

Basics of Employment Questions

1. Who in your family has worked before?
2. Who in your family is able to work in the United States?
3. Who is responsible for you and your family members finding a job?
4. Once you have a job in the United States, why is it important for you to keep that job?
5. What rights do workers in the United States have?

Most Important

Least Important

Employment Reasons Cards



To buy or save up for something my family really wants.



To earn money to go to school in the future.



To find a job in my field.



To gain respect in the community.



To gain valuable experience.



To gain work experience in the United States.



To get to know my community and the people in it better.



To have health insurance.



To interact with Americans.



To learn and practice English.



To learn more about U.S. culture.



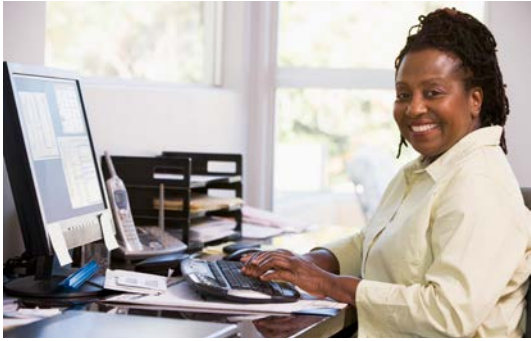
To set a good example for my children.



To stay busy.



To start on the path to a higher paying job.



To start on the path to a non-manual labor job.



To support my family.



To use my skills.

