

# Session Plan

## *Evaluating Job Postings*

**Area:** Career Readiness

**Time:** 45 Minutes

**Standards:** Take Action; Students demonstrate the ability to present themselves for the transition to college/workforce.

**Purpose/Goal:** Students will learn strategies for evaluating job postings to determine if the postings are viable and worth pursuing.

### **Materials Needed:**

- Evaluation Checklist Master Key (1 per student)
- Blank Evaluation Checklist Worksheet (1 per student)
- Chart Paper
- Markers
- Workshop Feedback Form (Survey)

### **Evidence of Growth:**

Students will begin to develop a concrete set of criteria and practice using the criteria to determine if a job posting is appropriate with emphasis on online job postings.

### **Agenda**

Opening	10 -15 minutes
Activity/Content	20 minutes
Closing Connection	10 minutes

### **Facilitator Talk:**

- Guiding Questions: *What are some things that you look for in a job posting? What are some things that make a job posting legitimate or appropriate? How do you apply to a job once you select it?*
- Pass out the Blank Evaluation Checklist Worksheet and allow students to independently or in groups fill in the blanks using the example provided in each category.
  - *Optional:* Complete “Warning signs/Red Flags” together as a class
- Label four pieces of chart paper according to the four categories: Contact Information, Content of Job Posting, Other Things to Look for, Warning Signs/Red Flags
- Once students are finished, go through the responses together and write the responses on the chart paper

### **Activities:**

- Group Students
- Pass out 3-4 of the same job postings to each group. Give each group the same postings
  - Give instructions.
  - Each group will use the Blank Evaluation Checklist Worksheet (*should be filled in at this point*) to evaluate each job posting. Students are to determine if the job posting is “good” or “bad” and why?
  - Instruct students to circle or highlight the components that led them to their decision. Encourage students to reference the Blank Evaluation Checklist Worksheet.
  - Each group will select **one** job posting and chart their evaluation on chart paper and present their findings and indicate which criteria led them to these findings.

**Closing:**

- Facilitator will make the connection with using the criteria when evaluating job postings and emphasize the importance in doing so.
  - Optional: Facilitator can wait until after all groups present or do so after each group.
- Facilitator will pass out the Evaluation Checklist Master Key to each student.

## HOW DO I EVALUATE A JOB POSTING?

### CONTACT INFORMATION



	<i>Ex: The name of the person hiring</i>

### JOB DESCRIPTION



	<i>Ex. The hours of the job</i>

### OTHER THINGS TO LOOK FOR



	<i>Ex. Special qualities required for the job, like “good people skills” or “friendly smile”</i>

## HOW DO I EVALUATE A JOB POSTING?

### WARNING SIGNS/RED FLAGS



	<i>Ex. Asks you to submit a photo with your resume, says "Ladies only, ages 17-20"</i>

## HOW DO I EVALUATE A JOB POSTING?



### CONTACT INFORMATION

	Phone Number
	Company Email
	Company Address
	Website Link
	Contact Name & Title



### CONTENT OF JOB POSTING

	Position Available
	Job Description/Responsibilities
	Qualifications/Skills Required
	Education Required
	Location of position available
	“About” section (Company Overview)



### OTHER THINGS TO LOOK FOR

	Physical demands (heavy lifting, long periods of time standing, etc.)
	Soft skills required (ex: good communication, punctuality, etc.)
	Number of positions available
	Salary
	Application deadline
	Application Instructions (“How to Apply”)

## HOW DO I EVALUATE A JOB POSTING?

### WARNING SIGNS



	“HIRING IMMEDIATELY”
	Misspelled words
	No contact information
	Personal Emails
	Request for Social Security Number
	Request for payment
	Photo Required
	Commission-based
	Unfamiliar or “sketchy” companies

**Is this a good job posting?** \_\_\_\_\_

**Explain your response?** \_\_\_\_\_

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## **JOB POSTINGS**

[CL](#) > [new york](#) > [bronx](#) > [all jobs](#) > [customer service jobs](#)

Reply to: see below

flag <sup>[?]</sup>: [miscategorized prohibited spam best of](#)

Posted: 2013-04-15, 10:56AM EDT

### **Telemarketing (Rye, NY)**

WE ARE LOOKING FOR 10 MORE HARD WORKING PEOPLE WHO ARE DEDICATED AND READY TO WORK!!! EARN BETWEEN 10 & 15 DOLLARS AN HOUR!

