NAF Professional Ethics

Lesson 9

Ethics and Finding the Right Job

Student Resources

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| --- | --- |
| Resource | Description |
| Student Resource 9.1 | Survey: Would You Work for a Company That…? |
| Student Resource 9.2 | Analysis: Careers That Match My Interests |
| Student Resource 9.3 | Example: Student Resume |
| Student Resource 9.4 | Guide: Getting Started on LinkedIn |

Student Resource 9.1

Survey: Would You Work for a Company That…?

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Directions: Read each question and respond with Yes, No, or Not Sure. Give a one-sentence explanation for your response.

1. Would you work for a company that outsources most or all of its labor to other countries?
2. Would you work for a company that makes military weapons?
3. Would you work for a company that manufactures tobacco products?
4. Would you work for a company that tests its products on animals?
5. Would you work for a company that uses child labor in other countries?
6. Would you work for a company that produces nuclear power?
7. Would you work for a company that donates funds to a cause or political party whose views you disagree with?
8. Would you work for a company that conducts trade with a country whose government’s policies you disagree with?
9. Would you work for a company that has a record of discrimination based on race, ethnicity, gender, or sexual orientation?
10. Would you work for a company that has a poor environmental record?
11. Would you work for a company that does not allow unions for its workers?
12. Would you work for a company that is known for forcing local or smaller competitors out of business?
13. Would you work for a company that produces or distributes products that glorify violence?
14. Would you work for a company that sells and/or processes meat for fast-food companies?

Student Resource 9.2

Analysis: Careers That Match My Interests

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions: The O’Net website gives you a snapshot of career possibilities based on the kinds of activities and tasks you like to do now. Fill in Part 1 as you work through the career section of the O’Net website. It may give you new ideas for careers that you would enjoy.

Part 1: Interest Inventory

Take the Interest Profile

Go to the My Next Move website: <http://www.mynextmove.org/>

Choose the “Tell us what you like to do” option, in purple on the right. Click Start. Follow the instructions and answer all of the questions honestly. Remember, nobody thinks you already know how to do most, or even any, of these things! Just pick according to whether an activity sounds like something you’d like to do as part of your job.

When you have answered all of the questions, your results show as a bar graph. The highest scores tell you which interest categories describe what you enjoy most. Fill in your scores for each category in the table below. Click each of the interests and write down two or three jobs that people with that interest would enjoy doing:

|  |  |  |
| --- | --- | --- |
| Interest | Score | Kinds of work that people with this interest enjoy |
| Example: Social | 25 | Working with others; teaching, guiding, helping people |
| Realistic |  |  |
| Investigative |  |  |
| Artistic |  |  |
| Social |  |  |
| Enterprising |  |  |
| Conventional |  |  |

Education and Experience Required by Jobs That Interest You

The next section in the interest profile gives you examples of jobs in each interest area according to how much education and training they require. They are organized by zones. Fill in the next table by writing down the two interest areas that you scored the highest in, and two examples of jobs from each job zone.

If you have a choice, pick Future Job Zones, not Current Job Zones. You’ll see which sorts of jobs are available that you might enjoy in the future and that you are willing to get the education and training for.

|  |  |  |
| --- | --- | --- |
| Job Zone | Interest Category: | Interest Category: |
| 1. Little or no job preparation  High school diploma, no job training | a.  b. | a.  b. |
| 2. Some job preparation  High school diploma, some training or apprenticeship | a.  b. | a.  b. |
| 3. Medium job preparation  Vocational school or associate’s degree, previous work experience | a.  b. | a.  b. |
| 4. High job preparation  Bachelor’s degree, several years of work experience | a.  b. | a.  b. |
| 5. Extensive job preparation  Master’s degree, MD, JD, or PhD, many years of experience | a.  b. | a.  b. |

Part 2: Career Research

This section gives you the chance to research some of the careers that you learned about in Part 1. Useful websites are listed here, organized by academy theme. You can also conduct searches and find other sites.

Academy of Information Technology

O’Net Online, Information Technology Career Cluster:

<http://www.onetonline.org/find/career?c=11>

Occupational Outlook Handbook, Computer and Information Technology Occupations:

<http://www.bls.gov/ooh/computer-and-information-technology/home.htm>

Academy of Finance

O’Net Online, Finance Cluster:

<http://www.onetonline.org/find/career?c=6&g=Go>

Finance Careers, Jobs, Training and Employment Information

<http://www.careeroverview.com/finance-careers.html>

Academy of Health Sciences

O’Net Online, Health Science Cluster:

<http://www.onetonline.org/find/career?c=8&g=Go>

Academy of Hospitality & Tourism

O’Net Online, Hospitality and Tourism Cluster:

<http://www.onetonline.org/find/career?c=9&g=Go>

Find information about three jobs that are in the top two interest categories from Part 1.

|  |  |
| --- | --- |
| Job title: | Industry: |
| Salary range: | Outlook: |
| Education and training required: | |
| Description of tasks and responsibilities: | |
| Why I think I’d like this job: | |
| Why I might not enjoy this job: | |

|  |  |
| --- | --- |
| Job title: | Industry: |
| Salary range: | Outlook: |
| Education and training required: | |
| Description of tasks and responsibilities: | |
| Why I think I’d like this job: | |
| Why I might not enjoy this job: | |

|  |  |
| --- | --- |
| Job title: | Industry: |
| Salary range: | Outlook: |
| Education and training required: | |
| Description of tasks and responsibilities: | |
| Why I think I’d like this job: | |
| Why I might not enjoy this job: | |

For the sake of comparison, check out a couple of jobs from the interest categories in which you scored the lowest. Why do you think this job would be a bad fit for you? Is there anything about this job that does appeal to you? Use this space to answer these questions.

