

HIRE OR NO HIRE PROJECT

NAME:

CAREERS

There's a new reality show for teens called "Hire or No-Hire." Succeeding in this show will set you on the path to landing your ultimate dream job. In this show, you are put through a rigorous job-training and career-preparation program and, in the end, you are interviewed to see if you will be considered a "Hire or No-Hire." Your task is to convince the host that you have the talents, skills, and ability to be successful in your chosen career field. To do this, you take on the role of a soon-to-be high-school graduate. The challenge involves highlighting your personal attributes, and workplace and volunteer experiences, and relating them to your chosen career field in a portfolio, as well as in a face-to-face interview. Prior to your final interview with professionals from our community, you will perform a series of tasks. The tasks are as follows:

Develop skills employers demand

- Use technology to perform work functions, keep records and prepare presentations and documents.
- Understand skills to think critically about problems and creative solutions.
- Develop Team Building Skills.
- Develop and practice leadership skills.
- Develop personal attributes that lead to effective and reliable employees such as meeting deadlines, punctuality, self-initiative, and accountability.

Task one: *Career & educational opportunities*

How to match interests, skills, talents, and attributes to a career field?

The answer to this question drives this challenge. Use the Practical Problem-Solving REASON Sheet to show that you can thoughtfully solve problems and document your thinking process. Create a PowerPoint presentation highlighting your careful thinking and incorporating your research/review of a

selected career field. Note how your interests, skills, talents, and attributes relate to the career field. Include education/training required, job outlook, salary, and goals you have set to assist you in obtaining your desired career. Your presentation should also contain a logical backup plan, in case your initial choice is not within reach. In addition to presenting your PowerPoint to an audience, you

will need to include a printout of your slideshow within your portfolio



Task two: *business documents*

Construct a professional resume highlighting your career objective, skills and abilities, education, and volunteer and work experiences. Write a cover letter or letter of application for a position in

a company that you have researched where you can gain experience for your desired career field. Write a thank-you or follow-up letter that will be sent to your prospective employer after your in-

terview. All documents should be printed on professional paper and included within your portfolio.

Task three: *workplace issues*

Create a graphic organizer or diagram illustrating your understanding of how particular ethical, social, historical, and economic issues affect the workplace. Examples of workplace issues in-

clude, but are not limited to the following: technology use or abuse, outsourcing, minimum wage, diversity, sexual harassment, theft, and professional misconduct. Include a copy of your

graphic organizer in your portfolio. Examples of graphic organizers to use might be a web, flow chart, cycle graph, or mind map.



Task four: *verification of employability skills*

Write a one- or two-page essay verifying that you have at least three of the employability skills employers are seeking. Give examples demonstrating how you are proficient in or how you utilize these skills. In-

clude a copy of you essay in your portfolio. Examples of employability skills are the following: managing resources, using technology to perform work functions, problem solving, and practicing inter-

personal and leadership abilities.

"Education's purpose is to replace an empty mind with an open one."

Malcolm Forbes

Task five: *interview*

For your final task, you will present your portfolio, articulate your knowledge of the company, and highlight your skills,

abilities, and experiences—all while using effective body language in an interview. At the conclusion of your interview, you will

either be considered a **HIRE** or no-hire.
Good luck!