CALL CLIFFORD @ 914-967-5297

- Location: Rye, NY
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Posting ID: 3744640377

Posted: 2013-04-15, 10:56AM EDT

Edited: 2013-04-15, 10:56AM EDT

[email to a friend](#)

[CL](#) > [new york](#) > [manhattan](#) > [all jobs](#) > [customer service jobs](#)

Reply to: see below

flag <sup>[?]</sup>: [miscategorized prohibited spam best of](#)

Posted: 2013-04-15, 10:47AM EDT

## **NEED A JOB, NOW HIRING!! (East Harlem)**

SALES & MARKETING FOR FORTUNE 500 COMPANIES. CALLING ALL CUSTOMER SAVY PEOPLE AND SALES MINDED INDIVIDUALS.

NO EXPERIENCE NEEDED, WILL TRAIN

\$500 - \$700 WEEKLY

IF BILINGUAL, BETTER OPPORTUNITY

MAKE SURE YOU ARE 18 YEARS OR OLDER (NOT IN SCHOOL)

MUST HAVE A FLEXIBLE SCHEDULE

CALL MR. PATRICK @ 347 247-9357 FROM 7 AM - 9 PM. PLEASE LEAVE A BRIEF MESSAGE IF NO ONE PICKS UP THE PHONE AND SOMEONE WILL CALL YOU BACK

SLOTS ARE LIMITED!!

- Compensation: \$500 - \$700 WEEKLY
- Principals only. Recruiters, please don't contact this job poster.
- Phone calls about this job are ok.
- Please do not contact job poster about other services, products or commercial interests.

Posting ID: 3744618649

Posted: 2013-04-15, 10:47AM EDT

Edited: 2013-04-15, 11:51AM EDT



## Truck Driver I - SSC

### Truck Driver I - SSC Flushing, NY

**Dal-Tile Corporation**, a 2 billion dollar division of **Mohawk Industries**, offers its residential and commercial customers the industry's broadest array of products. We manufacture, distribute and market three distinct brand names: DalTile; American Olean; and Mohawk Tile. Each of these distinct brands offer a comprehensive line of stylish, fashionable, high-quality products in a wide array of colors, textures and finishes.

Since 1947, Dal-Tile has stayed true to its vision, providing our customers with the highest quality glazed and unglazed floor tile, glazed and unglazed ceramic mosaics, glazed porcelain tile, unglazed quarry tile and our natural stone products. We market and sell our products through company owned and operated Sales Service Centers (SSCs), independent distributors and "big box" Home Centers, i.e. Home Depot, Lowe's.

Dal-Tile's creative, ambitious and results driven team has continually grown and expanded and now includes over 10,000 associates, located across the US, Mexico, Canada and Puerto Rico. We are the largest ceramic tile manufacturer in the United States and we enjoy the proud distinction of being the industry leader in ceramic tile. Find out what makes Dal-Tile an industry leader and why we are the largest ceramic tile manufacturer in the United States!

#### **Responsibilities:**

- Completes pre-operational and post-operational inspections on all job related equipment to include tractors, trailers and off loading devices.
- Delivers and unloads product orders at designated SSC's, customers and job sites.
- Operates equipment in accordance with DOT and company rules. Adheres to all local, state and federal laws.
- Completes DOT, delivery paperwork and COD payments.
- Performs necessary warehouse tasks in conjunction with deliveries such as pulling/assembling orders and loading delivery truck.
- Provides assistance to warehouse staff in performing normal warehouse duties such as unloading and storing of inbound material and shipping tasks.

