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| **Activity Title:** | **Applying On-Line** |
| **Background** | In today’s job market having the ability to apply for jobs on-line is an essential skill. Job hunters need to know how to apply on-line, upload files, attach files and answer application questions. |
| **Objective** | Students will practice their on-line, job application skills by applying for a mock job on the CCRI website. They will upload their current resume, complete the on-line job application and answer the questions. Students will then view the resumes as a class to see how they appear in an on-line forum. Students will examine and be able to hi-lite changes that need to be made to their resumes to make the format appropriate for on-line submission. |
| **Time Required** | 90 minutes |
| **Personnel** |  |
| **Resources Needed** | Computers, URL Link to the job on CCRI’s website, Applying On-line PowerPoint  URL: jobs.ccri.edu/applicants/Central?quickFind=50859  Mock Application partially completed Log in as JohnandMarySmith, PW PACE123  To access the online applications from HR go to: jobs.ccri.edu/hr and enter GU51983 for the user name and PACESTU for the password |
| **Activity Description** | Instructor will ask students how many of them have ever applied on-line? How many have had problems with the on-line job application method? Remind students of the first class where we talked about the realities of today’s job search. Use the PowerPoint to ask the questions of why companies use on-line job posting and submission? Ask for feedback. Go to the URL for the job posting and walk the students through the page. Identify Job Details and scroll through the info. Make sure to point out the printer friendly version button in the top right. It is a good idea to always print out a copy of the job posting to keep with your records. Discuss the descriptions, information and what they are looking at. Click on Apply for This Posting. Show the students the two choices they have. 1 – New Applicant - If they have not filled out an application at CCRI before and 2 – Existing User - If they already have an account because they have applied to CCRI before. Click Fill Out A New Application. Read through the info and navigate around the page to show the various parts include FAQ’s (explain what FAQ means). Create a user name and password. Students can record the info and also print it on the next screen by choosing Open a New Window Link about 1/3 of the way down the page under the “what if I forget my password section”. Choose a question that you will be asked if you need to retrieve your password. Remind the students that this will all be done through e-mail. Once they are registered they can save, return to and edit their application. |
| **Outcome or Result** | Students will register for the CCRI Human Resources site, complete an on-line job application that will remain on file and upload their resumes to the mock CCRI job posting. Students will have a good understanding of the on-line application process and what changes need to be made to their resume. |
| **Student Handouts** | None |