to a specific ability, while a qualification is an achievement. For instance, typing seventy (70) words per minute is a skill, while possessing a Bachelor's Degree in Business Studies is a qualification.

Another way to recognize the difference between skills and qualifications is that qualifications are requirements to be eligible for a certain job, while skills are simply a bonus. An individual who wants to become a nurse, for example, might have to possess certain qualifications such as grade 12 level of education or certification. Skills that might make him or her better nurse might include good communication skills, the ability to be hospitable and creative. Sometimes a job will require both skills and qualifications and attaining a qualification often involves learning specific skills.

Educational skills and qualifications are abilities and talents that have been achieved through daily experiences, formal schooling from recognised institutions or work experiences. Furthermore, they can be academically achieved by doing a series or stages of studies, by participating or leading in extracurricular activities in the community or work related professional groups, in their workplaces. Academic achievements are what qualifies a person for a particular job and are known as educational qualifications.

Academic Achievements**Extra - curricular Activities**

As a student you go through and complete levels of schooling from primary to high school, then to secondary school and after completing these to college, technical, and commercial training colleges or to a university if your grades are good. Each of these levels is designed to equip you with the skills needed for a career. As you continue to move higher, the more achievements are gained. Then when you complete all the studies associated with the dream job you are ready to face the world.

Work place learning and working is another lot of experiences again. One has to start from the base (lowest) and make his or her way up as he or she gains experience in this new work environment.

**Activity 3.1: Answer the following question**

1. Assess yourself. List five (5) skills and qualifications you have.

NO.	SKILLS	QUALIFICATIONS
1.		
2.		
3.		
4.		
5.		

Existing Institutions for different levels of Educational Qualifications

In lesson 2, you learnt that one must set their personal goals. Once that career goal is set or made, the next thing to do is acquire the necessary qualifications, skills, and personnel abilities to pursue the chosen career.

This means you attend and get an educational and professional training and qualification in any form (level). It may be low, medium, high, very high skills that need to be acquired. For example, if you have chosen to be a doctor, you should obtain a degree and complete the two years residency under a qualified and practising doctor.

Educational, professional qualifications and skills are not the only qualifications for getting a job. Personal qualities such as interpersonal skills, politeness and ability to work as a team are also important.

Here in the country we have both government and church - run universities, technical colleges, teachers colleges, nursing schools and colleges, private training providers, and vocational schools. The table below shows examples of each:

Universities	University of Papua New Guinea, University of Technology, Divine Word University, University of Goroka, Pacific Adventist University, University of Natural Resources and Environment
Teachers colleges	Madang Teachers College, Kabaleo Teachers College, Gaulim Teachers College, Balob Teachers College, Madang Teachers College,
Nursing colleges & Community Health Worker Schools	Goroka School of Nursing, Lae School of Nursing, Lutheran School of Nursing (Madang) Vunapope School of Nursing (Rab) plus Community Health Worker (CHW) schools like Veifa (Central Province), Gaubin (Madang) Raiho (West Sepik) Lemakot (New Ireland)
Technical colleges	Madang Technical College, Mount Hagen Technical College, National Polytechnical Institute, Port Moresby Technical College, Port Moresby Business College, Goroka Technical College
Private training providers	TAFE, Institute of Business Studies, International Training Institute, Port Moresby Institute of Matriculation Studies, Information Technology and Job Training
Vocational schools	Koki Vocational School, Badili Vocational School, Morata Vocational School, Limana Vocational School (in Pom) Moramora (ENB)

NB: Many new teachers colleges and private training providers have since opened up throughout Papua New Guinea

How long it takes to complete a course will vary depending on your existing qualifications and experiences. The course you choose and the way you study. You can study on full or part time there. Generally, there is a set study for vocational education and training courses, for certificates and diplomas. Students are awarded a trade qualification when they gain the required skills and knowledge in a trade.

As a general guide, if you study full time it should take four to eighteen (4-18) months to complete certificate courses, and one to three (1-3) years for diploma courses. Higher education courses such as degrees are delivered over a longer period of time.

A Bachelor's degree at the University of Papua New Guinea should take three to four (3-4) years to complete.

What does Achieving Qualification mean?

It simply means achieving the nationally recognised training qualification. In other words, the skills level around the country is the same. The National Training Council and the Office of Higher Education sets out what you as a student and junior worker should be able to do once the course is complete. For example, Certificate 1 (Grade 8,10 or 12) should give students basic skills for work, further learning and living in the community. A diploma should give graduates advanced skills in an area of work or learning (business, Information in Communication Technology, Hospitality & Tourism).

There are approximately ten (10) qualification levels you can study up to and gain the following:

1. Certificate 1
2. Certificate 11
3. Certificate 111
4. Certificate 1V
5. Diploma
6. Advanced Diploma/ Associate Degree
7. Bachelor Degree
8. Bachelor Honours Degree
9. Masters Degree
10. Masters Honours Degree
11. Doctoral Degree

Attempt the following question and see if you know where you would apply for a particular occupation.

**Activity 3.2: Answer the questions.**

- (a) Name three institutions that you would apply to if you wanted to be a secondary school teacher.

Training organisations such as (vocational, technical, commercial etc.) offer courses from levels one to six (1-6) and universities offer courses at levels five to eleven (5-11).

Read about their importance in the next page.

Record Keeping

There are many personal educational achievements and award records that must be kept in safe places. The following are some that you need to take good care of from insects, mold, pests and also from people too.

These documents include: - Grade 8,10 and 12 certificates, diplomas, degrees, honours awards, transcripts, student schedules, examinations / tests/ thesis, advising papers, Identification Cards information, character & testimonials

The Importance of Keeping Personal Records of Educational Achievements and Awards

The information contained in each of these documents are very confidential because they reflect the following;

- ones' character,
- skills
- grades completed
- talents
- qualification level and
- money that has been earned.

Each person has a responsibility to maintain his or her own records using a record keeping system. It may be a simple folder with many see through pockets which can hold many documents depending on the number it contains. It may have ten (10) to one hundred (100) pockets. A manila folder, filing cabinet or an electronically managed system in a modern home or office can be used as long as it is used to store documents for safe keeping. These documents can also be filed chronologically in soft copies if you have a personal computer. Although you may have your own methods of creating and keeping records and sharing information with others, they need to take into account factors such as:

- the most efficient and effective way of storing records and information , in other words, paper or electronic forms
- the confidential nature of the records and information stored
- the safety of the record system/s used
- privacy and disclosure
- their convenience and who can access them.

Basic Rule

Your educational records are considered confidential and must not be released without your consent. As an individual you must take full responsibility to protect educational records others in your care as well as your own too.



Activity 3.3: Answer the questions.

(a) Explain confidential.

It is good to take stock of all the achievements, academic and non- academic, so you can balance them as you progress on with life. The records can be kept manually or electronically and updated regularly. A simple exercise book with two ruled pages

each titled 'academic achievements' and another 'extra- curricular' can be used to record all achievements and experiences.

An example is done for you below.

ACADEMIC ACTIVITY

NO	DATE	ACADEMIC ACTIVITY
1	2012	Completed grade 8
2	2014	Completed grade 10
3	2016	Matriculation Studies
4	2016	Governing Council member
5	etc.	

EXTRA- CURRICULAR ACTIVITIES

NO	TIME	ORGANISATION	POSITION/NATURE OF WORK
1	2012	Nature Park	Front desk receptionist – collect gate fees, answer telephone calls, do bookings for the park, guide visitors, sell fresh flowers and balance all the days takings at the close of each day.
2	2013	NGO- Ruby League Against Violence (RLAV)	Volunteer- coaching students (12-14yrs) Equal Playing Field rules
3	2014	Loloata Resort	Front desk receptionist, answer calls, bookings for day & in house guests, orders for lunches,
4	2015	World Vision	Population Census
5	etc.		

Summary



You have come to the end of lesson 3. In this lesson, you learnt that;

- Educational skills and qualifications are abilities and talents learnt through schooling and work experiences.'
- Examples of skills: teacher learns the skill of effectively delivering lessons, talk in front of many students, write on the board etc.
- Example of qualification is a Diploma in Secondary teaching, Degree In Early Child Learning, or a Bachelors Honours Degree in Sociology.

In Papua New Guinea there is pre - school, primary, secondary tertiary, vocational and university level of learning.

- Personal records are important and must be kept in safe and clean places.

Examples of records are; Grade 8, 10, and 12 certificates, diplomas, degrees and character references. They are a proof of ownership and that level of studies was done and completed.

NOW DO PRACTICE EXERCISE 3 ON THE NEXT PAGE



Practice Exercise 3

- (1) Name the first educational qualification that you attained after completing grade eight (8).

- (2) Briefly describe the primary education level in Papua New Guinea. (Start by stating the grade and age each student begins school to conclusion in grade 8 with a Certificate of Basic Education.)

- (3) List five (5) extra- curricular activities that you are involved in after school or at home

- (4) What is wrong with using another person's certificate to get a job or move to a higher institution? Explain.

- (5) How many years of study is a degree course at any university in Papua New Guinea?

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 1

Lesson 4: What is a Job File Folder?



Introduction:

Welcome to Lesson 4. In your last lesson you studied the differences between educational skills and qualifications; identified existing institutions for different levels of educational qualifications and explained the importance of keeping personal educational achievements and award records. In this lesson you will discover about the information contained in a job file folder.



Your Aims:

- Describe a job folder and state its importance
- State the types of documents kept in a personal job folder
- Identify the importance of keeping such documents safe
- Explain the confidentiality of these documents

What is a Job file Folder?

A Job File Folder contains multiple clear pockets with a collection of one's school and work certificates and references are kept neatly in an orderly manner. The first thing that you need to do is buy a clear folder with many transparent pockets inside from any stationery shop. Then insert all the certificates and references into each pocket for easy reading, sighting and access. This is a very good way to keep all your important documents together. In addition, the content of this same job file folder can be converted into soft copies because some companies prefer soft copies when recruiting. They can be kept in a similar manner as the hard copies in a systematic manner on a computer.

Now, we move on to see the significance and importance of job file folder.

The Importance of a Job file Folder

The documents contained in a job file folder are very important and confidential because they contain personal information. Today a lot of people are using other people's certificates to securing jobs and even enrolling into schools. Impersonating (pretending to be another person) is a crime and can put someone in prison or be removed from school or a job. After the interviews make sure you return all personal documents into the job file folder.

Types of documents kept in a Job File Folder

In your job file folder you should have the following as listed below in the table.

NO	NAME OF RECORD	EXPLANATION
1	Awards	such as prizes, honours, rewards and medals given in recognition of an effort.
2	Police Clearance	A letter from the police department clearing an individual of any criminal activities or records
3	Birth Certificate.	official record of one's birth.
4	Curriculum Vitae (CV)	One's personal details, educational qualifications, referees, hobbies
5	Medical Certificate	Medical report from a doctor stating they have treated you, sickness, their assessment on a patient's current condition
6	Application Letters	Letters marketing a person's skills and qualifications sent out to a potential employer
7	Character Reference	Is a testimonial of an individual by an employer or someone that knows you
8	Letters of Appreciation	Documents given to a holder in recognition of work done or as a good citizen
9	Degree, Diploma or Certificate	These are official recognition documents given at the conclusion of a stage of study
10	Grade 8,10 and 12 certificates	Official school certificate given at the end of grade 8,10 and 12
11	project documents and business plans done	Proof of project work and business plans of someone who has done some work already and is applying again
12	plus other documents supporting your job search	Supporting documents not included here (e g certificate of extra courses done, volunteer work, first aid)

It is to your advantage that they are kept in this folder because everything is in one place. Job applications and interviews can be done without hassle because you have all the required documents lined up neatly and securely located. Curriculum Vitae can be updated easily too when you acquire new documents for the job folder.