#### **Qualifications include:**

- HS diploma or equivalent experience.
- Minimum age 25.
- Must have, at minimum, a Class B CDL.
- Must have a minimum of 12 months verifiable commercial driving experience.
- Must be able to pass a DOT pre-employment drug screen and physical.
- Must be able to pass a skills test (road test).

- Must be able to communicate effectively both orally and written.
- Must be able to work independently and manage time effectively.
- Must be able to safely operate equipment in all types of weather conditions.
- Must be knowledgeable of DOT regulations.
- Should be familiar with the region in general and the route specifically.
- Good driving skills; customer service skills, math skills, safety conscious.

**Dal-Tile** offers a comprehensive compensation package that includes a wide variety of benefit options so that individuals can tailor the plan that's right for them. Benefits include health care with a prescription card, dental/vision, disability, life insurance, 401(k) plan with company match, employee purchase discounts, tuition reimbursement for undergraduate and graduate programs and much more.

**For additional information, please call 1-866-429-5011.**

To apply online, visit us at [www.mohawkcareers.com](http://www.mohawkcareers.com) and complete an application. Refer to Job ID 2012-12050. Or you may apply to the direct link below:

**<https://driver-mohawk.icims.com/jobs/12050/truck-driver-i-ssc/job>**

## Coffee Shop Seeks Baristas (Midtown)



Hey you! We're a growing NYC specialty coffee shop chain looking to hire a few exciting new baristas. Experience in a coffee shop is not required, but an interest in coffee definitely IS, along with excellent communication skills, loudness of voice, and a keen attention to detail. Send over a résumé, a few sentences about why you think you would make a good barista, and the name of one movie that you think is awesome, and we'll hopefully have you making delicious coffee very soon. We're trying to interview and train for this job very soon, so availability to interview tomorrow morning would be terrific.

- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

Posting ID: 3745032608

## **Immediate Hire, Staffing this week (NYC)**

WE ARE ACCEPTING INDIVIDUALS TO WORK IN CORPORATE BUILDINGS/HOSPITALS/AIRPORTS/MUSEUMS/AND MUCH MORE.MUST BE RELIABLE PUNCTUAL,DETERMINED TO WORK.

--->As a High Terrorism State, We are looking to staff a variety of individuals for the Tri-State Area.

---> MUST BE 21 OR BE 21 WITHIN 60 DAYS OF BIRTH DATE

We have NYC Armed Guard Training with Work Opportunities. Looking for responsible individuals who want to advance their career in security field.

Armed Security Officers are needed for high health risk and safety areas and are also responsible for safeguarding and transporting high valuables.

MUST have a clean background.

We will process the 47 Hour Armed Security Training and Hand Gun License with the New York City Police Dept.

Entry Level, and Military Applicants are encouraged to apply. Entry Level Positions starting at \$26.05-37.90/hr

Even with the economical downturn, The security industry is vastly growing with 175,000 new security jobs expected before 2016.

Unaffected by the recession, security is in constant demand in New York. We are filling these positions in New York metro area.

Lobby attendants needed to staff corporate contracts. High school grads and entry level are encouraged to apply.

\* Security Officer (\$9.00-\$14.25 hr) For Unarmed Guards

Call for immediate hire Operations Director Mr. Newton 718-902-0401

- Location: NYC
- OK to highlight this job opening for persons with disabilities
- Principals only. Recruiters, please don't contact this job poster.
- Phone calls about this job are ok.
- Please do not contact job poster about other services, products or commercial interests.

