



Description/Instructions: The following “assignments” were developed by the Saddleback College Center for Career and Life Development and are intended to provide current CalWORKs recipients with structured activities in the areas of career/job exploration and planning while meeting current CalWORKs regulations for hours of “work activities”. The assignments include a variety of activities that can be performed at home and/or with any computer internet access.

Students must schedule time with their CalWORKs Counselor for verification of assignment completion. Students must bring the Student Hourly Tracking Sheet to your Saddleback College CalWORKs Counselor as documentation of “work activity” hours.

| <p align="center">WORK ACTIVITY ASSIGNMENTS</p> <p align="center">Items listed in Bold is required documentation to verify work completed.</p> | <p align="center">Hours (w/verification)</p> |
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| <p>I. CAREER EXPLORATION ASSIGNMENT: Career Cruising Program</p> <p>CareerCruising.com is a comprehensive career exploration and planning tool that allows for self-directed career assessment and career/job research activities online. The program is available to all Saddleback College students.</p> <p>ASSIGNMENT:</p> <ol style="list-style-type: none"> 1. Using the log-in username & password provided, students will create a new account profile to save their career activities. (See Career Cruising Info Sheet) 2. Complete ALL Career Matchmaker interest questions: <ol style="list-style-type: none"> a. 1st session includes 39 Questions b. Click “Answer more questions to improve my results” button in upper right c. 2nd session includes 62 Questions d. Click “Answer more questions to improve my results” button in upper right e. 3rd session includes 15 Questions f. Create a Portfolio and save all work to the portfolio. Your work will be reviewed by your CalWORKs Counselor as documentation of “work activity” hours. 3. Select 3-5 job titles from your Career Suggestions to explore. (*Note these should match the educational program/career field currently enrolled in.) <ol style="list-style-type: none"> a. For each job title selected save to portfolio, make sure to include the Job Description, Working conditions, Earnings & Education sections. 4. Write a one-page summary on: <ol style="list-style-type: none"> a. The Skills, Abilities, and Interests you have compared to those listed in the 3-5 selected job titles. b. Answer the following question “Why did you select the 3-5 jobs and what makes them a better fit than others listed?” | <p align="center">Up to 32 Hours</p> |

II. RESUME DEVELOPMENT ASSIGNMENT:

ASSIGNMENT: Students will be approved for work activity hours upon completion of the following Resume Development tasks:

- 1. Students can complete up to 3 different Resumes for three separate job titles in their chosen career field.**
2. Students must research and select the Resume style that demonstrates their VALUE the best. Resume information can be researched on the following websites:
 - a. Click “Resume Presentation (PPT)” from the CCLD home page:
<http://www.saddleback.edu/ss/cld/>
 - b. Online Resume Tutorial:
<http://www.palomar.edu/counseling/resume/index00.html>
 - c. Sample Resume with online advice:
<http://owl.english.purdue.edu/workshops/hypertext/ResumeW/index.html>
 - d. CCLD Myspace Blog titled “Resumes: From Start to Hire”:
<http://www.myspace.com/careercenter> (be sure to view the Youtube video links at the bottom for additional information)
 - e. Resume Templates can be utilized in MS Word or through CollegeGrad.com:
<http://www.collegegrad.com/resumes/quickstart/agree.shtml>
 - f. Use the ONet online for applicable statements to include in your Resume:
<http://online.onetcenter.org/> (Type in the job title in the upper right to start)
 - g. Additional Resume information can be obtained from Books, Magazines, Newspapers, and Professional Colleagues.
- 3. Students must complete the Resume Quiz located online at: <http://www.1st-writer.com/resume-quiz1.htm>**
- 4. Write a one-page summary answering:**
 - a. **What is the purpose of a Resume?**
 - b. **Why did you select the style of Resume you selected? (Chronological, Functional, Combination, Video, etc.)**
 - c. **Describe 3 things you learned about writing resumes from your research**

**Up to
32 hours**

III. INTERVIEW PREPARATION ASSIGNMENT: Perfect Interview Program



ASSIGNMENT: Students will be approved for work activity

hours upon completion of the following Interview Preparation activities: Perfect Interview is a web-based interview preparation program that allows students to either type responses or videotape themselves in practice interview sessions.

1. Create an account in the Perfect Interview program found on the CCLD home page: www.saddleback.edu/ss/cclld (Additional help is found in the program or in the link below the Perfect Interview logo on the CCLD webpage.)
2. Complete up to 5 interviews using either the “Start a New Interview” button or “Take a Custom Interview” button.

*****If you do not have a webcam, you must select “Start a New Interview” option and select “No” under Use Video Capture question.**

3. Students must save the interviews with in this naming format:
CW Interview, Student First Name, Student Last Name
example: CW Interview John Smith
4. Students can “share” the completed interview sessions with:
sccareer@saddleback.edu once saved under “Review Saved Interviews)
5. **Write a one-page summary answering:**
 - a. **What did you like about the Perfect Interview Program?**
 - b. **What were 3 new ideas that you learned from either the Coach or Alternate Responses in the interviews.**
 - c. **What are the 3 most challenging interview questions for you to answer?**
 - d. **Describe the 5 experiences from your work/education history that highlight your range of skills and that you will or have used in interviews.**

**Up to
32 Hours**

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