

# **Activities/ Resources for Outcomes**

**Outcomes #1 & #4**

**Sample Employment Application**

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**

**APPLICATION FOR EMPLOYMENT**

**PLEASE COMPLETE PAGES 1-5.** DATE \_\_\_\_\_

Name \_\_\_\_\_  

Last
First
Middle
Maiden

Present address \_\_\_\_\_  

Number
Street
City
State
Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
 Mon \_\_\_\_\_ Fri \_\_\_\_\_  
 Tue \_\_\_\_\_ Sat \_\_\_\_\_  
 Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired     FULL-TIME ONLY     PART-TIME ONLY     FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A FELONY?     No     Yes

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_



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### APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?       Yes     No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?       Yes     No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience**      Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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		From To	Start Final
	Your Last Job Title		

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Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

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**AGREEMENT (PLEASE READ CAREFULLY BEFORE SIGNING)**

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I certify that all the information on this application is accurate and complete to the best of my knowledge and understand that misleading or false statements will constitute sufficient cause for refusal of hire or termination of my employment.

I understand that neither the acceptance of this application nor the subsequent entry into any type of employment relationship with [the Company] creates an actual or implied contract of employment. I understand that, if I accept employment with [Company Name], it will be on an at-will basis. This means that either [Company Name] or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

I agree to submit to drug and alcohol testing, if requested by [Company Name]. I release [Company Name], and its employees, plus other persons or companies, from any and all liability arising out of or related in any way to such testing.

I authorize [Company Name] to investigate information concerning my education, employment experiences and all other aspects of my background relevant to my proposed employment. I release [Company Name] and its employees from all liability arising from such investigation.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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[Company Name] is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with [Company Name] depends solely on your qualifications.

**MY FACT SHEET**

*Complete and carry with you on your job search*

Applicant's Name (Last)		First	Middle Initial	Social Security Number - -
Mailing Address (Number)		Street		Work Telephone Number ( )
City	State	Zip Code		Home Telephone Number ( )
<b>EDUCATION</b>				
Name of School	Location of School		Degree or Course of Study	Date Completed
<b>EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately.</b>				
Job Title		Dates Worked From _____ To _____		Pay \$ _____ Per _____
Name of Employer			Name of Supervisor	
Address:				
		City	State	Zip Code
Telephone Number ( )		Reason for Leaving:		
Duties Performed:				
Job Title		Dates Worked From _____ To _____		Pay \$ _____ Per _____
Name of Employer			Name of Supervisor	
Address:				
		City	State	Zip Code
Telephone Number ( )		Reason for Leaving:		
Duties Performed:				
Job Title		Dates Worked From _____ To _____		Pay \$ _____ Per _____
Name of Employer			Name of Supervisor	
Address:				
		City	State	Zip Code
Telephone Number ( )		Reason for Leaving:		
Duties Performed:				
Job Title		Dates Worked From _____ To _____		Pay \$ _____ Per _____
Name of Employer			Name of Supervisor	
Address:				

City		State	Zip Code
Telephone Number ( )	Reason for Leaving:		
Duties Performed:			
<b>PERSONAL REFERENCES: List the names of three references that employers may contact.</b>			
1) Name	Telephone # ( )	Relationship (Teacher etc.)	
Address:			
City		State	Zip Code
2) Name	Telephone # ( )	Relationship (Teacher etc.)	
Address:			
City		State	Zip Code
3) Name	Telephone # ( )	Relationship (Teacher etc.)	
Address:			
City		State	Zip Code



## Outcomes #3 & #5

Sample Person  
87902 Santa Street  
Groton, CT 68653  
(745) 586 3567

**Objective:** Obtain a position as CNC machinist in a well-known company to apply my CNC machine related knowledge and experience to contribute to the growth of company.

### Professional Skills:

- Strong experience as CNC machinist.
- Able to produce different parts of different dimensions.
- Exceptional ability to work with co-workers.
- Good knowledge of G and M code programming language.
- Uncommon ability to understand and read blueprints.
- Have knowledge of geometric dimensioning and tolerance.
- Excellent in English communication.