## **Customer Service Representatives and Office Manager needed**

Fast Growing passport processing company is opening up new offices in New York, Atlanta, San Francisco, Washington D.C., Houston and Chicago

We currently have the below positions available:

- 9 - Customer Service Agents
- 1 - Office Manager

### **QUALIFICATIONS:**

- \* Minimum 2 years customer service related experience
- \* Strong customer service and communication skills (both verbal and written)
- \* Knowledge of International travel
- \* Must be computer Savvy
- \* Very detail oriented and follows tasks and projects through to completion.
- \* Candidate must be a Team player
- \* High School Diploma a must, College degree preferred
- \* Office Manager must have management experience

Job responsibilities may include:

- \* Heavy phones
- \* Customer relations
- \* Data entry and basic administrative duties

Please email resume and salary requirements to [resumebisinternationalus@yahoo.com](mailto:resumebisinternationalus@yahoo.com). Please put the State you are applying for the position in and the position title in subject line. Emails without this information will NOT be viewed.

- Compensation: \$12-\$14 per hour
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

## **\$3,000-4,000 A WEEK PEOPLE ARE ALREADY EARNING WEEKLY CALL US!! (Midtown)**

ARE YOU A SALES PRO LOOKING FOR SUCCESS?

WOMEN AND MEN EXCELL

INSIDE TELEPHONE SALES  
NO COLD CALLING NEEDED

WE PROVIDE YOU WITH THE LEADS

SALES-EXPERIENCE A PLUS

HARD WORKERS EXCEL

BEAUTIFUL MIDTOWN MANHATTAN OFFICE

1099 INDEPENDENT CONTRACTOR

COMMISSION ONLY TELEPHONE SALE

LIFE ALERT  
1800-523-6976

Hiring Organization: LIFE ALERT Hiring Organization: LIFE ALERT Hiring Organization:  
LIFE ALERT Hiring Organization: LIFE ALERT Hiring Organization: LIFE ALERT Hiring  
Organization: LIFE ALERT

- Compensation: COMMISSION ONLY
- OK to highlight this job opening for persons with disabilities
- Principals only. Recruiters, please don't contact this job poster.
- Phone calls about this job are ok.
- Please do not contact job poster about other services, products or commercial interests.

## **Full time server position (Midtown West)**

Full time server in upscale, large and busy corporate dining room. Must have fine dining experience & be able to work early mornings. Benefits available and most weekends off.

- Compensation: Hourly wage commensurate with experience
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.

## Whole Foods: Cashier (21750)

**Store - Northeast - NY, New York - 97th Street (10328) Part-Time - Store - Team Member**

### **DUTIES:**

- Give every customer immediate and undivided attention. Follow through on all Customer questions and requests. Surprise and delight the customers with consistent, delightful service.
- Assist supervisors in controlling customer flow and backed up lines; help to reduce waiting time for customers
- Follow proper procedures for customer check out, handling of tenders, use of tares, sales of alcoholic beverages, and use of PLUs and UPCs
- Follow all cash handling procedures; Understand, meet and exceed regional cashier variance policy (CVP)
- Keep the Customer Service department clean, well stocked, and organized, change tapes and ribbon as needed, sweep floors and maintain sweep logs

### **REQUIREMENTS:**

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

### **ESSENTIAL JOB DUTIES**

Stand and walk for extended periods of time.

Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.

Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.

Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.

Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

### **ABOUT US:**

At Whole Foods Market, we empower our Team Members to make their own decisions, thus creating an environment where people are treated with respect and are highly motivated to excel. We mentor Team Members through education and on-the-job experience. As a result, we are able to fill a majority of leadership roles from our existing Team Member base. We also recognize that there are individuals with talent outside of Whole Foods Market, and have training programs to bring those new leaders into the company.