Ways to Find Jobs Pictures



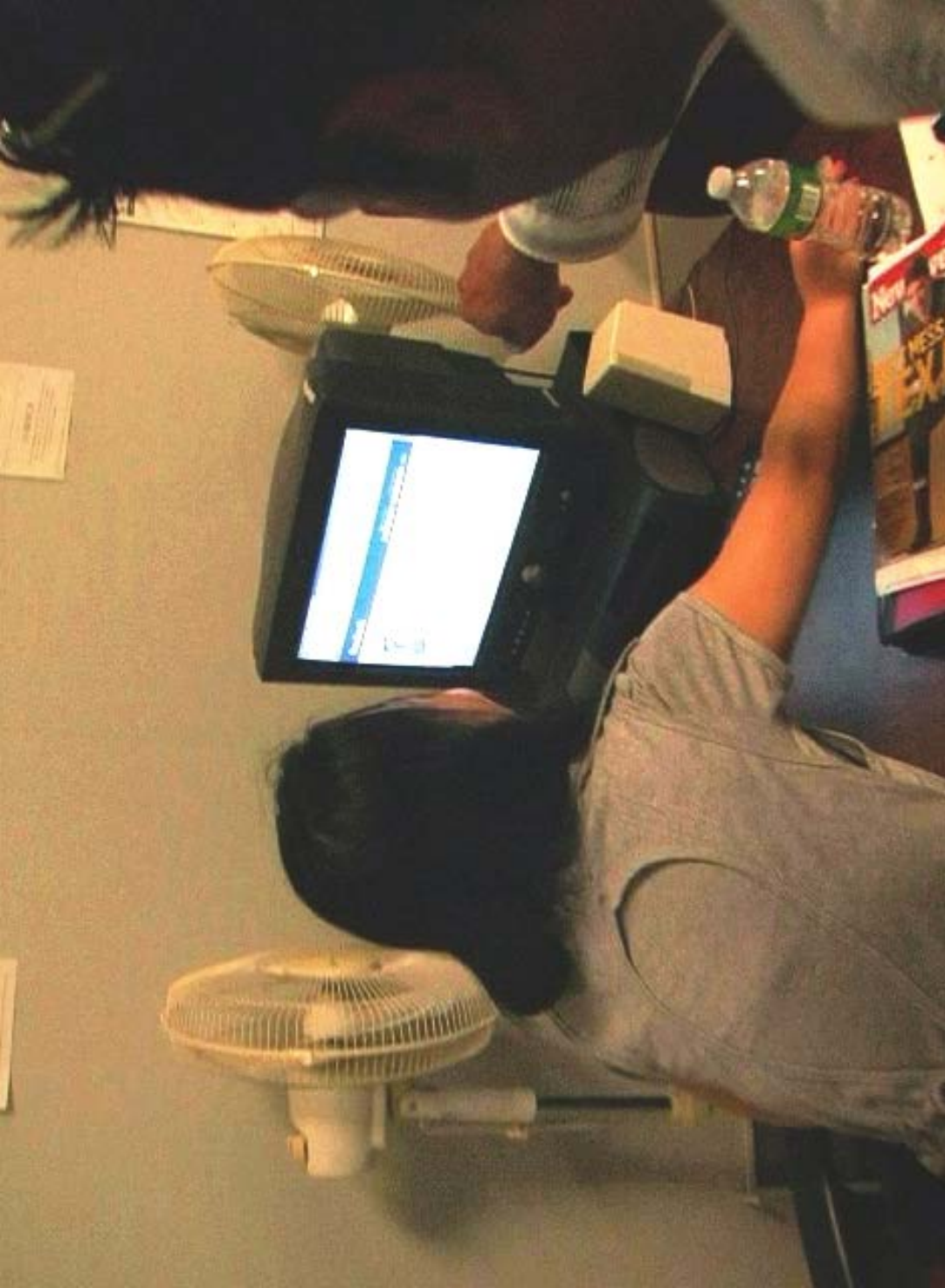
Employment specialist



Newspaper



"Now Hiring" signs



Online



People you know



Resettlement agency staff

Common Jobs Pictures



Assembling parts



Building things



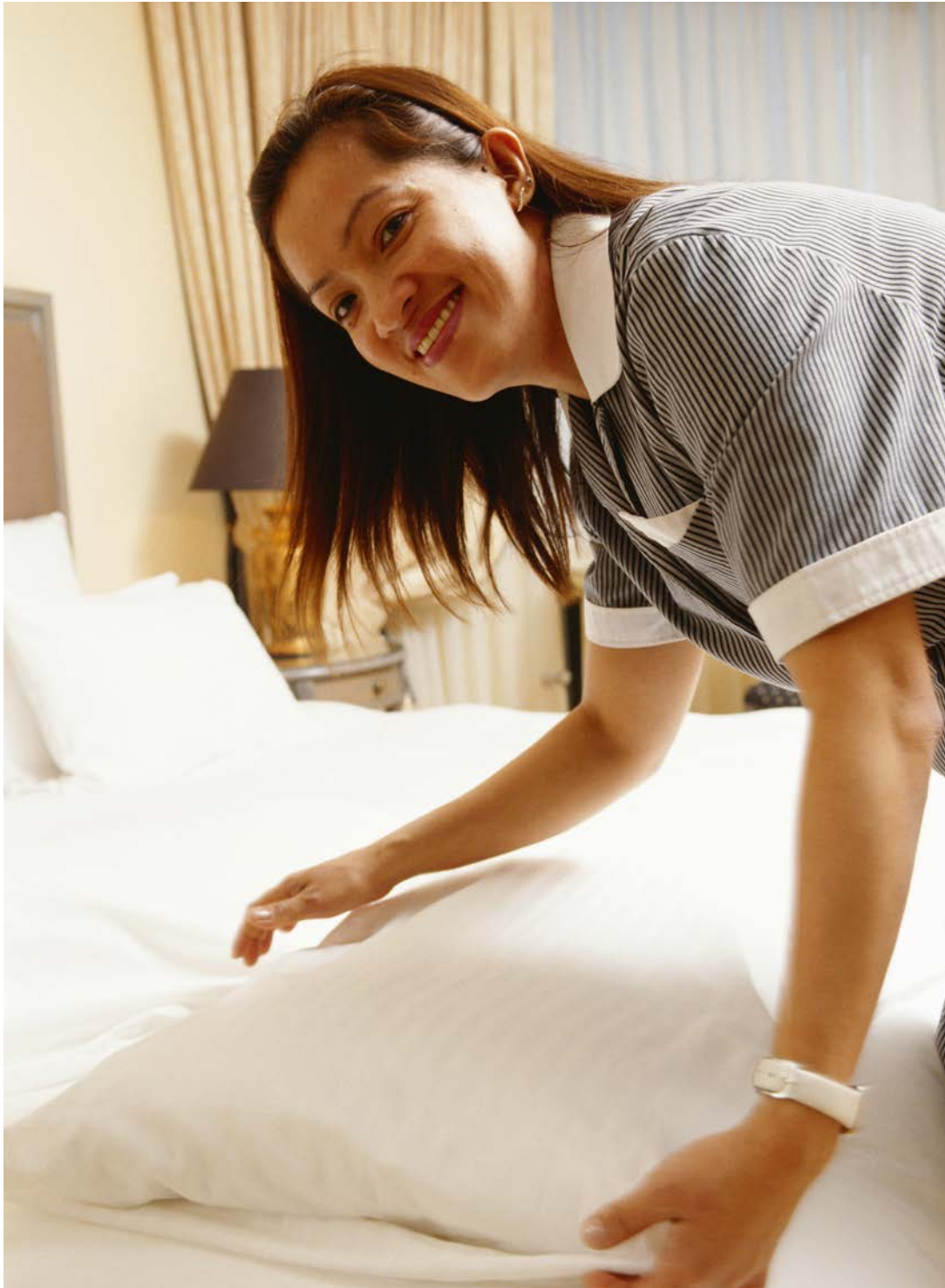
Caring for plants or yards



Cleaning floors



Making Your Way: A Reception and Placement Orientation Curriculum



Making beds



Preparing food



Providing in-home care



Sorting meat parts



Stocking shelves



Taking or giving money



Washing dishes



Washing laundry



Right



Not Right

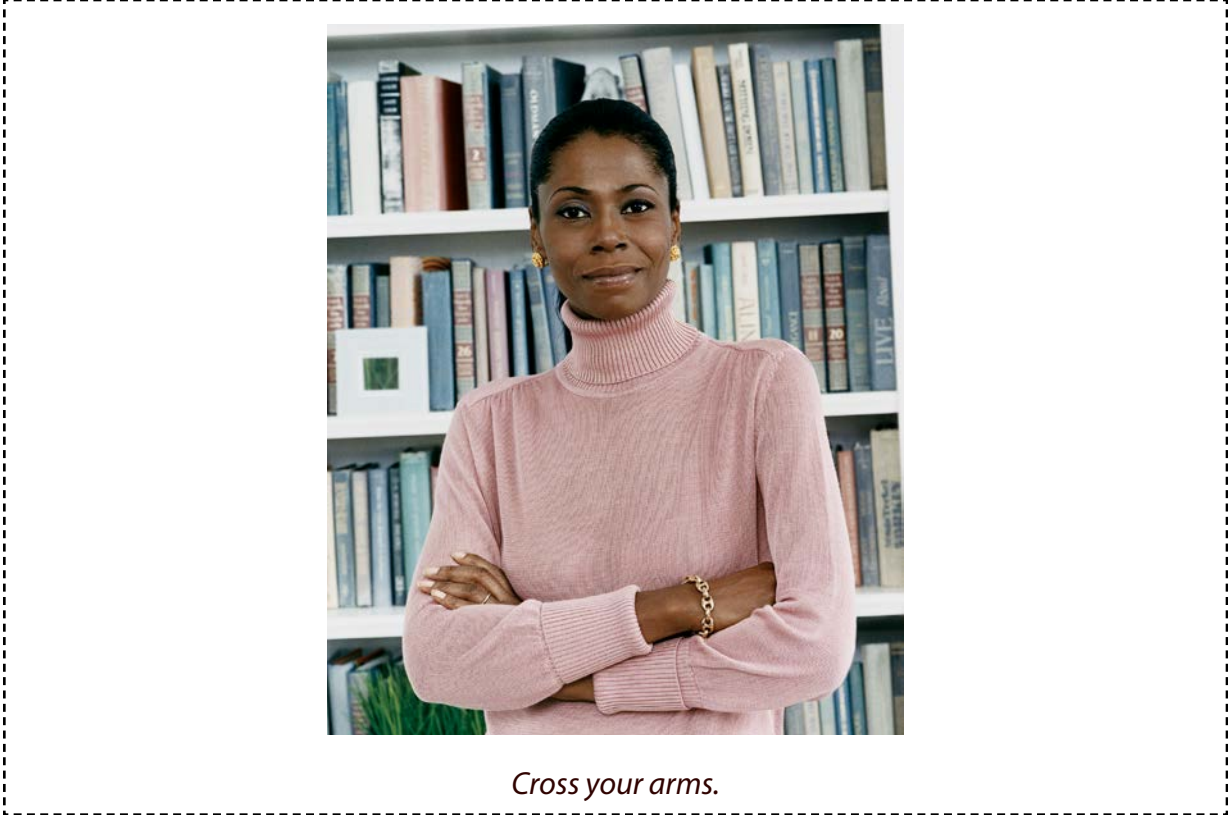
 Cultural Orientation
Resource Center

Making Your Way: A Reception and Placement Orientation Curriculum

Interview Preparation Pictures



Comb your hair and groom your beard.



Cross your arms.



Dress neatly.



Dress very casually.



Pick your nose.



Place your hands behind your head.



Place your hands in your lap.



Show interest in the position.



Show you don't care about the position.



Shower and be well groomed.



Smile, shake hands, and make eye contact.



Wear closed-toed shoes.



Wear shoes that are very casual.

