

## TEACHERS INFO PACK FOR EMPLOYMENT

### Lesson Plan – EMPLOYMENT

**Duration:** 2h + 1h + 1h

**Objectives:**

- Create a CV;
- Prepare for a job interview;
- Develop soft skills;
- Define goals and the strategy to achieve them.

**Lesson structure:**

Duration	Theme	Activities	Material	Participants
2h	Employment – how is my region?	- Gather information from local job center about: - employment/ unemployment rates; - traineeships.	- Presentation previously prepared	* Students * Teacher(s) * Job center staff
	How to find my first job?	- CV's - interviews - where to look for a job - ...	- Clarification session with the local job centre	
	What do employers expect from me as employee?	* Watching interviews to local entrepreneurs <sup>1</sup>	* Projector * Computer * Interviews previously prepared in the EEE Project	
1h	How do I «sell» myself?	* Discussion of ideas: - <i>My next step</i> - « <i>Being highly hireable</i> »	* Notebook * Computer/ smartphone/ tablet * Internet access * Projector	* Guest from a local business incubator * Students * Teacher
1h	The job interview	* Role-play: job interview (pair/group work)	* Worksheets (types of jobs and example questions) <sup>2</sup>	* Teacher * Students

- **Observation:** Every school should adapt the lesson plan according to its needs.

<sup>1</sup> Previously prepared

<sup>2</sup> Worksheets previously prepared

**SUPPORT MATERIAL:**

**Interview to local entrepreneur - Spain:**

[\(25\) Erasmus EEE. LTTA Terceira. Interview HHRR Spain - YouTube](#)

**Employment/ unemployment rates in Italy:**

<https://www.feppv.pt/wp-content/uploads/2021/03/Taxas-de-emprego-em-Italia.pdf>

**Interviews to local entrepreneur - Italy:**

[\(25\) ERASMUS+ project EEE . mobility LTTA Terceira \(Azores Portugal\) - YouTube](#)

**Employment/ unemployment rates in Terceira, Portugal:**

<https://www.feppv.pt/wp-content/uploads/2021/03/Employment-in-Terceira-Island.pdf>

**Interview to local entrepreneur - Terceira Portugal:**

[LTTA 3 Terceira's presentation - YouTube](#)

**Employment Interview to local entrepreneur Norway:**

<https://www.feppv.pt/wp-content/uploads/2021/04/VideosJuntos-e-Normalizados.mp4>

**Employment/ unemployment rates in Norway:**

<https://www.feppv.pt/wp-content/uploads/2021/03/Taxas-emprego-Noruega.pdf>

**How to become employed and Interview to local entrepreneur - Sweden:**

<https://twinspace.etwinning.net/files/collabspac/4/24/224/44224/files/bd9381afc.pdf>

## Instructions for Mock Job Interviews

### RolePlay

Work in groups of five students, with people from different countries. Two of you will take the role of the interviewer and three of you are going to be interviewed for a job you have applied for.

Create a situation to play out - what kind of position is the interview about? Here are some examples:

- Part-time job as a bartender at Terceira
- Full-time job at the marine harvest in Norway
- Seasonal job as a waitress in Villarrobledo
- Substitute as dolphin trainer at Kolmården Zoo in Norrköping
- Temporary job as a lifeguard at Lignano Beach

Think about what questions to ask. Have a look at the sample questions and the questions you got from the “Human Resources Interview” for inspiration. Make sure you adapt the questions to what position you are hiring for.

**You have 15 minutes to prepare, before we start the role plays.**



## Sample Questions for the Job Interview

Here are some questions to use during a job interview.

1. Can you please describe yourself in a few words?
2. What do you know about our company?
3. Why do you think you are the perfect person for this job?
4. What are your strengths?
5. What are your weaknesses?
6. How do you cope with stressful situations?
7. What role do you take while working in a team?
8. Where do you see yourself in five years?
9. How would you like to advance in the company?
10. What is your goal?

## Checklist for the interviewers

- Punctuality
- First impression
- Language
- Positive attitude
- Previous work experience