## WHOLE FOODS: BAKERY SERVICE TEAM MEMBER

Store - Northeast - NY, New York - Chelsea (10131) Part-Time - Store - Team Member

### DUTIES:

- Give every customer immediate and undivided attention. Surprise and delight the customers with consistent, delicious food.
- Ensure a fresh and appealing display by keeping cases, shelves, and displays clean and well stocked, while continuously checking and ensuring freshness and quality of products.
- Operate equipment and serve product in a variety of Bakery department areas, which may include slicing and wrapping bread, coffee roasting and sales, scooping and serving gelato, barista duties, and preparing juiced and blended drinks.
- Properly package, wrap, and price products for retail sale.
- Maintain accurate department signage and pricing.
- Assist with sampling program by keeping sample areas full, clean, and appealing and by sampling products directly to customers.
- Follow and comply with established procedures, including Weights and Measures, health and sanitation, and adhere to safe work practices.

### REQUIREMENTS:

- Knowledge of bakery products and customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Aptitude to gain extensive product knowledge.
- Ability to visually examine products for quality and freshness.

### Essential Job Functions:

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

### About Us:

At Whole Foods Market, we empower our Team Members to make their own decisions, thus creating an environment where people are treated with respect and are highly motivated to excel. We mentor Team Members through education and on-the-job experience. As a result, we are able to fill a majority of leadership roles from our existing Team Member base. We also recognize that there are individuals with talent outside of Whole Foods Market, and have training programs to bring those new leaders into the company.

## **Burger King Team Member Job Opportunity**

You're ready for a job that sizzles with potential. That's because being a Team Member at BK® is more than a job – it's an opportunity. A chance to see what you're made of, be challenged, and take hold of your future. It's more than selling the best fire-grilled food on the planet. With enough time, training and experience, you'll have the tools to take that next step towards making it big.

### Responsibilities:

- Ability to interact with customers: receive orders, process payment, respond appropriately to customer issues
- Preparation of products as ordered by customers following the HAVE IT YOUR WAY® service philosophy
- Uncompromising standards in maintaining a clean and safe work environment, maintaining clean bathrooms, building exterior, parking lot, dumpster and sidewalk, including removal of trash within containers to proper dumpster site(s)
- Unloading and stocking required
- Ability to operate cash register or point of sale (pos) terminal, as needed

### Minimum Qualifications:

- Must be at least sixteen (16) years of age

*Note that the responsibilities and qualifications listed above are for positions at restaurants owned or operated by Burger King Corporation. Job descriptions, compensation, benefits and other employment terms and conditions applicable to positions at independent franchised BURGER KING® Restaurants will vary and are determined solely by the Franchisee.*

**STARBUCKS - BARISTA (US)**

Location: **New York, NY (525 7th Avenue)**

**Job Description**

As a Starbucks Barista, you will create the Starbucks Experience for our customers by providing legendary customer service with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment.

**Summary of Key Responsibilities**

Responsibilities and essential job functions include but are not limited to the following:

- Acts with integrity, honesty and knowledge that promote the culture, values and mission of Starbucks.
- Maintains a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the shift team.
- Anticipates customer and store needs by constantly evaluating environment and customers for cues.
- Communicates information to manager so that the team can respond as necessary to create the Third Place environment during each shift.
- Assists with new partner training by positively reinforcing successful performance and giving respectful and encouraging coaching as needed.
- Contributes to positive team environment by recognizing alarms or changes in partner morale and performance and communicating them to the store manager.
- Delivers legendary customer service to all customers by acting with a customer comes first attitude and connecting with the customer. Discovers and responds to customer needs.

**Summary of Experience**

- No previous experience required

**Required Knowledge, Skills & Abilities**

- Ability to learn quickly
- Ability to understand and carry out oral and written instructions and request clarification when needed
- Strong interpersonal skills
- Ability to work as part of a team
- Ability to build relationships

**Physical Requirements**

- Constant standing/walking
- Occasional stooping, kneeling or crawling

## **CHIPOTLE (NYC) IS HIRING FULL-TIME EXPERIENCED COUNTER STAFF (Lower Eastside)**

Chipotle is Hiring!!