### Educational Qualifications:

- Associate in Applied Science - Machining/CNC from Clinton Community College, IA(1997)

### Experience:

Decor Engineers Works, Derby, CT  
CNC Machinist (2001-Present)

Responsibilities handled are summarized as below :

- Handled and installed heavy duty electric motors
- Repaired defected equipments
- Kept tolerance level of all material on standard (+/- .0001) thousandths of an inch
- Worked with stable, strong, growing organization that manufactures high performance brake systems and components

Bal-well Precision Engineers, Bristol, CT  
CNC Machinist (1998-2001)

Responsibilities handled are summarized below:

- Produced different parts of different dimensions on CNC machine.
- Processed various materials such as copper, bronze, stainless steel, and aluminum with the help of CNC machine.
- Carried out CNC set-up and programming on Millers.
- Operated hand and power tools by using different secure methods.
- Installed commercial washers, dryers, and irons.

**Johnny Peterson**  
3445 Post Oak Drive  
Ash Flat, AR 43531  
(324) 243 4232

**Objective:**

Seeking to obtain a material handler position that is challenging and which offers growth, based on enthusiasm and ability.

**Academic Qualification:**

- Completed courses related to material handler post
- High school diploma from HL College, AL (1996)

**Organizational Experience:**

Gen-co Distributions, Bridgeport, CT  
Material Handler Specialist (2001 - Present)

Responsibilities :

- Transported a variety of container and bulk goods, materials, and tools
- Processed material into and out of the delivery organization by using different methods
- Placed and handled items in cargo space by considering their shapes, size, stock number, and other storage factors
- Maintained the records of different equipments and tools
- Kept list of defective and expired material

Pro-Tech Solutions, Arkansas City, AR  
Material Handler(1997 - 2001)

Responsibilities :

- Recorded, delivered, and replenished related supplies in a variety of consumer areas.
- Loaded or unloaded goods from inbound or outbound areas.
- Received arriving goods for cargo space and recorded them.
- Communicated with seniors about any problem regarding material handling.
- Carried out related duties which help to increase my knowledge.

**Professional Synopsis:**

- Able to list out received material with their number and other information.
- Capable of handling transportation of products to proper inventory site.
- Good knowledge of different methods, which helps in processing material.
- Strong experience as material handler.
- Good in English communication.
- Excellent in computer practice.

<http://www.bestsampleresume.com/manufacturing-resume.html>

Date

Ms. Jane Doe  
Human Resources Director  
ABC Company  
Company Street Address  
City, State zip code

Dear Ms. Doe:

I read with interest your advertisement for engineering positions at ABC Company. Your company is one of the leaders in the electronics industry, and I am interested in being employed by a company with your background.

Enclosed is a copy of my resume that details my academic qualifications and practical experience gained through the cooperative education program. As you can see from my resume, I have a firm foundation in electrical engineering.

Thank you for taking your time to review my resume. I would welcome the opportunity to discuss how my education, practical skills, and background would qualify me to be a member of the ABC Company.

Please contact me at 555-555-5555 or name@email.com to set up a time for an interview. I look forward to hearing from you.

Sincerely,

(3-4 blank lines)

Your signature goes here if sending hard copy.

John Jones (your typed name)

Enclosure

[http://jobsearchtech.about.com/od/gettingthejob/a/Cover\\_Template.htm](http://jobsearchtech.about.com/od/gettingthejob/a/Cover_Template.htm)

## Outcomes #7 & #9

### Practice Manufacturing Production Interview

1. What experience do you have with pulp and paper processing? Water and chemical processes?
2. What kind of work have you done with maintenance planning, costing, scheduling, and on-time project completion activities? In which past job functions were they?
3. Production downtime and unexpected breakdowns increase the costs of manufacturing. Tell us about a situation in which you reduced or recovered production or maintenance costs.
4. What work-related achievements are you are the most proud of?
5. Describe your experience with tracking quality metrics.
6. Tell us about your experience in training and guiding others in work instructions, safety requirements, or company policies.
7. How do you approach a problem? Do you prefer to assess a problem quickly and initiate a fix, or take some time to consider the situation and possibly seek advice before arriving at a decision?
8. When was the last time you had a conflict with a co-worker or supervisor? How did you both resolve it?
9. Give an example of a failure or disappointment that you've experienced and what you learned from it?
10. We are seeking someone who can be effective as a mediator between production and maintenance or operations and management. Give an example of your ability to perform as a mediator.
11. How do you handle stress?
12. What questions do you have for us?