Let us have a closer look at two of the main documents in the Job Folder. They are; a letter of application and curriculum vitae.

1. Application Letter

This is a letter written by a potential employee to an employer marketing his or her skills and talents. It is sent with a curriculum vitae to the selection committee of any organisation which you are applying for a position.

The purpose of an application letter is to get the selection committee to view your Curriculum Vitae (CV) and grant you an interview. It is essential that an

application letter is well written as it serves as a representation of your written communication skills. When composing the letter, you should have the position description in front of you to tailor it to your skills and qualifications. This gives you the opportunity to discuss your study, research interests, and teaching experience in relation to the needs of the position.

While it is important to state your qualifications in the application letter, be careful not to repeat what is in your curriculum vitae (CV). Make an effort to provide a few key points, rather than going on a large scale presentation.

There are two ways of applying for jobs. One is through (1) printed application forms and (2) online application systems.

A written letter of applications falls into two types.

(a). A **Solicited Application Letter** is one that is sent in response to an advertised position. You will need to send the following information:

- date of the advertisement
- source of the advertisement (name of the newspaper, radio and the date of the advertisement)
- position advertised that and you are applying for
- reference number
- a statement assuring the advertiser that you have the relevant qualifications, skills and experience that meets the requirement for the job that is advertised.

A SOLICITED APPLICATION

Kouro Joseph
P.O BOX 1711
Port Moresby, NCD

12/12/2016

Nigel Richie
P.O BOX 1711
Port Moresby, NCD

Dear Mr. Richie

Ref: Electrical Assistant

I am writing in response to the advertisement for an assistant electrician which was advertised in the Post Courier on the 10th December, 2016.

I have completed grade 10 at Don Bosco Technical Secondary School in 2012 and have graduated with the Higher School Certificate and PETT Certificate in the Electrical Course with very high achievements.

I have been working as an Electrical Assistant with Millennium Incorporated for the last three years (3) years. I am very confident that I am able to perform the duties expected of me because of my qualifications, experience and skills in doing similar work. I am hard working, willing to learn new things and also take on greater responsibility.

I enclose my curriculum vitae (CV) for your perusal. I am available at any time that is suitable to you for an interview. I look forward to hearing from you soon

Yours Sincerely
Kouro Joseph

Take note that you are also required to send the job application on time because there is a date line given. It is usual practice to automatically reject late applications.



Activity 4.1: Answer the question.

(1) When was the above application letter written?

Let us have a closer look at the other type of application.

(b) Unsolicited Application Letter

Below is a sample of **an unsolicited application letter**.

It is sent out to a prospective employer who has not advertised but the person thinks applying there will some job opportunities. The person applying is only assuming that there is a job out there that he or she qualified to take up soon.

AN UNSOLICITED APPLICATION LETTER

David Leo
P.O BOX 1711
Port Moresby, NCD

11/02/2016

Steven Moses
Recruiting Officer
P.O BOX 2700
Boroko, NCD

Subject: Expression of interest for job opportunity

Dear Mr. Moses

I gather from the mass media that the Grand Opening of the new Shopping Center is set for the 16th of April, 2016. I also believe that with this opening there will be plenty of job opportunities.

I have completed my Matriculation subjects with the Flexible Open and Distance Education from 2011 to 2013 at the National Capital District Center at Waigani. I then enrolled at the Institute of Business Studies and completed a two year Diploma Course in Sales and Marketing. After completing my course I started working with Lome Group of Companies doing sales and marketing of domestic electrical items.

During my first year in this role, the firms sales reached the highest level compared past years. I was immediately made the supervisor of the Sales and Marketing Section.

continued from previous page

I believe I have the necessary relevant qualification and skills to performed the duties expected of me because of my experience in doing similar job previously

Please find enclosed my curriculum vitae for your perusal.

I am available at any time suitable to you for an interview. I look forward to hearing from you soon.

Yours faithful

David Leo

David Leo

**Activity 4.2: Answer the question.**

- (a) Is there any guarantee that David Leo will get a job? Yes or No. Explain your answer.

Many large organisations recruit through online application systems. However, you will find that application forms are used by many small to medium-sized organisations. Application forms are used by potential employers to assess their suitability for the jobs advertised.

2. Curriculum Vitae (CVs)

Often, *application forms* are submitted along *cover letters* and *curriculum vitae*, so you need to think about these three items together.

- (a) Your *personal details* includes:

- name, address, contact details
- educational institutions attended/attending and the qualifications gained
- previous and current work experiences
- current salary/earnings
- whether you are able to work
- referees.

Any misleading information on Curriculum Vitae will not get you anywhere.

What is a Curriculum Vitae (CV)?

Curriculum vitae or CV for short means a brief description of your career.

Curriculum Vitae are used to explain to recruiters what you can do and what you have done, so a good one looks forward as well as make clear what you did in the past. A Curriculum Vitae should present your knowledge, learning, skills and competencies in a positive and honest way.

What should you include in a Curriculum Vita?

A Curriculum Vitae needs to include enough information for the recruiter to decide whether you are likely to be a suitable candidate, you should include:

- **contact details**—These includes; name, address, mobile phone number, email address;
- **knowledge** -These includes; educational or professional qualifications, dates and names of institutions attended;
- **skills and competencies**-These includes; ability to work in a team, manage customers, specific Information and Technology skills, level of responsibility;
- **work-related experiences**-These includes; periods of paid or unpaid work, previous employers, job titles, examples of tasks handled;
- **referees**—These includes; two or three people who can comment on your paid or unpaid work.

It is important to align your Curriculum Vitae to suit the needs of the recruiter and the particular job advertised. So, if there is a job specification or job description, show how you are suitable by giving examples of your past experiences, knowledge and skills fit the requirements of that job. You must pay particular attention to the requirements marked 'essential'.

If you list your previous jobs and there is a time gap between them, it helps to explain the reason. An unexplained gap can be interpreted wrongly. Reasons for gaps may include:

- contract ended,
- left to continue full-time education,
- took a career break to raise a family,
- made redundant.

Deciding whether or not to add any job experience to your Curriculum Vitae comes down to personal choice. If you do decide to include a job experience it should ideally be no more than four lines long and follow immediately after your personal details at the top of your Curriculum Vitae.

Personal summaries should be written in strong, positive language and include information on who you are, what skills you can offer and generally what you are looking for in your next role.

Do you list work experience or education first?

This depends on the type of Curriculum Vitae you are creating and how much work experience you have. If you have recently graduated and do not have much work experience it is probably best to start with your education. For both educational qualification and work experiences, list the recent one first.

Should I include hobbies in my Curriculum Vitae ?

It is not necessary to include hobbies in a Curriculum Vitae. However, if you do, use them as examples of specific achievements, such as supervision of teams, organisation of duty rosters or shifts, checking and analysis of documents.

How should you present your Curriculum Vitae?

You should aim to put your most attractive feature towards the beginning of your Curriculum Vitae where it will be noticed by a recruiter. Similarly, construct a strong finish with a closing remark that is positive and enthusiastic.

If you need to post a hard copy of your Curriculum Vitae, use good quality paper. Staple the clip pages together and use an envelope large enough to hold the Curriculum Vitae flat in transit. Unless you are advised otherwise by the recruiter, your Curriculum Vitae (CV) should be accompanied by a cover letter.

Your skills, abilities, knowledge and experiences (SAKE) are often collectively referred to as your competencies. You do this by:

- Firstly, reading the form through so that you can see where the questions and requests for information appear. This is especially important for online application forms where the structure of the form may not be visible as you begin.
- Describing your skills, abilities, knowledge and experience (SAKE) which is easier to do if the employer has provided a job and/or personal specification. If a job or personal specification is not available, then ask for one and carefully research the company or industry to find out as much as you can about what the employer is likely to be looking for.
- Finally it is important that you know about the job before you begin your application so make sure that you research the correct role and organisation.

3. Police Clearance Report

Most employers will ask for your Police Clearance Report to see whether you have been convicted of an offence.

**Activity 4.3: Answer the question**

(a) Do I need to include a personal history in the Curriculum Vitae?

Confidentiality of these Documents

The information contained in a Curriculum Vitae is personal. It is only supplied to a potential employer for consideration in trust that it will be used for the intended purpose and not disclosed to another person. A person can be sued if proven that personal information has been misused or disclosed to a third party without your consent.

When job seeking on the internet, one must be cautious when posting Curriculum Vitae to an internet job site because your private information can be stolen from such sites. Personal information that is sensitive must not be disclosed. For example; HIV/AIDS status and bank account details. Just to name a few must not be disclosed.

You are also duty bound not to disclose someone else's confidential information to anyone. For example, someone whose letter of application plus other documents may have been mistakenly posted to your postal box number or even dropped near you by mistake while waiting for an interview. You are to return it to the post office.

Summary



You have come to the end of lesson 4. In this lesson, you learnt that;

- A Job File Folder is made up of educational records, qualifications, job experiences, skills, references which belong to a person.
- Documents such as Grade 8,10 and 12 certificates, birth certificate, degree, diploma, certificate, application letters, awards, character references, medical certificate, police report, Curriculum Vitae, project documents and business plans, letters of appreciation, and other documents supporting your job search must be kept in safe and secure.
- The set-up of a Job File Folder must be in such a manner that accessibility is easy for the owner.
- Information contained in a Job File Folder is personal and confidential. It can only be available to potential employers.

NOW DO PRACTICE EXERCISE 4 ON THE NEXT PAGE
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Practice Exercise 4

(1) What is a job file folder ?

(2) What is online job application?

(3) Explain when an unsolicited application letter is written and lodged.

(4) Put the following in order in a job file folder. (Grade 8,10/12 certificate, application letter, character reference, curriculum vitae, police clearance, birth certificate)

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 1

Lesson 5: Organising My Personal Job File Folder



Introduction:

Welcome to Lesson 5. In your last lesson you described what a job file folder is and its importance. You identified the types of documents kept in a personal job folder and explained the importance of keeping such documents safe. This lesson provides information of how and why 'your personal job file folder' is important and must be looked after properly. In this lesson you



Your Aims:

- Discuss the process of organising a personal job file folder
- Identify the advantages of organising a personal job file folder
- Compile a personal job file folder

Starting Up

As you complete each level in your schooling you will start collecting certificates. Sometimes teachers may write testimonials and give awards for outstanding performances. All these will form the basis of setting up your personal job file folder. As a young graduate, enthusiastic and a genuine job seeker, you must organise your educational documents in a proper-order. They must be kept clean and in – order in a safe location. A suggestion here is to keep them in a see-through folder for easy accessibility and referencing.

A personal job file folder will include documents such as Grade 8, 10 and 12 certificates, birth certificate, degree, diploma or certificate, application letters, awards, character references, medical certificate, police report, Curriculum Vitae, project documents and business plans, letters of appreciation, and other documents supporting your job search.

The advantage of this is that all the documents are together. When opportunities for jobs arise, they can be photocopied and sent away or even taken to interviews for easy accessibility and referencing, too.

