



2 HOURS



- Calculations
- Making inferences
- Essay development

Assessing 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 *Assessing Job Duties*. 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?
- 4 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 health insurance salespeople, what are some keywords you can use to search?

 - › *Examples: Salesperson/Sales, Retail.*
- 5 If you are looking for ambulance driver, what are some keywords you can use?
 - › *Examples: ambulance driver, EMT, paramedic.*



*RAENs will provide regional adaptations.

- 6 If a computer lab is not available, print the entries from CareerZone or CareerCruising. See sample from CareerZone below.
- 7 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.
- 8 Ask students to discuss which job they would prefer, taking into account the job responsibilities, wages, schedule, commute and any other factors.
- 9 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.

	HEALTH INSURANCE SALES	AMBULANCE DRIVER
Hours	2–7 Wednesday and Thursday, 12–9 Friday and Saturday, 10–5 Sunday + increased seasonal hours.	5am–5pm, Tuesday, Wednesday, Friday and Saturday
Pay Rate	\$8.75/hr base pay*	\$9.50/hour*
Commission or Bonus	10% commission on every sale	
Breaks	½ hour unpaid break	Breaks between emergency calls
Commute	45 minutes by subway*	15 minute walk from home
Duties	Sell health insurance plans in the community including at colleges, health fairs and mobile units.*	Transporting EMTs and patients from a patient's location to the hospital on emergency calls.*



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HEALTH INSURANCE SALES	AMBULANCE DRIVER
Paid hours per week, excluding additional seasonal hours	Paid hours
Weekly pay before commission	Weekly Pay
Number of sales you think you can make per week	
Weekly earnings if you meet your selling target and the average health plan costs \$4,980* per year.	
Weekly transportation costs	Weekly transportation costs

 *ADAPT TO YOUR REGION
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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? Don't forget about the increase in seasonal hours.

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.