<http://www.job-interview.net/sample/Manufacturing.htm>

## Standard Interview Questions

by [ResumeEdge.com](http://ResumeEdge.com) - The Net's Premier Resume Writing and Editing Service

1. Tell me about yourself.
2. What did you most enjoy about your last job?
3. How would your colleagues or supervisor describe you?
4. What can you offer us that other people cannot?
5. What about this job attracts you? What is unattractive?
6. How long do you see yourself with us?
7. How would you describe an ideal working environment?

Standard interview questions might not seem difficult, but your answer to each should be polished and sharp. Craft responses and practice them before your interview so that they roll off your tongue when you face the interviewer. Effective responses answer questions honestly, positively, and briefly, highlighting important qualities and accomplishments that are relevant to the position at hand. Give examples to illustrate and corroborate your statements when possible. Your responses should work together, making connections between what you have previously done, the available position, and your goals.

*Example:* Mark is preparing for an important interview. He is a recent graduate from law school who wishes to become a financial planner at a mid-sized firm that deals with families who have a minimum account of twenty-five million dollars. Before he went to law school, he was a financial analyst for three years and passed two levels of testing toward a CFA certification. He decided not to complete the CFA training.

His company promoted him twice during his time there, once into a management position that suited him only fairly well. He did not get the kind of training from his company that he felt he needed in order to manage people effectively. Still, he likes to help people make good decisions and he effectively led his team to create a clearer strategy for approaching new accounts. Mark seems to have a sixth sense for how to compound wealth. He knows how to spot trends and retreat from them just as they crest in profitability. He thinks he might one day become an estate planning attorney in a financial planning firm. Of course, he does not know what life will bring him. Mark does not want to constrict his options unnecessarily, and he certainly is not ready to settle down into a firm for the next ten years.

Consider how Mark might answer standard questions effectively and ineffectively.

### **Tell me about yourself.**

*Ineffective:* I am a hard worker who is good with numbers. After I worked as a financial analyst for a few years, I decided to go to law school. I just finished and now am looking for a new challenge.

*Effective:* I began developing skills relevant to financial planning when I worked as a financial analyst for three years. In that role, I succeeded in multiplying the wealth of my clients by carefully analyzing the market for trends. The return on the portfolios I managed

was generally 2% more than most of the portfolios managed by my company. My initiative, planning, and analytic skills were rewarded by two promotions. As the manager of a team, I successfully led them to develop a more efficient and profitable strategy for dealing with new accounts. My subsequent training in the law, including tax law and estate law, gives me an informed view of what types of investments and charitable gifts would be most advantageous for your clients.

### **What did you most enjoy about your last job?**

*Ineffective:* I liked lots of things--the people, the challenge, the rewards. Sometimes we had to work long hours, but it always seemed to pay off.

*Effective:* Of the many things that I enjoyed, I would say that the strategic aspects of my job most energized me. I liked setting concrete performance goals for myself and finding ways to meet them. I similarly enjoyed analyzing markets for trends and identifying when would be the most beneficial time to enter or withdraw from certain funds. When I was a manager, my team and I developed a new approach to accounts that became a standard for the company. Strategizing gave my work a sense of tangible direction and accomplishment.

### **How would your colleagues or supervisor describe you?**

*Ineffective:* I guess they would say that I am a hard worker who is successful.