Organising a Personal Job File Folder

It is important to choose a presentation format and stick with it throughout the personal job file folder. For example, as you acquire the Grade 8 certificate this should start your personal file folder, next the grade 10 and 12 certificates, birth certificate and any awards can be slotted in between whenever it is acquired. The presentation can be organized in two ways:

1. **Chronologically:** Certificates, awards and others are fitted in as they come. Documents are fitted in according to the dates when the portfolio documents were received. This organizational scheme helps demonstrate increasing improvement and achievements over time in a particular field.
2. **Functionally:** Sections are packaged according to job description only (for example- computer skills). This organizational scheme works when an individual has varied experiences that need to be pulled together to demonstrate his or her ability in a specified area.



Activity 5.1: Answer the questions

(a) When sending out job application, explain why it is not wise to send the original copies of the school certificates and other educational documents?

(b) Name the educational document that is very important to you. Explain why?

(c) How is a personal job file folder organised?

How is a Personal Job File Folder organised?

As you have learnt in the last lesson a job file folder is a collection of important educational documents. A job file folder is often useful for people in search of jobs. The folder contains the Curriculum Vitae, copies of certificate, diploma, degree, references, work samples and designs. They are lined up in a clear or see-through plastic folder. A well organised personal file folder will benefit the owner in the following ways:

- a reflection of professionalism
- a record of your professional development in progress
- proof of performance on the job or in school
- evidence of what you have accomplished
- provide print

Why Create a Personal Job File Folder?

A **personal job File folder** can be used for a variety of purposes. This guide focuses on creating portfolios that are used to:

- market your capabilities in job interviews
- negotiate promotions and pay rises
- apply for bonuses, scholarships, or grants
- document the quality and quantity of your professional development
- demonstrate prior work or learning experiences for educational credit

Regardless of purpose, portfolios document skills and accomplishments through examples of work of an individual.

What is included in a Personal Job File Folder?

Items found in a personal job folder include:

- resume or cv (ask a career advisor for information on cv preparation)
- transcripts
- evidence of professional memberships
- licenses or certifications
- reference letters
- evidence of specific skills (for example; public speaking, leadership, and writing)

Depending upon your profession, specific items can be added to provide an accurate representation of your knowledge and abilities. As you can imagine, your personal job folder can become quite a large collection of items. During an interview it would be impossible to go through every item with an employer. A better strategy is to select items from your personal job folder to be included in a smaller interview job folder. This personal job folder can be presented during an interview to add evidence of important knowledge or skills you possess that are relevant to the position or promotion at hand.

Advantages of Organising a Personal Job File Folder

It will ensure that your interview portfolio:

- looks professional
- reflects your actual skills
- is occupationally focused
- is easy to update
- is easy for the employer to quickly review
- can stand alone without explanation
- supports information presented in your resume

Making an interview Personal Job File Folder

When making your Personal Job File Folder for interviews you are advised to follow this simple method:

- put items in loose-leaf binder
- use sheet protectors
- use copies (keep a master copy of all items)
- use index tabs and/or title pages to divide sections
- maintain a manageable size, ideally 5-10 pages
- omit page numbers to make it easier to add and move items around
- use consistent headings and placement of items
- put sections together according to what the employer is looking for (job description)
- proof read to make sure it is error free.

Next we look at another important use of the portfolio during the interview.

Using an Interview Portfolio

Before attending an interview, it may be beneficial for you to role-play using your interview portfolio with a friend. This exercise will help you feel more at ease in handling your portfolio during an interview. Once in the interview, relax and look for suitable moments to use your portfolio to address employer questions. Remember, when your interview portfolio includes reflection statements as discussed earlier, it will be easier for you to feel confident in *showcasing* your abilities to an employer. Additionally, your interview portfolio can remind you of information you wish to share with an employer in the instance that you forget the key points.

Benefits of interview Personal Job File Folder

Interview Personal Job File Folder should include the best examples of your skills and abilities from your professional personal job folder that are particularly relevant to the position you are seeking. When you adapt your interview personal job folder to the requirements of the specific job, it demonstrates that you've done your homework and understand the specific characteristics the employer is seeking for.

Developing a personal job folder helps you prepare for interviews by allowing you to think critically about your life experiences and events. When preparing for an interview, this process will enable you to highlight specific experiences that lead to the development of valuable workplace skills. In addition, preparing a personal job folder allows you to see how well your qualifications match those requirements of the position for which you are applying. When developing a personal job folder, it is important to identify skills and work experiences that best highlight the skills needed for the specific job you are seeking.

You may consider having targeted personal job folder for different types of jobs. When reflecting on your skills related to a specific job, you may find skills that need improvement. By clearly describing the skills you need to improve, you are better able to discuss your goals and match them with the goals of the organization who you are seeking employment with. Having your personal job folder with you during the interview offers many benefits. It will demonstrate your experience, skills, and abilities in a visible way. In addition, it can help your application stand out to potential employers.

Creating Electronic Interview Folder

Electronic folders use shared multimedia to increase the range and type of materials that can be included as evidence of learning. They take full advantage of the advanced capacity of desktop and laptop computers to include text, graphics, animation, sound and video. Today some employers require applicants to submit electronic job folders. The manner in which the hard copies are lined up can be used to line up the soft copies too. When developing electronic job folder, remember to update your electronic portfolio frequently.

Answer the question below to see if you understood the use of electronic filing.



Activity 5.2: Answer the questions

1. How safe is electronic filing of a job interview folder?

2. How are electronic portfolios used when applying for jobs?

3. What is a soft copy of portfolios?

Summary



You have come to the end of lesson 5. In this lesson, you learnt that;

- Personal Job File Folder can be stored in two ways,
(1) manual filing in a folder with many see through pockets.
(2) electronically in your computer file.
- Electronic copies of curriculum can be updated occasionally.
- The advantage of keeping and updating your personal job file folder is that as soon as opportunities come up, the application can be forwarded to the potential employer looking for an employee for a job.
- Organised personal job file folder becomes handy during interviews.
- An organised personal job file folder reflects readiness and professionalism.
The organisation of personal job file folder should start with the application, cv, degree or diploma and the rest of the documents.
- Personal job file folder must be kept in a safe and clean place.

NOW DO PRACTICE EXERCISE 5 ON THE NEXT PAGE
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Practice Exercise 5

(1) Describe a personal job file folder

(2) List two (2) advantages of keeping a personal job file folder.

(3) List three (3) documents that you will find in a personal job file folder.

(4) Explain what chronological filing is.

(5) List one (1) benefit of a job interview file folder.

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 1

PRACTICE EXERCISE

Lesson 1

1. Self-evaluation is finding out ones strengths and weakness.
2. Being hard-working, honest easy to get along helpful, mindful of others.
3. If a child has a good family background he or she is most likely to develop good, quality characteristics.
4. It simply means that this person possess leadership qualities, he or she will be able to make a good leader
5. There are many ways that schools help students to develop positively such as the subjects taught, coaching in the pastoral subjects, extra–curricular activities and the many routine activities in schools like giving him or her leadership roles.

Lesson 2

1. Personal goal is one's own aim to obtain or achieve something
2. Money is not everything, so spending time in community service enables one to improve and develop his or her skills while helping and also help the needy people
3. Poor road condition from, flooding, earthquake, destruction of a classroom will prevent an individual from achieving his or her goal.
4. Study hard and complete all assignments and get good grades.
5. Job satisfaction is getting maximum benefit from a job; it may be money, travelling, allowances, medical expenses accommodation, and things that make you happy with that job.

Lesson 3

1. It is called Certificate Of Basic Education.(COBE)
2. The Primary Education starts at pre- schooling (5-7) - grades1-3, lower primary (8 - 10) – grades 4-6 then upper primary (11-15)-grades 7-8.
3. Sports, drama, fishing, dance, choir, and counselling.
4. This is stealing someone's legal documents and impersonating them and making money and name. It is a criminal offence to steal or use someone's identity.
5. Four years of study

Lesson 4

1. The first document in a job file folder is an application letter. This is where the applicant expresses his or her desire to work for an organisation. (Students own answer)
2. Online application is where someone applies for a job using the internet.
3. An unsolicited application is written when someone knows that there will be job vacancies in an organisation because of new development without the company advertising them.
4. A personal job file folder filing system is an individual's method of safe keeping of educational and other important documents
5. Application letter, Curriculum Vitae (CV), Grade 8, 10 and 12 certificate, character reference, police clearance, birth certificate.

Lesson 5

1. A personal job file folder contains documents such as certificates awards, references for a job search.
2. It looks (a) professional,(b) reflects your skills, (c) career focused,(d) easy to update, (e) easy for the interviewer to view and (f) presents one's presentation ability. (any two of the above)
3. An application letter, Curriculum Vitae, grade 8, 10, 12 certificate, degree/diploma.
4. Putting your personal job file folder documents according to the time of attainment.
5. It is organised for easy access during an interview.

TOPIC 2

PREPARING FOR THE WORKPLACE

TOPIC 2: INTRODUCTION



Welcome to Topic 2- 'Jobs and Careers'. It will enable you to acquire employability, communication, research and interpersonal skills. You will demonstrate role playing of interview skills and procedures and also put into practice the knowledge and skills in looking for formal and informal jobs.

This topic consists of four (4) lessons.

Lesson 6: Introduction to Jobs and Careers

In this lesson, you will define job, career, apprenticeship, occupation, and probation and job experience. You will then, explain the difference between a job and a career. Furthermore, you will discuss job opportunities and career pathways and finally study the different types of work that people do and why they work .

Lesson 7: Preparing for a Job

In this lesson, you will study the importance of choosing careers and the changes in the job market. You will also learn that not everyone want to be in full time employment, some people may choose to do part time or contract work while some prefer to freelance. Having just one qualification is not enough. Employers want people who are multi skilled. Employees may be assisted or asked to upgrade their qualification and skills.

Lesson 8: Applying for a Job

In this lesson, you will write out job applications (letters, forms),and prepare job file folders. It should prepare you for a job application process.

Lesson 9: What is a job interview?

In this lesson, you will define a job interview and its purpose. You will study the types of interviews and the procedures involved. You then, point out the expectations of the potential employers and the 'dos' and 'don'ts' on interview day. It should help you prepare well for a job interview with a potential employer.

Lesson 6: Introduction to Jobs and Careers



Introduction:

Welcome to Lesson 6. In your last lesson you discussed the process of organising a personal job file folder. In this lesson, you will learn about jobs and careers which is the climax or peak of all the years of studies.



Your Aims:

- Define job, career, apprenticeship, occupation, probation, work experience
 - Explain the difference between a job and a career
 - Discuss job opportunities and career pathways
 - Identify types of work and discuss why people work
-

What is a Job?

Job means work. It is an activity done by different people all over the world to survive. Most people if not all, must work in similar manner because they need to eat and sleep. Work enables people to survive – grow enough food crops or earn money to pay for goods and services. It can be seen as a deal between the employer and the employee. The employer pays the employee for working.

In a formal employment an employee is usually given a probation period of three to twelve (3-12) months in a job to test him or her out. After this period is over they become permanent staff if they have performed well or are asked to leave if they have not performed well

Sometimes employers may request or allow students to work part-time in their organisation to get some work experience or as part of their training. This is good experience for the students because they get hands on job training.

Education, Training, Employment, and Other Roles

What is a Career?

Career includes all the roles you take on throughout your life. It includes such activities as training, paid and unpaid work, raising a family, volunteer work and all the leisure activities.