Preparing for an Interview Handout

The following are things you should remember when you are preparing for an interview.



Dress neatly.



Place your hands in your lap.



Show interest in the position.



Shower and be well groomed.



Smile, shake hands, and make eye contact.



Wear close-toed shoes.



Comb your hair and groom your beard.

Suggested Interview Questions

Tell me about yourself.

Why do you want to work here?

What are your goals?

Where have you worked before?

What did you do well in your last job? What are your strengths?

What don't you do well? What are your weaknesses?

Do you prefer to work on a team or by yourself?

What do you do when you have problems with your co-workers?

Do you have a way to get to work on time every day?

Do you have any questions for me?

Employment Unit Vocabulary Worksheet 1

Directions: Match the words on the left to the pictures on the right. The first one is done for you.

Words

application

bills

pay

newspaper

online

interview

shake hands










make eye contact

Pictures



Employment Unit Vocabulary Worksheet 2

Directions: Yamina is looking for a job. Read the steps she went through to find a job. Then put them in order by writing the number in the blank. One is the first thing she does. Nine is the last thing she does. The first one is done for you.

 <input data-bbox="337 577 474 648" type="text"/> She asks about the job's health insurance .	 <input data-bbox="743 577 880 648" type="text"/> Yamina starts her first day as an employee .	 <input data-bbox="1149 577 1286 648" type="text"/> The job looks good so she completes an application and brings it to the employer.
 <input data-bbox="337 1056 474 1127" type="text" value="1"/> Yamina is networking by calling a friend who saw a job for Yamina in the newspaper.	 <input data-bbox="743 1056 880 1127" type="text"/> She goes to an interview and gets a job offer.	 <input data-bbox="1149 1056 1286 1127" type="text"/> Yamina accepts the job .
 <input data-bbox="337 1556 474 1627" type="text"/> They call her to set up an interview . After the call, she learns more about the employer and the job online.	 <input data-bbox="743 1556 880 1627" type="text"/> Yamina asks about the dress code .	 <input data-bbox="1149 1556 1286 1627" type="text"/> Yamina looks in the newspaper and finds the ad that says "Now Hiring."