*Effective:* My supervisor and colleagues have described me as a dependable worker. My supervisor has appreciated that I prioritize tasks and manage my responsibilities so that she can rely on me. My bosses tell me I have a sixth sense for markets and I learn new information and procedures quickly. These skills account for my two promotions in three years. My boss was also impressed by how I was able to lead my team.

### **What can you offer us that other people cannot?**

*Ineffective:* I have a unique combination of skills. I also really want the job.

*Effective:* I have a track record of multiplying wealth through investments and developing strategies with teams. Since I have a JD, I also know what legal parameters and loopholes affect families and individuals planning their finances. My CFA training not only shows that I will succeed in the CFP courses, but also gives me a broader view of why financial plans work as they do. Since I am organized and self-motivated, I will add value to the company without requiring much tending and supervision.

### **What about this job attracts you? What is unattractive?**

*Ineffective:* I like that it is in the field I am targeting. I don't like the commute that it will require.

*Effective:* As I evaluate my skills and goals, this job maximizes both. I will be able to merge my knowledge of law and markets while strategizing for the sound financial future

of clients. Since this is a small company, I imagine that there will be opportunity for increased responsibilities and challenges. I share the values of the company. I am not eager to do much data processing, but the position is very attractive.

### **How long do you see yourself with us?**

*Ineffective:* I don't want to make any hasty commitments, and I like to keep my options open. Maybe I will be here for one year, maybe for five. It depends.

*Effective:* I see myself here as long as we both think that I am contributing to the vitality of the company while still growing, through challenges.

### **How would you describe an ideal working environment?**

*Ineffective:* A laptop and cell phone on a beach sound ideal to me. Short of that, I would like an environment in which I am able to work as I please, without much supervision.

*Effective:* It is important to me that my company has clear objectives and strives for success. Similarly, I like having colleagues whom I admire for their skills and perspectives. When communication is clear between colleagues, our energy becomes synergy. In addition, I find that I flourish when given discretion after having gained the trust of my supervisor.

## **Difficult Interview Questions**

by [ResumeEdge.com](http://ResumeEdge.com) - The Net's Premier Resume Writing and Editing Service

1. What are your weaknesses?
2. Why did you leave your last job?
3. How do you deal with criticism?
4. Where do you see yourself in ten years?
5. How do you deal with authority?
6. What do you think of your previous manager?
7. What is the riskiest thing you have ever done?

You think the interview is going well. You knew the meeting location ahead of time, and you arrived ten minutes early. You are dressed sharp and your teeth are clean. You came prepared in every way--you have three copies of your resume, a few business cards, two pens and a note pad. You turned off your cell phone. You managed to find out before the interview that your interviewer held the position for which you are now applying and that you both were in choir at the same college. You know the company's mission statement and have a sense of their structure. Your interviewer nodded and smiled when you spoke about your previous accomplishments and your management style. You seem to have connected with the company culture.

Your reflection, research, and practice have served you so well that you wonder whether you should become a professional interviewee rather than a Financial Planner. Then the

interviewer lifts her head from her notes and, pen in hand, asks: what are your weaknesses?

You have two options: you can squirm and stammer through a response you develop on the fly, or you can look your interviewer in the eye and provide a thoughtful response that still helps you present yourself strongly. When asked difficult questions, you feel instinctively that they are probing and that you are under great scrutiny. As you prepare responses before the interview, consider what information the questions seek: are there ways in which you would be a liability to the company? If the company invests in you, what kinds of things would it need to overcome? Are you the kind of person who can deal with things when they get rough, or are you pure gloss?

In answering sensitive questions, make sure that your answers are honest, but reassuring. Use tact and choose your words carefully so that you show respect for other people in your responses. You should usually use understatement in your reply to sensitive questions. When people hear something bad, they tend to focus on it in a way that is out of proportion to its significance in everyday life. If you say that you are not always organized, the interviewer could imagine your desk with papers strewn everywhere and deadlines missed. But in reality your conception of disorganization might look a lot like the interviewer's conception of organization. In addition, most of the interviewer's questions could be answered honestly in a variety of ways. You want to choose the version of the truth that is most appealing and sensitive--the version that helps support your main message.