Date Tuesday April 16th and Wednesday April 17th

Location: 9 Bond Street, 5th Floor, Brooklyn, NY 11201.

Check In Time: 8:45am-9:15am ( No admittance after 9:15am)

Positions Team Members - \$9.25-\$10.50 Hourly.

- Must have minimum 1 year of previous fast food, quick service restaurant, cafe, barista and/or counter/experience
- Must be available to work FULL-TIME hours (40-50)
- Must have availability to work morning, afternoon or evenings shifts. We are open on WEEKENDS and you should have availability to work on SATURDAY / SUNDAY
- Must have ability to provide excellent customer service
- Ability to lift at least 25 pounds

**\*\*All candidates must be 18 years or older\*\***

Equal Opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities.

## Fairway Market Job Opportunities

<b>Title</b>	<b>Customer Service Representative</b>
<b>City</b>	<b>New York</b>
<b>State</b>	<b>NY</b>
<b>Description</b>	<p>Fairway Market is currently looking for Customer Service Community Relations Assistant. If you have a passion for working in a fast pace retail environment, helping people and providing a positive experience, please apply</p> <p><b>Required Education:</b> Undergraduate degree preferred. Key competencies to include excellent written and verbal communication skills; proficiency in Microsoft Office applications; ability to understand complex issues, coordinate multiple projects and collaborate with internal customers; superior skills in planning, time-management, organization, critical thinking and proactive problem-solving.</p> <p><b>Broad Function and General Objectives:</b> Support development and implementation of a company-wide customer and community relations strategy to manage relationships, deliver superior service and build brand loyalty. Review trends in customer feedback and alert managers of growing problems and/or upcoming issues which may impact customer satisfaction. Ability to engage with customers in one on one interactions to build loyalty and satisfaction.</p> <p><b>Detailed responsibilities:</b> Receive and respond to Community and Customer Relations issues by using existing channels (e.g. email, telephone, letters) in a timely manner. Represent Fairway Market to its internal and external customers. Gather relevant and accurate information from the customer, store, merchants and managers to help build constructive customer relationships. Collaborate with managers to resolve issues toward the goal of building customer satisfaction and long-term customer retention. Work with Fairway's social media team to help address issues raised in postings and follow up emails. Develop an understanding of Fairway's policies, merchandising strategies and operations and become familiar with Fairway's product lines. Work with the community based organizations seeking donations for events. Communicate with requesting organizations and stores to review and determine extent of support. Create and maintain accurate records detailing the disposition of customer issues and donation requests, including Marketing-based community outreach. Provide ad hoc management feedback.</p>
<b>Requirements</b>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>•Ability to read and comprehend simple instructions, short correspondence, and memos [in English]. Ability to write simple correspondence [in English]. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other associates of the organization who only speak English.</li> <li>•Ability to lift up to 30 lbs.</li> <li>•Ability to read and interpret documents such as department manual.</li> <li>•Ability to adapt to the ever changing high volume retail while working in a cross-functional team environment .</li> <li>•Ability to work in a fast pace environment.</li> <li>•Previous cashier/customer service experience is needed.</li> <li>•Understanding what it means to be organized while multi-tasking.</li> </ul>

**WORKSHOP FEEDBACK FORM**

Name of School/Site \_\_\_\_\_ Date \_\_\_\_\_

*Please complete the following questions about the College and Career workshop you just participated in. You do not need to write your name on this paper. Thank you!*

What did you learn during this workshop?

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What did you like best about this workshop?

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What did you like least about this workshop?

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Do you think this workshop will be helpful to you in the coming months while you work toward your GED?

Yes                       No

Why? \_\_\_\_\_  
\_\_\_\_\_

Will this workshop be helpful to you after you graduate?

Yes                       No

Why? \_\_\_\_\_  
\_\_\_\_\_

Is there anything you would change about this workshop?

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What other workshops would you like to see offered?

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