Career was traditionally associated with paid employment and single occupation. In today's world, the term career is a continuous process of learning and development and is further strengthened by;

- | | | |
|------------------------|------------------------|-----------------------|
| - training | - further education | - employment |
| - work experience | - community activities | - business activities |
| - different life roles | - volunteer work | - leisure activities |

Current changes in Information and Technology, growing globalization and greater competition are contributing to major changes to working life, which will have an effect on one's career. Therefore people are likely to experience career changes in their working life.

Many people are looking for work to balance life. They want to maintain the best balance between the hours they spend in paid work and the time devoted to other roles in their lives such as leisure, home chores, religion, and family life.

Difference Between a Job and a Career

The main difference between a job and a career is that a job is any activity a person does to fulfil one's daily needs. It does not require much training. This job is for a short period of time. A career is an occupation or profession that requires special training as one's lifework. Many individuals today pursue work for one organisation for a few years and change to another job in the same or different industry. This happens due to lack of job satisfaction, attracted by increased pay and/or for better secured positions.

Career Pathway

Selecting the right job or career, needs proper and reliable information and advice to make this important decision. When this decision is made, then time and money will be committed to pursue this career path. This will enable an individual to have a job opportunity or a career pathway.

We will now have a closer look at job opportunities.

What are Job Opportunities?

Job opportunities are chances of working situations that are available to an individual. New developments, disasters, fashion and needs open up job opportunities for people. People need to get a job and stay on it longer and work his and her way up to the top. Below are some new words you will come across as you go through your lesson. Learn them with the meanings.

N O	WORDS	DEFINITION
1	Job	an activity that people do to survive.
2	Career	is a profession that one undertakes for a substantial period of a person's lifetime
3	Apprentice ship	learning a skilled through a practical trade from a potential employer
4	Occupation	a job or profession
5	Probation	a period of training and testing a person who has started a new job goes through
6	Work Experience	a short term of employment arranged for younger people to participate to gain experience.

There are eight important skills that employers want you to have as an employee.

1. Communication

You must be able to communicate well both orally and in writing. You must be able to speak confidently and write effectively.

2. Teamwork

You have to learn to work well with people, both your co-workers and others.

3. Problem Solving

You must be able to find solutions to issues within the organization.

4. Initiative and Enterprise

You will need to be visionary and have a bigger picture of the firm that you work in. Employers will really value your ability and creativity for improving their organization.

5. Planning and Organizing

You need to organize, plan, set timelines and meet deadlines in the overall running of the organization.

6. Self- Management

You will need to work without supervision, accept changes, delegate tasks and meet deadlines.

7. Learning

You must be willing to learn new things because changes in Information and Technology will also make you take up new roles.

8. Technology

Most jobs will require you to use a computer and other technology-related equipment.

As long as you have the above skills your employer will want to keep you for as long as you want to remain there.

CAREER PATHWAYS**What is a Career Pathway?**

A career pathway is a planned progression of jobs within an organisation or in a professional field leading to the realization of career goals. There are many choices available for you to make in career choices. This is where you need an experienced person to guide you along when making these important decisions.

There are many good support groups (class patron, guidance/personal development teacher, principal and deputy principal) in the schools that can help students make their life long choices after school. Choices include; finding a job, continuing with further studies at a university, technical, business or teachers college, or doing an apprenticeship. Starting your own business is another option.

**Activity 6.1: Answer the questions**

(1) Explain how teamwork contributes to an organisation.

(2) A grade 12 school leaver has come to seek advice from you about enrolling at the University of Papua New Guinea Open Campus. His/Her strength areas are English (both reading and writing) and also has an outgoing personality. What course will you advise him/her to take?

There are many pathways after completing Grade 12 schooling that can lead to a successful and rewarding career. School leavers can:

- do an apprenticeship
- continue with further education, training either through vocational, technical, business college, teachers college or university
- find a job
- start a small business
- do volunteer or community work.

The avenues for you as a student in school and learning more about careers are endless. You have the Personal Development and Guidance lessons, Annual Careers Expo, and visits from business organisations, universities, and colleges. You must read newspapers, listen to the radio, watch television and be up to date with current events which will prepare you for your career.

Steps to take before Choosing a Career

It would be educational and beneficial to know something about job responsibilities, employment opportunities, training, and educational requirements for any career you may be considering. Below is a list of steps one can take before choosing a career.

1. Assess yourself

Each person is unique with different goals, talents, interests and values. In other words what works for you may not work for another person. While one person may find a particular career exciting and attractive another person may find the same career monotonous and boring. You need to discover your interest by talking to your class patron, guidance and personal development teachers, attend career talks and read about your career pathways.

2. Make a list of potential occupations

After talking to your career advisor or class patron on the type of career you wish to pursue it should become clearer. However, it is not possible for you to take every career of interest. From your list of potential occupations, select a few career pathways that match your interests, talents, skills, and values based on your assessment.

3. Explore your options

After making your second list, explore each career pathway. You must find and learn about the educational or training requirements, job duties, employment perspectives, annual salary, and promotional opportunities, of each career pathway. If you have access to internet, do a research on these career pathways. If possible arrange to meet with people in similar jobs and interview them to obtain more details.

4. Narrow down your list

At this stage you start narrowing down your career choices. Eliminate careers that you are not interested in or ones you may not meet their requirements. Many people become discouraged from pursuing a career after learning about the educational requirements, annual earnings, and declining industry growth once they have become familiar with each career. You should by now have only two (2) options or choices.

5. Set goals

By now your career options or choices are down to two (2) only. You are better-informed by now to establish short and long term goals. Short term goals can be met within one to three (1-3) years and long term goals between three to five (3-5) years. It is not always easy to reach each goal so you must be prepared to work hard, make adjustments when necessary but remain committed. Goals are only achievable when they are refined, flexible, realistic, and attainable within the time set.

6. Create an action plan

Once your career goals are established, start developing an action plan that will consist of the specific steps to take in order to reach each goal. Your career action plans sometimes contain obstacles. Steps must be taken to address them. Resources must be allocated when needed. Your career plan should clearly define how you will achieve your career goals.

7. Obtain training

Getting the training or the educational qualification will take time and effort as you pursue the career. This all depends on your chosen career. It may be a college degree, vocational training skill, certificate in a technical course, teaching diploma, Cadetship Program, or Graduate Training Scheme.



Activity 6.2: Answer the questions

- (1) Give your opinion on volunteer work in the community. Is it good or bad? Explain.

- (2) Give an example of strength that a student may have that can guide them in their career choices.

Types of Work

Once you have decided on your career path, what is the next step? You should concentrate on those subjects that you are really doing well in especially and are related to your chosen career path and interest. At the same time, continue to strive in the other subjects and improve your grades too. Do not neglect them

because you are competing against many other students with the same dreams and aspirations. Your guidance and personal development teacher, career advisers, class patrons, and school principals will guide you in this area.

The type of work you should choose will depend on two factors:

- The kind of work and activity you enjoy doing
- The kind of work and activity you are good at doing

In other words, you must be suited to do that work, happy doing it and be contented in your chosen work. People choose a job for many reasons. For example, it is chosen because it;

- is well paid
- lets you to be creative
- allows you to help others
- allows you to be responsible
- allows you to be with others
- involves going to other places
- allows you to satisfy your needs
- involves doing a variety of tasks
- provides physical activity for you
- lets you take control of your time
- keeps you busy using up your time
- allows you to meet a lot of people
- provides opportunities to make friends
- allows you to contribute to the community
- gives you power and influence over others
- allows you to get returns on your efforts and input
- allows you to be known and liked by many people
- offers you chances for improvement or promotion
- gives a person status and prestige in the community
- makes you feel that you are doing something special
- lets you experience new things and learn more new things
- allows you to use your special abilities, skills and knowledge

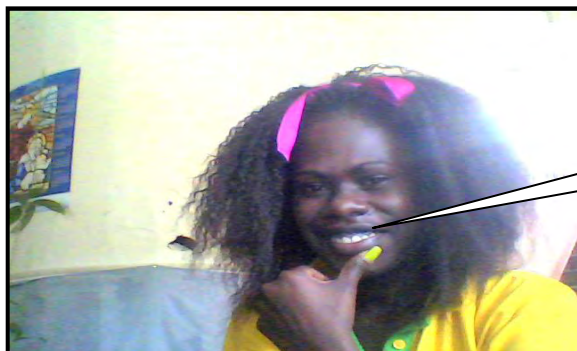
You may want to do a job for anyone of the above reasons. However, you may not actually like the activities involved. For example, take up training to be teacher but cannot face or stand in front of a class. The amount of preparation time required each night for lessons for the following day. You may prefer the security of a job and getting a salary each fortnight because teaching is a secure job that is guaranteed. Remember population figures do not decrease but continue to increase and this increased population is looking for jobs.

You must have the ability to perform the type of job you choose. Some people make the mistake of choosing a career that they are unsuited for or lack the ability to do. The subjects you do well at school should give you an idea of what jobs would be suitable, you can aim for.

For example, if you are;

- good in English, than a job that involves writing or reading such as a journalist or reporter is suitable.
- fast and accurate with numbers than a job such as, an accounting or bookkeeping job is suitable
- good in caring for people and biology then a job as nurse is suitable
- good in science and mathematics than a job such as, an engineering job is suitable.

If you would like to follow a particular career, the first question you should ask yourself is:



What subjects must I be good at to take up such a career? What job is fitting for me?

It is pointless to take up a job as an accountant if your mathematics is very poor and slow. Never should you plan a career in nursing if you do not like caring for people.



Activity 6. 3: Answer the question below

(1) How are careers associated with interests and talents? Explain.

The importance of paid and unpaid work

We not only value paid work, but unpaid work is just as important to the economy. Most of the time when people think of work, they think of paid work. Workers can be paid wage or salary. An hourly rate paid worker is an employee paid on an hourly basis unlike salary which is a fixed amount for a fortnight or month as fixed specified in an employment contract. When a new employee is hired, they are given or put on probation for a fixed period of three to twelve months to see how well they can work. After the probation period has passed they can engage them on a full-time basis or let them go depending on their performance during the probation period.

Many types of work, however, are unpaid. Unpaid workers work with less pay. They can be family members, youths or a group in the community. They may work as volunteers, students on the Job Training, apprentices or a work

experience team. Some of them become full or paid workers later for the same companies they worked earlier.

Another example of unpaid work is done by family members to maintain a household. Activities such as cooking meals, cleaning, minding small children, etc. were traditionally done by women who are now engaged in full time paid jobs. Though unpaid this domestic work is very important to the economy. It keeps workers alive and healthy and helps raise new generations of workers.

In today's modern society there is a clear distinction between, working hours when people work and non-working hours when people do not work. Sometimes people use their free or spare time to help others which, we call volunteering. Activities such as religion practise, studying a new course through flexible learning mode, sewing, gardening, renovation of a church etc. are done during the free time. These activities for some are done for enjoyment, job satisfaction, giving back to their community or just making use of the skills and talents they have.

Today, people work not only for money but for many other reasons as you have seen in this lesson. You need to appreciate both paid and unpaid workers just the same. Some paid workers are even on very low pays but still keep their jobs for personal reasons.