### **Examples:**

#### **What are your weaknesses?**

*Overemphasized:* I am not a good manager.

*Avoidant:* I always get my work done on time. When other people drop the ball, sometimes I get frustrated with them.

*Effective:* I prioritize continual growth and improvement. An area on which I would like to focus is managing others who have different expectations from me. What needs to be done in order to complete responsibilities is intuitive for me, so I am learning how to give better direction to others who are not self-motivated.

#### **Why did you leave your last job?**

*Vague and negative:* Law always interested me, and I was looking for a new challenge. I thought it would be a good time to go to law school. Besides, I had gotten frustrated with the lack of support I felt at work.

*Dangerous:* In the end, my manager and I could not get along. He was driving me crazy and I needed to leave.

*Effective:* As I succeeded in financial analysis, I became increasingly interested in broader issues of managing money. I wanted to understand how legal regulations and individuals' goals affect decisions about how to manage money. When I gained entrance to my top



choice in law school, I seized the opportunity to infuse my financial training with legal knowledge.

### **How do you deal with criticism?**

*Disrespectful:* When I remember the source, I usually realize that the other person is in no position to criticize me.

*Unbelievable:* Criticism does not bother me at all.

*Effective:* Criticism is vital to my continued growth, and I welcome constructive criticism that helps a team operate better together or produce better results. It is important to me to understand where my critic is coming from so that I know how to apply the feedback.

### **Where do you see yourself in ten years?**

*Dismissive:* Living in a boat off the coast of Bermuda.

*Exploitative:* I hope to have gained enough skills here to start my own company.

*Scattered:* In ten years, I imagine that I will want a change of scene. One of my long-term interests has been ecological protection, and I can see myself working as a spokesman for a lobbyist organization. First, though, I need to make some money and I want to contribute to your company.

*Effective:* In ten years, I endeavor to have refined my strategic and client relations skills. I intend to be a leading expert in estate planning. After having proven myself as a senior manager, I hope to help shape the strategic direction of estate planning services. I could do this in any number of official roles. The important thing is that I will continue contributing my abilities in a challenging and rewarding environment.

### **How do you deal with authority?**

*Concerning:* I think it is important to question authority from time to time.

*Frightening:* In my last job, there was a time when my boss made a financial decision that I knew would be abysmal. I went directly to his superior to explain the problem. His superior agreed that I was right, and my boss had to alter his plan.

*Effective:* Respect is very important to me. As an employee, I try to respect my boss not only by following her guidance, but also by seeking her guidance. When a trusting relationship is formed, I have often found that my bosses have appreciated concerns or options that I raised to them. They know that I support them, and I know that they respect me.

### **What do you think of your previous manager?**

*Evasive:* She did her job fine. She was a pretty nice person.

*Disrespectful:* She knew her stuff, but she did not give my colleagues or me any real guidance. It was like we were fending for ourselves. She rarely stood up for us either. I do not really think she should be a manager.

*Effective:* My previous manager had excellent technical skills and was very agreeable as a colleague. I would have liked more support from her at times, but her hands-off style meant that I had to become resourceful in problem-solving and negotiating with colleagues.

**What is the riskiest thing you have ever done?**

*Too much information:* My wife and I conceived our first child in front of the police department.

*Dangerous judgment:* I play chicken with trains.

*Effective:* The greatest calculated risk that I have taken was to launch my own internet company. My idea was solid, but I knew the market was volatile. Even though the venture ended, my investment of time and money paid off in terms of the skills, perspectives, and contacts that I made through the process. I feel like I matured--rather than aged--ten years during that time.

## Illegal Interview Questions

Employers should not ask about any of the following since it is discriminatory to not hire a candidate because of any one of them:

- **Race**
- **Color**
- **Sex**
- **Religion**
- **National origin**
- **Birthplace**
- **Age**
- **Disability**
- **Marital/family status**

### Your Options

Answer the question.

