

Title: The Top Ten On-The-Job Skills and Attitudes

Grade Ranges:

____ K-4
 X 5-8
____ 9-12

Subject Tag:

Business Education

Synopsis:

In this activity, students will interview people who have a business and have people working for them. Using a standardized questionnaire, students will obtain opinions on the most important skills and attitudes that employers look for in potential employees. Afterwards, students will transfer their collected data into a bar graph to illustrate the top ten on-the-job skills and attitudes needed for employment success.

Keywords:

interview, skills, attitudes, employers, employees, graphing data, surveying, employability

Body:

Class Session 1:

1. Explain that students are going to conduct a survey with someone they know who runs a business and has people working for him or her. Once the surveys are completed, students will share their results with the class, and from those survey results, they will determine the top ten skills and attitudes needed to be successfully employed.
2. Remind students of the due date for the survey results. Consider the possibility of having students work in teams of two if you feel they would be more comfortable in completing the assignment.
3. Review the keywords for this lesson. Be sure that all students understand the difference between the terms “employer” and “employee” and between “skill” and “attitude.”
4. Distribute the accompanying handout, which includes interview questions. Be sure that everyone understands what they are to accomplish. You may want to take a few minutes to practice proper interviewing skills.

Class Session 2:

1. Ask students if they enjoyed conducting the interviews. What did they like or not like? Encourage responses.
2. Ask for volunteers to give the results to the questions, “What is the most important skill you look for in a potential employee?” and “What is the most important attitude you look for in a potential employee?”

3. As students respond, list the results on the board or flip chart. Try to get all of the responses into one or two-word descriptions. If students have the same responses, make a duplication mark by the item on the list.
4. After all the survey responses have been provided, have the class work as a team to determine the number of responses for each skill and attitude.
5. Transfer the results of the survey into a bar graph moving from most responses to least responses. The finished bar graph could look like the following. (Or, you may want to do one graph for skills and one graph for attitudes.)

MOST IMPORTANT SKILLS OR ATTITUDES LOOKED FOR IN A POTENTIAL EMPLOYEE							
Honesty							
Skill/knowledge of the job							

6. Have the students take one to two minutes to look and study the completed list.
7. Lead a discussion on these top ten items by asking questions such as
 - Do you agree with the Top Ten List? Why or why not?
 - Why do you think these skills and attitudes are important to employers?
 - Did any employers indicate which they think is more important: skills or attitudes? Explain.
 - Were you surprised that many employers listed many of the same skills and attitudes? Explain.
 - What skills are missing that you think are important?
8. Ask students to also share the results of the question, “What is the one thing that would disqualify a potential employee?” As students answer, make a list of the responses.
9. Bring closure to the discussion by asking students to compare this list to the most important skills and attitudes list. Ask students if they see any similarities or differences between the two lists.

Related Links:

Career Sites

<http://www.coe.iup.edu/ce636/ssites.htm#Secondary>

This site is full of great information on career decisions for ages middle school and up.

What I want to be.....

<http://www.nashvilleschooltocareer.com/elempplan.html>

Learn about many careers in entertaining ways and games.

Objectives:

Students will:

- gain insights into criteria employers use in selecting employees.
- develop generalization from collected data.
- gain experience in talking with employers.

- practice data collection through a questionnaire.
- practice converting data into a visual representation.

Standards:

NY: Language Arts 1. Students will read, write, listen, and speak for information and understanding. **3.** Students will read, write, listen, and speak for critical analysis and evaluation.

NYC: A3a. Gather information to assist in completing project work. **A5a.** Work with mothers to complete a task.

CT: Language Arts 2. Producing Texts – Students will produce written, oral, and visual texts to express, develop, and substantiate ideas and experiences. **Technology Education 3.** Career Awareness – Students will become aware of the world of work and its function in society, diversity, expectations, trends, and requirements.

NJ: Cross-Content Workplace Readiness 1 – All students will develop career planning and workplace readiness skills. **2** – All students will use technology, information, and other tools. **3** – All students will use critical thinking, decision-making, and problem-solving skills. Language and Arts Literacy **3.2** – All students will listen actively in a variety of situation to information from a variety of sources.

Time Required:

two 45-minute class sessions with sufficient time between for students to complete the interview assignment

Technology and Materials Needed:

1. Board or flipchart
2. Questionnaire: Skills and Attitudes That Are Important For Employers
3. Chart for entering the data from questionnaire results

Procedures:

Assessment Criteria:

1. Did the students feel comfortable interviewing employers?
2. Did the students complete the questionnaires in a satisfactory manner?
3. Could the students make workplace skills generalizations from the data collected?

Recommended Lesson Plan Review Date:

Review Comments:

Check Web sites

SKILLS AND ATTITUDES THAT ARE IMPORTANT FOR EMPLOYERS	
Student Names	
Name and Title of Employer Interviewed	
What is the name of your business?	
What does your business do?	
How many employees do you have?	
What is the <u>most important skill</u> you look for in a potential employee?	
What is the <u>most important attitude</u> you look for in a potential employee?	
What is <u>the one thing that would disqualify</u> a potential employee?	