Summary



You have come to the end of lesson 6. In this lesson, you learnt that;

- A career is a lifelong or long term activity one is involved for survival.
 - A job is an activity that one does regularly for living.
 - The difference between a career and job is a career requires training, setting goals and training over a set period of time, while a job does not need much training.
 - Jobs can be changed easily, but a career cannot be changed.
 - Job opportunities are chances for one to work and practise the skills learnt and meet the basic needs.
 - Career pathway is a mapped out plan for one to acquire training, employment, and work experience in a career to earn a living.
 - Professionals sometimes use their skills, talents and knowledge for free to serve the community.
 - Occupations are connected to one's interest and lifetime goals.
-

NOW DO PRACTICE EXERCISE 6 ON THE NEXT PAGE



Practice Exercise 6

(1) Define the following words and phrases

(a) career

(b) probation

(c) On the Job Training

(d) an action plan

(e) unpaid work

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 2

Lesson 7: Preparing for a Job



Introduction:

Welcome to Lesson 7. In your last lesson you defined the terms: job, career, apprenticeship, occupation, probation, and work experience. You also explained the difference between a job and a career. Secondly you discussed job opportunities and career pathways and finally identified the different types of jobs and why people choose them. In this lesson you will learn about preparing for a job.



Your Aims:

- Discuss the importance of choosing a job
- Identify the changes in the job market
- Identify alternatives to fulltime formal employment
- Explain why educational qualifications are not sufficient and identify the need

Preparing for a Job

Preparing for that dream job after all the studies and the writing of Curriculum Vitae are just the beginning of the challenges ahead to finding a job. You as a student must be prepared for this new chapter of your working life.

So now, you have your career goals, attained the right qualifications, skills and acceptable abilities to acquire a job. Jobs are available in both the formal and informal settings.

In the formal setting everything is procedural in getting new employees. After the applications are made out by prospective job seekers, interviews are carried out, and a formal offer of employment is given. The job seeker can accept or reject the offer. If the offer is accepted then this is the beginning of ones working life. In the informal sector, recruitment can be done through your social net work of friends or business personal. Some people can even get jobs simply by talking confidently to employers in a convincing manner. There may be situations such as working in a community need area and potential employers can pick you there because of your abilities and commitment in doing something. Employers like employees who show commitment and the know how in doing the tasks assigned.



Activity 7.1: Answer the questions below

(1) Who pays the people who work in the informal sector?

(2) Outline the steps in getting employment in the formal sector.

The Importance of Choosing a Career

You must prepare yourselves for the future while you are still at school. You may have difficulty in deciding this because you are young. However, it will be an advantage to know the kind of job you want to do later. As a young person there are two things that will help you to make the big decision. They are;

- the kind of job you want to do
- planning on how to reach the kind of job you want

In addition to the above, you must consider these two sides when deciding on your career path. They are;

- your interests
- the things you are good at doing

You must be capable or suited to do the job you want to do. This means that you will be satisfied and contented with your chosen job so choosing a job is one of the most important decisions you will ever make. This job will dictate where you live, type of lifestyle you live, how much money you will earn, and who you associate with.

It also requires a bit of self- assessment or examination. A job allows you to pursue your interest which may change overtime. It is not unusual for a mechanic to change his or her job to become a teacher.

However, a continuous change in jobs is not healthy because it will affect a person's life in a long run. Some people find they have so many interests and it becomes almost impossible to stay on jobs or to keep one job.

Let us move on to discuss some tips to help you find out more about that dream job. These tips includes,

- **Talk to a Personal Development Teacher**

If you are still at school get in touch with the school career counsellor. They have lots of resources that can help you find out more on your dream job.

They can even arrange for someone to meet you or talk to someone who does that kind of job. They may even line you up for some work experience so you can try out the job yourself.

- **Go to Careers Exhibitions (Expos)**

Careers Exhibitions are huge events where different employers come together to present information on jobs that they have on offer. Careers Exhibitions lets you meet people who do all kinds of jobs. You can talk to them and find out more about what their jobs involve, whether it is easy to get that job and what kind of training you need.

- **Check out Career Profiles on the Internet**

In Papua New Guinea we have several sites to go through on the internet to find carer profiles. One popular site is the Post Courier "painim wok png", which you can go through alphabetically and search industry by industry.

- **Talk to a Course Advisor**

In order for you to do the job you want, you may have to do some training. While talking to people in the job you will, establish whether it is an apprenticeship or a

degree that you need to have in order to work with them. Most courses have a course advisor who can help you.

Doing some research is a great way to make sure that you understand what's involved in any particular job. In this way you can have some idea about whether it is the kind of thing you want to do for a living. If it is, you will have a head start in getting prepared and if it is not then it gives you time to look around for something else that interests you.

In addition to the above, follow the following steps while you seek help in preparation to your dream job:

(1) Stay calm and do not worry

Firstly, choosing a job is one of the most important decisions you will make but it is not one that will break or make the rest of your life. As you have learnt in lesson 6, you can try out several jobs until you find one that satisfies you.

(2) Rule out what you clearly do not like

Although you may have many interests, there are some things that clearly do not bother and interest you. You set aside some time and determine what really interests or bores you and rule out any job interests that you are not sure about.

(3) Prioritize what you want to explore further

After eliminating job options that you have no interest in pursuing, consider seriously job possibilities which are well suited to your interests and talents. This exercise will help narrow your options and put you in a good position to make better choices.

(4) Start exploring

Your list of job options has now been narrowed. You are now in a better position to explore the few possible options and pick your future job. Only after you have tried out the jobs that you will know whether this is what you want to do for life or not. If after this step, you are still not sure, meet with a job advice-giver and work out which jobs that you will know best meet your interest and talent and can even talk with someone whose work is the same type that you are considering.

(5) Use what you have learnt to reprioritize and eliminate

You now have a better understanding of your interests and your list has gone smaller. You can pick your dream job now.

Finally, to find that special and right job is a difficult process which requires patience. You need to exercise real patience, in order to arrive at a rewarding job.



Activity 7. 2: Answer the question below

(1) List ten (10) jobs that you desire. Write them in your order of priority.

(a)	(f)
(b)	(g)
(c)	(h)
(d)	(i)
(e)	(j)

The Changes in the Job Market

You and I have to face the time changes in the job market. It is fast changing with companies closing, moving, and salaries dropping for most jobs. The reasons for these changes are many. We will study a number of them here and added on will be some minor ones too because they are the ones that in this age of technology seem to determine job availability or non -availability in the job markets;

(1) The changes in the work place

Information and Technology is fast advancing that major changes are common in work place reducing any chances of work for people. The introduction of computer usage, improved manufacturing practises, improved communication systems and even transportation networks are some examples of the important changes put in place. This is because the work processes have been automated so lesser workers are needed.

(2) Jobs aren't coming

It is a sad fact that no matter how many new jobs are created; there won't be enough to make the thousands of job seekers happy. This is because more and more jobs are disappearing due to the changes mentioned above. Today we have a lot more people graduating from colleges, technical schools and even universities who are still looking for jobs. Just imagine the thousands of grade 10 and 12 school leaves who flood the job market each year. One has to be creative to remain in their jobs. Like everything else only those that have the upper hand will get employed.

(3) Career advancement

This is the primary reason why most people change jobs. They feel that their potential or wealth of knowledge, skills and experience are not being used to the fullest and they move believing that the move will enable them to progress in terms of their career progression. It is also true that when one stays in one job for a long time they become stagnant (less productive).

(4) Work environment

This means different things to different people. It may mean a lot of pressure to meet especially production deadlines, stressful working condition, less or no free time to relax from noise. Generally an employee will find the firm not conducive (helpful) to work for and have to make a choice to move on. The reasons can be personal, emotional, physical, social and can be economical too.

(5) Challenge

It is a tough decision when it comes to this aspect, because it has a lot to do with the mental and technical inspiration and motivation of a worker. It is more intellectually (in order) satisfying when one learns new things, their skills are utilised and that they are paid at their market value for their efforts. So it is very important that people are happy in their jobs. Workers need to be challenged in their line of duty so they can learn new things that will motivate them to continue serving in their of work places.

(6) Appreciation

This is often mixed up and confused with poor rewards. When a worker is underpaid, this is a sign of under-appreciation. Someone can still be working and get less but is compensated by other incentives (rewards). Under appreciation leads to lack of motivation and poor motivation. This may result in poor reviews, small increases, and damage to motivation.

(7) Stability

When people observe and see that they are losing career stability than it is time to move on because nothing will hold them back. When they are confident in their career choices, stability is not important to them.

(8) Location

Commutes (travels), work locations, safety, schools and even climate can affect one's decision to look for a new job.

(9) Greater compensation

As the saying goes "money is not everything", a worker who leaves his or her previous employment because money was used to motivate them to leave, think again. They will enjoy the money in the next 3-4 months and that where the fun stops. Jobs should always be selected based on career advancement, environment, challenge and not compensation.

(10) Relationship with boss

This can be very difficult for people but to be in a bad relationship with the boss is difficult. When all the other factors are right and your bad relationship with your boss outweighs them it is best for one to leave. However, bad relationships with bosses can be discussed and reconciled between the two parties especially when the worker is a good one.

(11) Relationship with co-workers

There are many mean people everywhere and sometimes it just best to stick it out. Most times you will learn that this type of workers are unhappy themselves so do not let someone in this situation put you down because their time is short in their jobs. Do not make a decision to leave a good job because someone is at your back. Instead try to make the situation better, work things out, seek compromise or as the last resort get help from a human resource representative. Do not quit a good job because of a bad relationship with a co-worker(s).

(12) Future events

We have seen so many cases of people who panic when they hear of some forthcoming event, such as a merger (union), or layoffs. But these often lead to even greater opportunities. One should take a breath, gather information, talk to management, and wait, just a little while, before making what could be viewed as a very rushed decision.

(13) Boredom

When one hears this, "RED FLAGS." Most times, probably 95 times out of 100, you are suffering from boredom (tired) which is of your own fault which even changing jobs won't fix. This will only transfer to the new company so if you are bored with your job, get help and fix the problem where you are.

(14) A new recruiter

One day you get a call out of the blue from some recruiter you have never even met, with a fantastic sounding job, you should ask yourself one question. "How does he know what is perfect for me?" One must strongly have a clearly defined motivation to be considering new opportunities. A good recruiter will want to know why you are interested in making a change or considering new opportunities. The recruiter will want to know what you are looking for in the next career move and you will be evaluated on your expectations.

Alternatives to Fulltime Formal Employment

You must be ready to change with the times which may mean;

- shifting to a new job or learning a new skill
- holding two part time jobs instead of one full time job
- leaving standard jobs and becoming an entrepreneur or consultant
- inventing new goods and / or
- starting a small business which means that you are creating job(s).

People's needs vary, so in the light of all these, each person must address his or needs by:

- being open to alternative jobs. It may be possible that a new job is the best option or choice to take.
- getting help from a career coach or counsellor by finding out what your other skills may be.
- starting a small business even while you already have a job. Do something that you enjoy doing; these may even lead you to a new job opportunity.
- becoming valuable at your job by learning new skills, taking on new responsibilities, being the first to arrive and last to leave your work station, and making it hard for the management to do without you.

