Personal Learning Guide

Workforce

Your Personal Learning Guide contains worksheets and evaluation tools that can help you focus your learning and provide a space to collect resources for later use. It is to be used in conjunction with your assignments—not as a separate assignment. Using this guide is optional.

After completing this module, you will be able to:

- Explain at least one job tip that could help customers in their job seeking.
- Explain how your library/branch can help jobseekers.
- Demonstrate use of the State Library Resource Center's Jobseeker's toolkit.
- Understand the strengths of weaknesses of job search websites by compare Maryland Workforce Exchange with a site listed in jobseeker's toolkit "Finding a Job Offering Online"
- Identify the pros and cons of two different resume building tools
- Explain to a customer about what to look for to identify scams.
- Identify one print resource to help customers with their job seeking.
- List resources in the local community that may be resources for job seekers, including the phone number and website.
- Explain resources such as O*Net and OOH that customer can use to explore new jobs.

During this module, you will need to:

- Review the readings and videos.
- Evaluate sites that might be useful to your customers using the site evaluation tool.
- Research resources available in your library or local community that may be useful to your customers.
- Reflect on how you would answer the sample customer questions using the resources you reviewed.

Depending upon your learning style, you may print this workbook and write your findings by hand, download this document and type in your responses, or find another method that meets your needs. Summarize your reflections and enter them on the discussion boards as indicated by this symbol.

Be sure to comment on anther staff member's post as well.

Reflect on the library's role in Workforce Development.

After watching the Bill and Melinda Gates video and reading the *Library Journal* article, reflect on what libraries can do if a major employer closes in your area.

Note, there is no case study associated with this question.

Workforce Basics

Site evaluation tool: *State Library Resource Center: Unemployment Resources and Services in Maryland*

1. Does this site pass the CRAAP test?

2. What information can be found here?

3. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

4. What customer needs might this site meet?

5. In showing this site to a customer, which features do you want to make sure you show them?

Workforce Basics

Site evaluation tool: *State Library Resource Center: Jobseeker's Toolkit*

1. Does this site pass the CRAAP test?

2. What information can be found here?

3. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

4. What customer needs might this site meet?

5. In showing this site to a customer, which features do you want to make sure you show them?

1.0 Workforce Case Study: Mr. Cranshaw looks very distressed. He tells you he has been working for the same company for 20 years and has just been laid off. He has no idea how to start looking for another job. How would you help him?

Based on your readings, how would you answer Mr. Cranshaw? What questions would you ask? What tips would you give him?

Post your (limit your answer to 250 words) and be sure to comment on another person's post.

2. Job Websites

Site evaluation tool: *Maryland Workforce Exchange*

1. Does this site pass the CRAAP test?

2. Is your information shared with other companies?

3. What information can be found here?

4. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

5. What customer needs might this site meet?

6. In showing this site to a customer, which features do you want to make sure you show them?

Job websites

Site evaluation tool: *Your Job Search site*_____

1. Does this site pass the CRAAP test?

2. Is your information shared with other companies?

3. What information can be found here?

4. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

5. What customer needs might this site meet?

6. In showing this site to a customer, which features do you want to make sure you show them?

2. Online Job Searching Resources? Case Study:

Create a post comparing Maryland Workforce Exchange to your selected job search website. Which would you recommend to Mrs. Kazmi and why? What questions would you ask her?

Be sure to comment on another person's post.

3 Reflection: What are important elements of an effective resume?

Resume Builders

Resume tool: *Microsoft Word*

1. What features does this tool have?

2. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

3. What disadvantages does the tool have?

4. What customer needs might this meet?

5. In showing tool to a customer, which features do you want to make sure you show them?

Resume Builders

Resume tool: *Anne Arundel Community Collage Resume builder* (*https://aacc.emsicc.com/*) *(choose one)*

1. What features does this tool have?

2. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

3. What disadvantages does the site have?

4. What customer needs might this site meet?

5. In showing this site to a customer, which features do you want to make sure you show them?

Resume Builders

Resume tool: *MWE jobs resume tool (choose one)*

6. What features does this tool have?

7. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

8. What disadvantages does the tool have?

9. What customer needs might this meet?

10. In showing tool to a customer, which features do you want to make sure you show them?

3 Resumes Case Study: Mr. McDonald is not very computer literate, but he needs to create a resume. How would you get him started?

Compare Anne Arundel Community College resume builder and compare it to Microsoft Word's resume template.

Based on your readings and the tools you've evaluated, what would you recommend and why?

Be sure to comment on another person's post.

4. Job Scam Checklist

A job posting may be a scam if:

☐ You need to pay to get the job

☐ The employer charges a fee to find employment or placement for you.

☐ Employment is offered without an interview

☐ You need to provide your bank account or credit card information.

☐ The employer conducts interviews in a home or motel room.

☐ The offer is vague, the employer will not specifically describe the position and "no experience is necessary".

☐ Exaggerated product effectiveness or possible earnings or profit.

☐ The ad is for "Previously undisclosed" federal jobs.

☐ The offer is from an unsolicited email or Linked in contact.

☐ The company does not appear in a Google search or through the Better Business Bureau.

Notes

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4 Job Scams Case Study: Analyze Craigslist jobs

1. Go to your local Craigslist Job Postings. Use your Job Scam checklist. Did you find anything suspicious?
2. Based on your readings, what would you say to a customer who asked you whether Craigslist is a good source of jobs?

Be sure to comment on another person's post.

5 What resources are available in your Library?

Brainstorm with your colleagues about resources in your library that may be able to help your customers. Include print books (pick a couple of good go-to sources that strike you) but don't forget your virtual resources (Virtual Reference Library, Gale Courses, or any other databases you might have.)

Resource	Location	Description

What resources are available in your Community?

Brainstorm with your colleagues about resources in your community that are available to help jobseekers

Resource	Contact Information	Description

Share one favorite community resource and one library resource with your LATI colleagues: Why do you think this source will be useful? How would you describe it to your customer?

Limit your response to one paragraph and comment on another staff member's post.

6. Career Information

Site evaluation tool: *O*Net*

1. Does this site pass the CRAAP test?

2. What information can be found here?

3. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

4. What customer needs might this site meet?

5. In showing this site to a customer, which features do you want to make sure you show them?

Career Information

Site evaluation tool: *Occupational Outlook Handbook*

1. Does this site pass the CRAAP test?

2. What information can be found here?

3. Test it! Come up with a question and answer it using this site. Is it easy to use/understand?

4. What customer needs might this site meet?

5. In showing this site to a customer, which features do you want to make sure you show them?

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6: Career Information Carlos, a sophomore in high school, has an assignment to research a career he might like. How would you help him?

In 250 words or less, post your answer to Carlos. Consider the following:

- Based on your evaluation of websites which site(s) would you recommend and why? What would you be sure to show him?
- Be sure to comment on another LA's post.