

Assessing Job Offers in Community and Social Services*



2 HOURS

Students assess two job offers with different wages, work hours, commutes, and duties. They make various computations of the wages, take personal strengths and preferences into account, and write an essay identifying which position they would choose and why.



- Calculations
- Making inferences
- Essay development

MATERIALS

- *Assessing Job Duties* handout
- *Assessing Job Wages* handout
- *My Job Acceptance* essay assignment

EXPLAIN

- After conducting an interview and checking references, an employer chooses an employee. But an employee also chooses. She can accept, reject, or negotiate. What factors will you consider when assessing a job offer?
 - › *Examples: work responsibilities, wages, bonus/commissions, workplace, responsibilities, commute, time off, hours, benefits.*
- Distribute the *Assessing Job Duties* handout. Ask students to work in pairs to identify as many job responsibilities for each job as possible.
- Share responses with the class.

Ask: What personal attributes would make a good employee for each job? How is this different from the responsibilities?

 - › *Responsibilities are what an employee does. Attributes are the qualities that the employee possesses, such as patience or facility with calculating large numbers, for example.*
- If a computer lab is available, ask students to navigate to CareerCruising or CareerZone to find additional duties and write them in the chart.

Ask: If you are looking for community activist, what are some keywords you can use to search?

 - › *Community activist, community organizer*



*RAENs will provide regional adaptations.

If you are looking for humanitarian aide worker, what are some keywords you could use?

> *Humanitarian aide, human services, community, poverty.*

- 5 If a computer lab is not available, print the entries from CareerZone or CareerCruising.
- 6 Distribute *Assessing Wages* worksheet. Let students know that some questions have one clear answer and others have multiple possible answers. Ask students to read the worksheet and determine which type of answer each question will have. Ask students to complete the worksheet.
- 7 Ask students to discuss which job they would prefer, taking into account the job responsibilities, wages, schedule, commute and any other factors.
- 8 Distribute *My Job Acceptance* writing assignment and ask students to complete it. Teachers should divide this assignment into steps according to how they teach the writing process, for example, by using an outline, a freewrite or pair discussions.

Assessing Wages*

The two jobs offer very different hours, wages and benefits. Analyze the chart to answer the questions on the following page. Show all of your calculations.

	AMNESTY INTERNATIONAL	AMERICORP
HOURS	2–7pm Wednesday–Thursday, 12–9pm Friday and Saturday, 10am–5pm Sunday Closed federal holidays with no pay	40 hours per week. Schedule varies depending on assignment. Closed certain federal holidays with no pay Two weeks vacation in Winter and one long weekend break in Spring
PAY RATE	\$13/hr for first two weeks after two weeks \$15/hr after 6 months \$17/hr	Housing and meals paid for. \$200 living stipend every two weeks
BONUS	None	\$5,775 Education Award at the end of service to be used to pay for previous or future college education. College credit available for some training courses.
LOCATION	Manhattan office	Based in Baltimore, MD Travel possible to any state in New England, the Mid-Atlantic states, and the US Virgin Islands
COMMUTE	45 minutes by subway	Americorps attempts to make placements a 15 minute walk from the volunteer's home. If the location is further, transportation is provided.
BENEFITS	None for part-time employees	Limited medical insurance (routine and emergency care) \$400/mo for childcare
DUTIES	Persuade the general public to support Amnesty International USA's (AIUSA) mission. Work in public spaces and go door-to-door informing people about AIUSA's work and inspiring them to become members. This job requires being on your feet for up to 8 hours per day.	To help improve the quality of life for others. Work varies throughout year of service. Options include: natural disaster relief, health education and outreach, and environmental conservation, among others. Some assignments may require physical labor.

Community Activist AMNESTY INTERNATIONAL	Humanitarian Aid Worker AMERICORPS
<p style="text-align: center;">Weekly Pay</p>	<p style="text-align: center;">Weekly Pay</p>
<p style="text-align: center;">Monthly Pay</p> <p>Month 1:</p> <p>Months 2–6:</p> <p>Month 6+:</p>	<p style="text-align: center;">Monthly Pay</p>
<p style="text-align: center;">Monthly Earnings after 6 months</p>	<p style="text-align: center;">Monthly Earnings</p>
<p style="text-align: center;">Monthly Transportation Costs</p>	<p style="text-align: center;">Monthly Transportation Costs</p>
<p style="text-align: center;">Monthly Rent</p> <p style="text-align: center;">\$750</p>	<p style="text-align: center;">Monthly Rent</p>
<p style="text-align: center;">Monthly Food Expenses</p> <p style="text-align: center;">\$250</p>	<p style="text-align: center;">Monthly Food Expenses</p>

My Job Acceptance

Taking into account all that you know about each job and all that you know about yourself, which job would you choose?

Write a 1-2 page letter to your friend or sibling, describing your choice and the reasoning behind it. Be sure to include:

- Expected responsibilities and why you think you would enjoy this job.
- Your skills and interests and how you can grow as a professional in this job.
- How this job fits in to your short-term or long-term goals.
- A discussion of the wages, including salary, base pay, commissions, year-end bonus and transportation costs.
- A discussion of the work hours and how this fits in with your schedule.
- Was it a difficult or easy choice? Explain why.

Make sure that each paragraph has one main idea and that all paragraphs are organized in a way that is easy to follow.