



2 HOURS



- Calculations
- Making inferences
- Essay development

Assessing Technology Job Offers*

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.

MATERIALS

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

EXPLAIN

- 1 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.*

- 2 Distribute the *Assessing Job Duties* handout*. Ask students to work in pairs to identify as many job responsibilities for each job as possible.

- 3 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.*

- 4 If a computer lab is available, ask students to navigate to CareerCruising or CareerZone to find additional duties.

Ask: If you are looking for software salesperson, what are some keywords you can use to search:

› *Examples: Sales, Retail, Software*



*RAENs will provide regional adaptations.

- 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 are very different. Analyze the chart to answer the questions below.
Show all of your calculations.

	TECHNICAL SUPPORT	SOFTWARE SALES
Hours	10am-5pm, Monday–Friday	10am–7pm, Wednesday–Thursday 8am–6pm, Friday and Saturday
Pay Rate	\$9.50/hour	\$7.75/hr base pay
Commission or Bonus	A year-end bonus is likely.	10% commission on every sale
Breaks	½ hour unpaid break	½ hour unpaid break
Commute	15 minute walk from home	45 minutes by subway*
Duties	Providing phone and in-person assistance resolving computer problems.	Sell selling healthcare software to medical businesses.



*RAENs will provide regional adaptations.

TECHNICAL SUPPORT	SOFTWARE SALES
Paid hours	Paid hours per week, excluding additional seasonal hours
Weekly Pay	Weekly pay before commission
	Number of sales you think you can make per week
	Weekly earnings if you meet your selling target and the average software cost is \$400
Weekly transportation costs	Weekly transportation costs





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.