Educational qualifications alone are not sufficient

As a new worker in a strange working place there are some things you need to be aware of. These are called **work ethics** which include:

- hard working over required hours
- be punctual and only leave when it is time
- organizing safely and travel arrangements to unfamiliar destinations
- completing all the tasks given for the day
- being sober and not drinking too much that will affect your performance
- keeping good employer and employee relationship
- not to cheat your employer
- keeping good working relationship with others
- communication skills in a workplace setting
- do not take bribes from anyone at all
- avoid coming face to face with inappropriate or illegal situations, e.g. harassment, sexual or physical assault, discrimination, initiation activities, accessing drugs and alcohol, and unethical practices.
- be neat in your dressing and appearance
- be honest in all your work

People who practice ethics will benefit greatly because;

- they will gain job satisfaction
- other workers will respect them as individuals
- their boss will trust and keep them at work
- they have potential for promotion and getting higher wages

Employers like to employ honest and hardworking workers with good ethics and likable behavior at work.



Activity 7.3: Answer the questions below

(a) "Taking bribes" Explain this phrase.

(b) How does one get job satisfaction?

Summary



You have come to the end of lesson 7. In this lesson, you learnt that;

- Choosing a career is an important decision because it will determine how you live, where you live, how much money you will earn and whom you will associate with.
- The job market changes fast depending on new developments, work environment, challenge, appreciation, stability, location, greater compensation, relationships with boss or co-workers, impending events, boredom, a new recruiter with opportunities comes along with new demands for workers.
- Due to rapid changes, and unsteadiness in the job market, some people are choosing to have two to three jobs at any one time.
- Today people need to be multi-skilled in a number of areas to continue their current lifestyles.
- There are several tips to help you find out about your dream job: talk to a personal development teacher, go to careers exhibitions (expos), prioritise what you want to explore further, start exploring, use what you have learnt to reprioritise and eliminate.

NOW DO PRACTICE EXERCISE 7 ON THE NEXT PAGE
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Practice Exercise 7

(1) What is self- evaluation?

(2) If you wanted a career in the mining sector. The most useful subject to study at grade 10 would be_____.

(3) If you were lecturing to workers on work ethics, state the two most important things you will mention.

(4) Name a very important technology that has transformed jobs in the job market.

(5) What is multi skilling?

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 2

Lesson 8: Applying for a Job



Introduction:

Welcome to Lesson 8. In your last lesson you discussed the importance of choosing a career. You were able to identify and enumerate on the changes in the job market and find alternatives to fulltime formal employment. One must also know that educational qualifications alone are not sufficient today and identify the need to upgrade qualification(s) or diversify training to acquire different skills in order to be marketable. This lesson provides useful information on applying for a job. All the necessary tools that one needs to get a job should be in his or her work profile. In this lesson you will learn how to apply for a job.



Your Aims:

- Identify general requirements for a job application
- Identify ways on how to research for formal jobs
- Define a job application and explain its purpose
- Define job description (JD) and explain its purpose
- Define Curriculum Vitae (CV) and identify its main parts
- Compile a simple job application using information given

General Requirements for a Job Application

What is in a Job Application Form?

A job application is sent along with Curriculum Vitae (CV) or resume to a potential employer. A cover letter is sometimes sent with the Curriculum Vitae and other supporting documents. A cover letter is an explanatory letter sent with other documents like; school certificates, police and medical reports, character references, and Curriculum Vitae which provide necessary or additional information. This letter introduces and explains who you are, where you come from, the schools you graduated from, years of study, what you studied, any major achievements, skills and referees.

Job Application and its Purpose

The purpose of a job application is to apply for new jobs. There are two situations when job applications are sent. When you are:

- responding to an advertisement for a vacant position advertised in the mass media.
- supposing that there are job vacancies in a business.

As discussed in Lesson 4, there are two types of application forms used by employers. One is printed application forms and the other is online application systems.

Increasingly, large organisations recruit via online application systems but you will still find that printed application forms are used by many Small to Medium-Sized Enterprises (SMEs).

Read more about the information found on an application form.

Most application forms and online systems require information about:

- 1. Your **personal details** including:
 - name, address, contact details, marital status, age, educational qualifications gained or will acquire
 - previous and current work experiences
 - current salary/earnings level
 - referees.

Sometimes an employer will ask for a police clearance letter.

Cover Letter

A cover letter is sent with your Curriculum Vita to introduce yourself to the resource committee at the institution to which you are applying for an academic position (s). The purpose of a cover letter is to get the search committee to study your Curriculum Vitae (CV) and grant you an interview. It is essential that a cover letter is well written as it represents your written communication skills.

When you are applying for a position, you should have that position description in front of you while compiling your cover letter to best tailor your skills and qualifications to the position advertised. This gives you the opportunity to discuss your study, research interests, and teaching experiences in relation to the requirements of the position. While it is important to convey your qualifications in the cover letter, be careful not to restate everything that is in your Curriculum Vitae (CV).

How to Research for Formal Jobs

In Papua New Guinea there are several ways through which jobs can be found in the formal sector. They are:

- through the daily newspapers
- public notice boards
- on the Internet
- through recruitment agencies such as Joint Development Agency (JDA), Head hunters, Air Energi, Placements, Vanguard, NES Global Agency, LinkedIn, and Brunel Energy
- through personal networks
- on television or radio
- friends and relatives

Recruitment Agencies are businesses whose job is to recruit employees for their clients. These companies can hire and recruit new staff, after going through all the applications. Successful candidates are selected after the interview. Employment Agencies also keep database of potential employees. If you are looking for a job, send your CV, to them. They will contact you as soon as they find a job that suits your qualifications. A service fee is charged to the company that employs you.

2. Your skills, abilities, knowledge and experience (SAKE). These are often collectively referred to as your competences. You aim to tailor your skills, abilities, knowledge and experience (SAKE) to fit the specific job you are applying for.

- Firstly, read the application form through so that you understand the questions and the requested information correctly. This is especially important for online application forms where the structure of the form may not all be visible on the screen.
- Describing your skills, abilities, knowledge and experience (SAKE) is easier to do if the employer has provided a job and/or employees specification. If a job or employee specification is not available, then ask for one and carefully search for the company or industry information to find out as much as you can about what the employer is looking for.
- It is important that you know about the job before you compile your application.



Activity 8.1: Answer the questions below

(1) When would you write a job application?

(2) How are recruiting agencies paid for their services?

How to compile a good job application

The key to a good application is making sure your skills, abilities, knowledge and experience (SAKE) fits the job specification and/or personal qualifications.

Many job specifications distinguish between qualities sought in candidates that are 'essential' and 'desired'. In this highly competitive time, you are unlikely to get far if you can't align your skills, abilities, knowledge and experience (SAKE) to all or most of the essential requirements.

You should to use words that line up with the feature on the job specification. For example, if the employer is looking for a 'strong team player' reply with something like, 'I work well in groups and can establish effective working relationships with those in my immediate team as well as colleagues in other departments'.

It is also worth adding to the above to provide a specific example drawn from your experience to support what you say.

For example, 'I organised a monthly telephone conference for all those who work off-site and edited a weekly, email round-up of progress against targets'.

It is important to use action verbs to begin short statements.

For example:

- coordinated the stock control process,
- reorganized the mail-sorting system,
- learned how to deal with customer complaints.

The words used should be descriptive and precise; for example, 'effective working relationships' is better than 'good working relationships' because 'effective' suggests

that the relationships were productive and relevant to the job whereas 'good' is a value judgment.

The examples from all aspects of your life: experiences of work, social, sports and family activities, course and extra-curricular activities. Skills such as leadership are often developed in non-work settings so use them positively.

Most applications require a minimum of two referees - often an employer and an academic tutor. Avoid using friends unless they can comment on you in a work-related setting.

Finally, make sure all the words are spelled and written correctly, and in correct grammatical form. You should get a friend to spellcheck or use the proofread applications carefully before submitting your application, if using a computer. If, you are a student, you can ask a professional career adviser at your school.

How do I complete an Online Job Application?

Online application systems require both your personal details as well as your skills, abilities; knowledge and experience (SAKE) to match the job you are applying. It is just like the standard printed application forms but may also capture other information.

You may find online personality profiling or competency-based questions in the online systems. The former includes multiple choice questions about your preferences, strengths, and motivations while the latter may take the form of a series of scenarios in which you have to explain what you did (or would do) in each situation.

With the scenarios, make sure you understand the question. Then you give yourself time to really think through what is being asked before answering. In personality questionnaires, the best response is the immediate one, where you give an honest answer without reflecting on it.

Online application systems tend to seek out more about your motivation and ability to do the job than standard application forms. Therefore you make sure you study what the employer or job role requires before completing the form. You be sure to give yourself enough time to compile your answers off-line before completing them online.



Activity 8.2: Answer the questions below

(1) Describe a job specification or description.

(2) List three dangers of putting ones curriculum vitae on line.

Job Description (JD) and its Purpose

A job description is an officially written explanation of the responsibilities and/or requirements of a specific job. This is often one agreed between an employer and employee. It is usually prepared by the human resource division of an organization and kept in file until it is needed.

Each person employed by the organization has a job description which gives him or her details of what is expected to be done on a daily basis. Each employee is expected to perform according to the job description.

SAMPLE JOB DESCRIPTION

Job Title:	Administration Assistant
Responsible to:	Office Supervisor
Department:	Administration:
Main purpose of job	To perform general administrative duties and provide support to the Office Administrator as required.
Duties include:	Answering general quires by telephone, post/ email or in person, opening/ sorting mail, operating company's computerized booking system, maintaining records and filing system, photo copying documents, ordering stationary, keep the office clean/tidy, assist the Office Administrator
Role:	As an assistant you are expected to act as part of the Administration team and as such your job may occasionally require you to help others and complete their duties. The organisation's personalized booking system has recently been updated and will provide you the necessary training to become fluent in its use.
Salaries and benefit	The starting wage will be K6.00 per hour. Holiday entitlement is twenty (20) days per annum in the first year, rising to twenty five (25) per annum after five (5) years continuous employment

Curriculum Vitae and its main parts

While curriculum vitae or resume is a one to two page document that lists your experiences and qualifications in a concise form. It can contain many other experiences with a focus on academic achievements. Although the format of an academic Curriculum Vitae (CV) is fairly standard, there may be some differences in

subjects. Thus, you need to consult your school about the specific preferences expected in your field which is very important in a job search. A resume is a work history or summary of somebody's educational and work experience, and used for the information by possible future employers.

Let's study the Curriculum Vitae and what it is made up of below.

Below is a sample Curriculum Vitae showing its main parts which are:

- (1) personal,
- (2) qualification,
- (3) work experience,
- (4) other information,
- (5) references

CURRICULUM VITAE

Curriculum Vitae (CV) for Stella Joseph	
Personal Contact Information Address: P.O BOX 2110 Telephone: Information Mobile: 72944467 Email: Stella Joseph@gmail.com Date of birth: 14/11/1988	(1) Personal Contact
Education/Qualification (Completed grade 12 at Marienville Secondary School with all A grades and getting an award for Business Studies, a Bachelor Degree from the University of Technology)	(2) Education/ Qualification
Work History Completed Graduate Training Program and am now a full time staff with Price Waterhouse Coopers Trainee clerk with Madang Treasury Office for eight weeks (Physical and Planning Graduate Programme), two weeks with Vanco, Lae (holiday),	(3) Work History
Major Achievements Completed CPA in the first two years of working in a professional organisation	
Computer Skills Able to use Microsoft Word and Excel	(4) Other Information
Hobbies and Interest Swimming, camping, hike, mountain climbing.	
Referees (1) Sr. Angela (Principal) Marienville Secondary School P.O Box 1719 BOROKO, NCD Phone: 3256767 (2) Steven Manu (Dean of Business Studies) University of Technology Private Mail Bag Lae, MOROBE Phone: 4212349 (3) James Kawai (Elder) Vai Memorial Church Phone: 73144456	(5) Referees

There are many sections that could possibly be included in a Curriculum Vitae (CV). the sections you include depends on your experience and the positions you are applying for. Here are some common sections found on a Curriculum Vitae (CV):

- contact information
- achievement
- education
- thesis/paper
- teaching and research experience
- awards and honours/fellowships
- skills/certifications
- outstanding performance
- leadership quality
- community involvement
- special talent
- references
- extra-curricular activities

It is important to keep in mind that your curriculum vitae (CV) should be specific to your experience and the position you are applying for. You have flexibility in the choice, naming, and placement of your sections. While your contact information and qualification are usually listed first, other sections can be in any order, based on your strengths and the requirements of the position or opportunity. You want to emphasize your strengths to impress the selectors.