Answer the "intent" of the question. For example, if you are asked whether you are a United States citizen (not legal to ask), reply that you are authorized to work in the U.S., which is a question the employer can ask you and which is appropriate to answer.

Try to change the topic of conversation and avoid the question.

Refuse to answer the question if you are very uncomfortable with the question (but this might cost you the job). However, consider whether you really want to work in an environment where you are asked questions that are not appropriate.

### Before You File a Claim

Before you file a claim for discrimination, you might want to consider that most discrimination is not deliberate. In many cases, the interviewer may simply be ignorant of the law. Even though the interviewer may have asked an illegal question it doesn't necessarily mean that the intent was to discriminate or that a crime has been committed.

### Filing a Claim

If you believe you have been discriminated against by an employer, labor union or employment agency when applying for a job or while on the job because of your race, color, sex, religion, national origin, age, or disability, or believe that you have been discriminated against because of opposing a prohibited practice or participating in an equal employment opportunity matter, you may file a charge of discrimination with the U.S. Equal Employment Opportunity Commission (EEOC).

Adapted from:

<http://jobsearch.about.com/od/interviewsnetworking/a/illegalinterv.htm>

## Outcome #12

### Sample Interview Thank You Letter

**Date**

**Interviewer Name**

**Interviewer Title**

**Company Name**

**Company Address**

**City, State zip code**

**Dear Mr./Ms. Contact,**

Thank you for taking the time to discuss the Software Engineer position at XYZ Company, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

**Sincerely,**

**Your Name**

**Your Contact Information**

## Outcomes #16, #17, & #18

### Dependability and Problem-Solving

Through an all-class discussion, students will review how to identify a problem and then use this knowledge to identify and relate class and workplace attendance to dependability problems. Students then summarize through journal writings.

Learners: This discussion/activity is suitable for all learners

Time Frame: This activity takes from 1-2 hours depending on how much information participants offer.

#### Objectives

- Students will identify reasons why dependability is so important in the workplace
- Students will utilize problem-solving skills in relating workplace attendance to dependability
- Students will demonstrate the use of critical thinking, listening, talking respectfully, writing, following instructions, and problem solving skills to facilitate group discussions

#### How to Prepare

Review problem-solving steps to guide the discussion. Have board and markers ready to write during brainstorming

#### Active Learning Methods Used

Discussion, Writing, and Problem Solving

#### What to Do During the Activity

This session has a four-step format:

1. Review how to identify a problem (gather, organize, and interpret)
2. Discuss attendance as related to dependability
3. Identify the Problem
4. Journal Writing

**Introduction:** Review how to identify a problem and write on the board.

**Discussion:** As a group, discuss attendance as related to dependability.

#### Identify the Problem:

- a. Have students brainstorm possible “excuses” for not attending class and write all suggestions on the board
- b. Cross off unreasonable “excuses”
- c. Categorize reasons that are related
- d. Discuss “excused” reasons for an absence in class
- e. Discuss “excused” reasons for an absence in the workplace based on personal experiences
- f. Cross off all unexcused reasons for absence in the workplace (include death in the family, often not excused without an inclusive benefit package)

Journal Writing: Allow 10 minutes for students to write about what they learned and their reactions.

#### Pre-/Post-Assessment

Before actually identifying the problem, learners have the opportunity to review what they have learned in a previous session.

#### Evaluation by Learners

The journal writing serves as an indicator of the evaluations by learners

#### Reinforcement/Generalizations

By crossing off all unexcused reasons for an absence in the workplace, participants will realize how very important dependability is in the workplace.

## **Outcome #22**

Visit <http://www.osha.gov/> for the website of the Occupational Safety & Health Administration to learn about potential safety and health hazards and how the OSHA works to create a safer work environment.

### **OSHA's Mission**

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

### **Organization**

OSHA is part of the United States Department of Labor. The administrator for OSHA is the Assistant Secretary of Labor for Occupational Safety and Health. OSHA's administrator answers to the Secretary of Labor, who is a member of the cabinet of the President of the United States.