Personal Information

First Name: Laura

Surname: Joseph

Other Names: Tarukue

Age: 21

Date of Birth: 14/06/1993

Male or Female: female

Religion: SDA

Name of village, District and Province: Rakiraki village, Rigo, Central Prov.

History of Education:

Grades 7-10 FODE, Matriculation Studies G11/12 (2002-2010) Open Campus: 2013-2015 current

What you like at school?

I enjoy learning new things that are applicable to my life.

What you dislike at school?

What I dislike about the school is all the assignments and projects that I must do.

What are you good at?

I am good at mathematics especially those really challenging ones that I have to follow several different steps in order to get the answer.

What are you not good at?

Am not good at explaining to another person the steps taken to get a correct answer especially with a question that involves a number of formulas at each step.



Activity 8.3: Answer the question below

1. Complete a simple job application using information provided. (page 83)

You are Laura Joseph, applying to Human Resource Manager, Mt Franklin Freighters Limited, P.O Box 450, Goroka, EHP. The advertisement is for a filing clerk advertised on 25th February, 2014, in the National newspaper. Using the information provided above and on page 83 , compile a simple job application. You have worked with Niugini Beverages as a filing clerk for five years and meet all the requirements for the job. Use the format below to compile a job application.

[illegible]

Summary



You have come to the end of lesson 8. In this lesson, you learnt that;

- An application form is written by a jobseeker to express their intention to get employed with an organisation.
- A curriculum vitae and an application form and other educational documents are sent together for job requests and application.
- Job websites are available for any interested persons such as “Painim Wok PNG” (owned by Post Courier) for job seekers to search for formal jobs.
- There are two types of applications (1) printed applications (2) online applications which are becoming very popular.
- The common features of a curriculum vitae are personal, qualification, work history, other information and finally the references.

NOW DO PRACTICE EXERCISE 8 ON THE NEXT PAGE
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**Practice Exercise 8**

(1) What is a job application form?

(2) State one reason why an application form is completed and submitted.

(3) Name two recruiting agencies in Papua New Guinea.

(4) Which part of the job description outlines the officers duty?

(5) Who prepares a job description in a company?

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 2

Lesson 9: What is a Job Interview?



Introduction:

Welcome to Lesson 9. In your last lesson you studied the general requirements for applying for a job. One must do some job search when he or she want to get into formal jobs he or she are interested in. You defined what a job application was and its purpose in the search to obtaining a job. Furthermore, you studied in detail what a Job Description (JD) is and its purpose. You had hands on experience in writing Curriculum Vitae (CV) and identified its main parts. Finally, you compiled a simple job application using information given. In this lesson you will learn information on what a job interview is, types of interviews and what one should do and should not do during an interview.



Your Aims:

- Define job interview and state its purpose
- Explain the types of interviews and the procedures involved
- Explain the expectations of the potential employer in an interview
- Identify what needs to be done before the interview
- Identify „dos“ and „don“ts on the interview day
- Identify attitudes to counteract post interview emotions

Job Interview and its Purpose

What is a Job Interview?

A job interview is a meeting session between to meet a job seeker and potential employer.

The potential employer goes through the application letter and curriculum vitae and other relevant documents sent in when the application closes. The applicants who do not meet the requirements of the advertiser are eliminated first. For example, if the advertiser requires a degree holder and a certificate holder applies then this application is rejected. Furthermore, if a grade 10 qualification is required and a grade 8 application is received then the later is immediately rejected.

At the end of the elimination the advertiser will make a **shortlist** of eligible applicants or candidates. This may be a total of ten (10) to fifteen (15) applicants out of all the applications received. All short listed applicants will be notified officially by mail, telephone, fax, or email. This notice will advice the applicant of the date, time, and venue for the interview plus documents that one has to bring along.

All these processes of advertising in the papers, radio or television; as well as going through the applications; conducting the interviews and finally engaging the new employees cost money and time to the organisation. While going through this process the potential employer uses thoughtfulness so they hire the right person with the right qualification with a good work attitude.

Having a look at these we now move to types of interviews and the procedures involved. Turn to the next page.

Types of interviews and the procedures involved

Basically there are two types of interviews: a **one to one** and a **panel** interview.

1. One to one interview

A one to one interview is an interview where the applicant is interviewed by just one person from the organisation. This type of interview is only possible where the interviewer has the power to appoint an applicant for the advertised position.

2. Panel interview

A panel interview is where a group of people interview a job applicant. It consists of three (3) to five (5) members representing the organisation, and it really depends on the entity's policy or who should interview a potential worker. The group meets before the actual interview and decide on the interview format and the order of the prepared questions and finally who wraps up the session. Panel interviews are more difficult than one to one interviews. The panel will choose the best after the interviews.

Other common interview types include; informal, telephone, and interviewing via video conferencing.



Activity 9.1: Answer the questions below

(1) Define shortlist

The expectations of the potential employer in an interview

The person interviewing an applicant is a trained person or is an expert in interviewing people for employment. The interviewer may use a systematic way of examining you. The questions asked will be used to find out if the applicant is really the person the organisation wants. The interviewer will try to establish the following information:

(1) Personal Presentation

The personal presentation (appearance, speech, sight,) will tell the employer whether the applicant is fitted to do the job. This comes from observing the interviewee.

(2) Education and training

The level of education of the applicant will reflect his or her suitability for the job.

(3) General intelligence

The general intelligence you have in the way you respond to the questions asked, whether they are answered intelligently in a logical, clear and loud enough to be heard.

(4) Special skills

What unique and valuable skills/talents are you bringing in to this organisation? You may be an outgoing person, which will be an asset as a marketing person.

(5) Interests

What are your hobbies? Are you a sports person, more interested in outdoor activities, or intellectual person interested in writing or playing chess?

(6) Type of character

Are you a self- controlled person, can people depend on you to have jobs done and done well?

(7) Domestic circumstances

Is your home situation steady or not, do you have a settled home, looking after a lot of children, happily married or not. Your family responsibilities may stress you which will affect your productivity.

The applicant must be prepared to answer questions and also ask some too. Any questions you require information not provided during the interview can be asked. All of these questions must be directly related to the job you are interviewed for. Do some research on the organisation before your interview because any information you will impress the interviewer especially your acknowledgement about the organisation.

Make sure to arrive in plenty of time so you do not rush for the interview. When you arrive late this will give them a bad impression of you. This is because “first impression lasts”.

You should wear appropriate and neatly ironed clothes for work when you go for the interview. Your responses should be very clear and easy to hear too. Do not talk unnecessarily and also as you have been selected for the interview feel too comfortable when you talk.

What needs to be done before the interview

When you send an application plus your CV and other supporting documents you anticipate these companies to call you as soon as possible for an interview. However, you need to prepare yourself for these interviews too. This preparation includes:

(1) Learning about the organisation.

Obtain some information about the organisation that will help during the interview as an applicant. Information should include who they deal with, their competitors, and type of goods or services they provide.

Questions that interviewers may ask

- How can you describe yourself?
- What are your greatest achievements?
- What do you know about this company?
- Do you like travelling?
- What things are very important to you?
- Why do you think you are the best person for this job?
- What experiences have you had in this type of work?
- How much do you expect to earn in this job?
- Can you work after hours and weekends if needed?
- What things are most important to you in a job?

(2) Practise the interview

Before the interview, practise being interviewed by a family member or an older person. Practice by asking some of the questions above. Do not memorize the questions and answers because their responses will vary.

Questions to ask interviewers

- How soon can I start work if I am selected?
- Does this job require training after being selected?
- How many days of work are required by this company per year?
- What is the starting salary for this position?

(3) Check your job file folder

While preparing for the interviews make sure to put all your documents in order for easy access or referencing.

(4) Dress appropriately

Below are some „do"s and „do not" on the interview day.

no	Do's
1	Dress neatly and appropriately
2	Get to the interview place in plenty of time - 1hour or 30minutes early.
3	Greet the interviewer as you enter
4	Wait for the invitation to sit down
5	Sit up straight on your chair
6	Smile and look up at the interviewer
7	Be polite and say thank you whenever required
8	Answer honestly
9	Speak and answer clearly
10	Speak normally
11	Be confident
12	Be positive in your approach
13	Control your hand/ facial features
14	Use polite language/ say thank you

no	Do not
1	Do not take anyone else to the interview room
2	Do not sit down until told to do so.
3	Do not put your bag or folder on the table. Keep them on the side until required.
4	Do not play with pen, money or any other items.
5	Do not smoke, chew betel nut or gum even if offered
6	Do not answer thoughtlessly. Be honest if you cannot answer the question, take time, think and then answer or say you do not know.
7	Do not bombard the interviewer with questions.
8	Answer fully any questions asked do not answer, yeah, dunno, nuh, ""s" pose so".
9	Do not criticize former workers or employers
10	Do not pretend to be someone else. Be your own self.
11	Do not forget to switch your phone off before you enter the interview room

**Activity 9.2: Answer the questions below**

(1) Why must the interviewee dress neatly?

(2) Why is it important to switch off the mobile phone before you enter the interview room?

Attitudes to lessen post interview emotions

A good way to ease post interview emotions is to practice role playing of interviews with another person or persons of:

- one to one and the panel interviews
- the dos and don'ts of an interview
- marketing yourself to a potential employer

**Activity 9.3: Role Playing Method**

(1) Arrange for four people. Select one person to be the interviewer and other three to be the applicants. Pretend that each one has applied for the advertised positions. Two are inexperienced without any training, one who is a new graduate with knowledge (theory) and the last one, an experienced worker with many years in this particular field.

(2) Conduct the job interview for the applicants who have applied for the position. Some interviews can be one to one and some can use panels. You can use this format more than once. Rotate the people if you need to do so.

South Sea Lines
Position Vacant: Maritime Crew

South Sea Lines are seeking applications from suitably qualified persons seeking a career as marine crew in the shipping industry.

In particular, we are seeking the following personal: Master 2, Master 3, Master 4, Engineer 3, and Engineer 4.

The company offers excellent employment opportunity for committed staff, including award wages, subsidized study, promotion as well as future shore based management positions.

Interested persons should apply in writing, including all full resume via email to:

HR Department
 South Sea Lines Limited
 P.O BOX 2009
 Lae, Morobe Province
 Email: hr@southsealines.com

Use the following format to assess each session. Conduct the interviews and fill in the interview sheet at the conclusion. Use one interview sheet per person.

INTERVIEW SHEET

POSITION: _____ CLASS _____				
NAME OF STUDENT (INTERVIEWER): _____				
INTERVIEWEE: _____				
No	Assessment Areas	Points Allocated	Points Awarded	Remarks
1	Punctual	2		
2	Polite	2		
3	Did not smoke or chew	2		
4	Mobile phone turned off	1		
5	Was relax and calm	2		
6	Dressed appropriately	2		
7	Spoke clearly	2		
8	Kept a level eye/smiled	2		
9	Answered questions well	3		
10	Asked politely to repeat	3		
11	Researched the job/ org.	3		
12	Well - presented folio	3		
13	A well - paced interview	2		
14	Appreciated the opportunity	1		
15	Total	30		
Interviewers signature.....				
Date.....				

Summary



You have come to the end of lesson 9. In this lesson, you learnt that:

- A job interview is a session where an employer meets with a potential employee to find out if she or he is suited for the job advertised.
 - The employer goes through the application, Curriculum Vitae (CV), certificates plus any other documents before choosing candidates.
 - The expectation list for the potential employer consists of :
 - personal presentation (make up, smile,)
 - education / training / experience
 - general intelligence
 - special skills
 - interests
 - type of character.
 - Practise interview roles before the actual day.
 - Prepare and familiarise yourself with some of the questions the interviewer might ask you.
-

NOW DO PRACTICE EXERCISE 9 ON THE NEXT PAGE
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**Practice Exercise 9**

(1) „A person is short listed,” what does this mean?

(2) Describe a panel interview.

(3) Why would poor dressing be used as an eliminating point by an interviewer?

(4) How does one market himself or herself during the interview?

(5) Give an explanation why special skills make up one of the points of expectation of a potential employer.

NOW CHECK YOUR WORK. ANSWERS ARE AT THE END OF TOPIC 2

**NOW YOU MUST COMPLETE ASSIGNMENT 10.5 THEN SEND IT TO THE
PROVINCIAL CO-ORDINATOR FOR MARKING**

PRACTICE EXERCISE

SUGGESTED ANSWERS TO UNIT 5 TOPIC 2

Lesson 6

1. A lifelong occupation that requires several years of schooling.
2. A brief trial period (3-4) in employment under observation.
3. A program where work or training is conducted under supervision of a leader in a company.
4. An action plan is a plan on how to do the work.
5. Work without monetary reward.

Lesson 7

1. Self - evaluation is an exercise one needs to make on him or herself to identify what skills, talents and qualifications he or she has.
2. Science
3. Working hard and being punctual
4. Information technology and computer
5. Multi- skilling is having more than just one skill . You will be able to do several jobs in an organisation,

Lesson 8

1. An application form contains personal information i.e. qualification, experiences etc. this is sent to an organisation in search of employment.
2. It is submitted: (1) in reply to a job advertised (2) in the hope of obtaining a job from a new development.
3. JDA, Head hunters, Air Energy, Placements, Vanguard, NES Global
4. The duties section.
5. The Human Resource division of an organisation.

Lesson 9

1. When a person is short listed that means they want to have further discussion or interview which lead to employment.
2. An interview panel is made up of several (3-5) people representing a company trying to find a suitable employee. These 3-5 people will interview the short listed candidates.
3. Organisations deal with the public at large. Therefore, anyone they employ represents the company and must be neat and be presentable at all times.
4. Someone markets himself or herself to a potential employer by writing a very good and impressive, application letter, neat CV, and supported by job folder file documents and he or she presents himself or herself well in the interview.
5. Special skills make up one of the the points of expectations because the hiring organisation needs to know what special skills this new person is bringing to the organisation of which they will benefit. It is one of the strong points when hiring new employees.

SUGGESTED ANSWERS TO LESSON ACTIVITIES 1-9

Lesson 1

Activity 1

Activity 1.1

no	Qualities and Abilities
1	Talents driving, music, gardening writing, painting, sports, entertaining, public speaking, dancing, singing
2	Skills organising, computing, problem solving, driving, drawing, drafting patterns, cooking
3	Knowledge academic subjects, general knowledge, traditional
4	Personality leadership, teamwork, cooperation, politeness, pleasing appearances, neatness, relationship
5	Interest helping others, community service, climbing mountains, bush walking, collecting stamps, singing, reading, listening to music, sports, travelling, meeting people

1.2

No	Ability	Weak	Good	V/Good
1	Working with young children			
2	Showing interest to learn new things			
3	Making bilums			
4	Organising group activities			
5	Operating a simple sewing machine			
6	fishing			
7	Caring for a sick person			
8	Taking things from others			
9	Assuming responsibility			
10	Listening to others			
11	Being sympathetic to others			
12	sewing			
13	Caring for animals			
14	Being creative			
15	Intervening to settle conflicts			

1.3 SAMPLE ONLY

I am Laura Moresi and am nineteen years of age. I was born in 1990. I am from Buin, South Bougainville District, Autonomous Region of Bougainville. I attended Carr Memorial Primary School, Waigani, National Capital District. in 2006 and I completed my grade 8 in 2008. My favourite subjects are English and Social Science. My least subjects are Mathematics and Science. I like singing and cooking but I do not like washing dishes and walking long distances.

Lesson 2

Activity 2

(1) Students own answer or see the sample below.

As a student, the job that interests me are jobs like teaching, helping others to realise their own dreams in whatever areas of interest they have or

An ICT job due to my interest in this field and also carry on with my family business.

Activity 2.2

- (1) Henry has worked for three years after his training (in total $3 + 5 = 8$ years).
- (2) Interest in trucks, lifestyles, money, family times, leisure, good benefits, family impact and influence, grades in school then, owning a trucking business etc (many more)

Activity 2.3

- (1) Death, sickness, school fees, bride price, wantoks coming to live with you, tribe or clan obligation

Lesson 3

Activity 3

(1) Examples Only

NO.	SKILLS	TALENTS
1	Teach, cook	Sing different tunes,
2	Paint, sew	Catch fish, beat or make a kundu,
3	Fix a vehicle	Make a garden, dance, hunt animals
4	can drive, write,	Make furniture, mend a billum or bag
5	use a computer, read my local language (Motu, Telei)	Take care of a child or old and invalid person, do haircut, sell goods at the market

Activity 3.2

- (1) One can enrol at University of Goroka, Divine Word University, Pacific Adventist University, Don Bosco Technological Institute, and the University of Papua New Guinea if one wants to be a teacher.

Activity 3.3

- (1) Confidential means private and personal property or information no one else should know.

Lesson 4

Activity 4

Activity 4.1

- (1) This letter was written after an advertisement was sighted in the Post Courier.

Activity 4.2

- (1) There is no guarantee that he will get the job.

NO. there will be too many people wanting jobs or there may not be any vacancy. or

Yes. If he impresses the company with his letter or there is a vacancy.

Activity 4.3

- (1) There is no need to include a personal history. The Curriculum Vitae will present itself to them.

Lesson 5

Activity 5

Activity 5.1

- (1) When sending out job application it is not wise to send the original copies of the school certificates and other documents. They may get lost or lost and one may not be able to recover them.
- (2). The educational document that is very important to me now is my Degree in School Management. Because this is the latest qualification that I have just attained.
- (3). A Personal Job File Folder is organised in this order (1) letter of application, (2) CV, (3) grade 8,10,12 certificate, character references, police report etc. add the more recent ones closer to the letter of application.

Activity 5.2

- (1). Saving personal job file folder electronically is not really safe because of virus in computers, you might lose the documents or someone may steal your identity.
- (2). The electronic portfolios are simply forwarded to the email made known or and wired electronically when applying for jobs
- (3). It is a safe and convenient place to save with an updated anti-virus and can be wired electronically if a need arises.

Lesson 6

Activity 6-1

- (1) When everybody works together as a team, the output of an organisation will be very high.
- (2) I would advise him/her to take up a course that involves the use of English and meeting people.

Activity 6.2

- (1) Good. Volunteering work in the community is good because one can improve their skills there and also give something back to the community.
- (2) One's interest and talents help shape his or her career. There is a close relationship between them.

Activity 6.3

- (1) Careers are very much associated with interests and talents because when one chooses a job it must be one they are interested in and willing to do after they complete their courses.

Lesson 7

Activity 7.1

- (1) Informal sector workers are self- employed and work for themselves.
- (2) application sent out $\Rightarrow$ interviews $\Rightarrow$ offer of employment


 accept offer of work

Activity 7.2

- (1) students own answer

a. teacher	f. clerk
b. doctor	g. painter
c. journalist	h. economist
d. nurse	i. lawyer
e. carpenter	j. policemen

Activity 7.3

- (1) Taking bribes is to get somebody's money or some other incentive to do something, especially something illegal or dishonest.
- (2) A person can get job satisfaction when they perform well and above their employers expectations, others respect them, bosses trust them and they reach their full potential, general promotion and get the higher salary.

Lesson 8

Activity 8.1

- (1) One can complete a job application when job advertisements are sighted and or when one is in need of a job. For example, a new graduate or someone who just completed grade 12 and needs a job. She or He can apply for a job which is advertised.
- (2) Recruiting agencies get paid by the companies who get employees from using their services.

Activity 8.2

- (1) A job description is an officially written explanation of the responsibilities or requirements in a specific job.
- (2) It is not such a good idea to put ones curriculum vitae on line because;
- Others can copy and steal it
 - Someone may even steal your identity
 - It may be removed or wiped out by virus
 - Due to technical faults one may not be able to access it when it is needed.

Activity 8.3

Laura Joseph
P.O Box 1711
Port Moresby

27/02/2014
Human Resource Manager
Mount Franklin Freighters Ltd
P.O Box 450
GOROKA
EHP

REF: Filing Clerk

Dear Sir or Madam

My name is Laura Joseph, am twenty (20) years old and am from the Autonomous Region of Bougainville.

I am writing in response to the advertisement for a filing clerk as advertised on the 25th February, 2014 in the National Newspaper.

I have worked for Niugini Beverages as a filing clerk for five (5) years. I have the experience and am competent in doing jobs.

Although I am happy in my current job, I would like to widen my experience and take on bigger responsibility. I also like the opportunity to work in a well - known organization such as yours.

Am available at any time convenient to you for an interview. I look forward to hearing from you soon.

Yours sincerely

Laura Joseph
Laura Joseph

Lesson 9

Activity 9.1

- (1). A shortlist is a list of people who have been chosen for interviews from which an employee or worker is hired.

Activity 9.2

- (1). The person interviewed must be dressed in a neat attire because first impression lasts.
- (2) It is important because first impression counts a lot when an interviewee goes for interview.

Activity 9.3

POSITION: _____ CLASS _____				
NAME OF STUDENT (INTERVIEWER): _____				
INTERVIEWEE: _____				
No	Assessment Areas	Points Allocated	Points Awarded	Remarks
1	Punctual	2	/2	Eg. On time
2	Polite	2	/2	
3	Did not smoke or chew	2	/2	
4	Mobile phone turned off	1	/1	
5	Was relax and calm	2	/2	
6	Dressed appropriately	2	/2	
7	Spoke clearly	2	/2	
8	Kept a level eye/smiled	2	/2	
9	Answered questions well	3	/3	
10	Asked politely to repeat	3	/3	
11	Researched the job/ org.	3	/3	
12	Well - presented folio	3	/3	
13	A well - paced interview	2	/2	
14	Appreciated the opportunity	1	/1	
15	Total	30	/30	
Interviewers signature Date				

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