Job title: Interest category:

Description of responsibilities:

Why I think I would NOT enjoy this job:

What aspects of it might appeal to me and why:

Job title: Interest category:

Description of responsibilities:

Why I think I would NOT enjoy this job:

What aspects of it might appeal to me and why:

Student Resource 9.3

Example: Student Resume

Isabel E. Martinez

72 Maple St.

San Antonio, Texas 78023

210-555-0098

i.e.martinez@gmail.com

Objective

To procure a summer internship at an accounting firm

Education

San Antonio City High School San Antonio, Texas

* Student in the Academy of Finance
* Currently at the end of 10th grade
* 3.25 GPA

Paid Work Experience

**Camp Counselor**

**Little Learners Camp** June 2019 to August 2019 San Antonio, Texas

* Taught art, music, and physical activity programs to 10-year-old day campers
* Planned curriculum and created schedule alongside fellow counselors
* Created safe and healthy environment for campers to learn and play

Volunteer Work Experience

**San Antonio Homeless Shelter** September 2018 to present San Antonio, Texas

* Perform bookkeeping and accounts payable tasks, as assigned
* Assist in organization of food during food drives San Antonio

Extracurricular Activities

* Accountant for Yearbook Club September 2019 to present San Antonio, Texas

Finance Achievements

* Awarded Academy of Finance Outstanding Student of the Month, March 2016
* Received A+ on Managerial Accounting poster on the importance of budgeting, April 2016

Relevant Skills

* Proficient with MS Word and Excel
* Strong organizational and mathematical skills

Student Resource 9.4

Guide: Getting Started on LinkedIn

Directions: This resource will help you prepare a professional profile on LinkedIn. Before you begin, read through all of the instructions on this guide, and read the assessment criteria at the end of the guide to make sure you understand how your work will be assessed.

LinkedIn is a social media site, similar to Facebook. However, while Facebook is full of photos from people’s vacations, LinkedIn is designed to be a professional network, where people share important events in their professional lives (got a new job, earned a new certificate, etc.) and discuss job-related topics.

As NAF Academy students, you are beginning to develop a professional record and a professional reputation. This is a perfect time to begin developing your own professional profile on LinkedIn!

Creating an Account

Go to LinkedIn.com to sign up. You will need to give your first and last name and an email address, and you will need to choose a password.

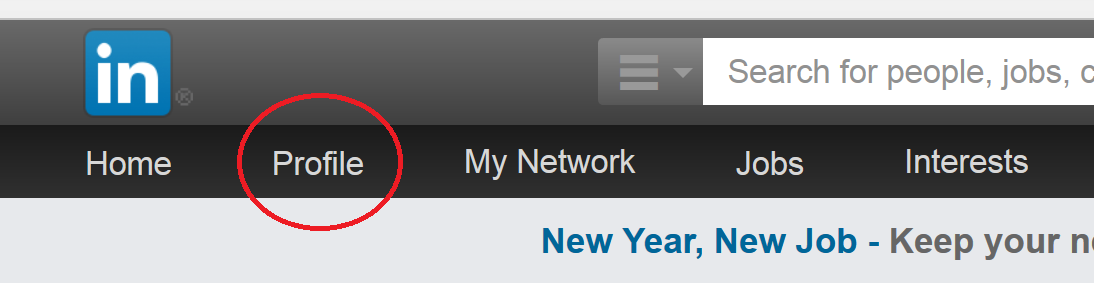
Keep in mind:

* You need to use your real legal name, not a nickname.
* Use a professional-sounding email address.
* Pick a password that you will be able to remember but one that isn’t too easy to guess.

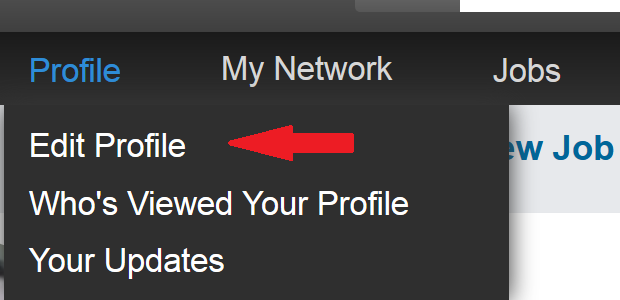
Finding Your Profile

Once you are logged in, you will begin working on your profile. A LinkedIn profile is similar to a resume.

To find your profile at any time, look at the menu at the top of the screen.



If you put your cursor over the word *Profile,* a menu drops down. Select Edit Profile.



Developing Your Profile

Many sections of your profile are editable. You will not fill in all of them right now. Some sections you must fill out, some are optional (you can choose to fill them out now or not), and some you will definitely not fill out at this point.

Whenever you add information to a section, make sure to click Save when you are done!

Sections You Must Complete:

* **Name** (obviously)
* **Headline**: Your headline appears just under your name. A lot of people put their job title in their headline, which, in your case, would be “Student.” However, the headline is a perfect spot for you to say something about what you are hoping to do. For example, “Business Student in Search of an Internship” or “Future Marketing Professional.” You could also use your headline to mention something career-related you are doing now, even if you aren’t getting paid for it, such as “Student and App Developer” or “Future Nurse and Current Hospital Volunteer.”
* **Location**: The general area where you live (not your address, but a city or region).
* **Industry**: What industry you hope to work in or get an internship in.
* **Summary**: This is your opportunity to say a little bit about yourself. Use this space to tell a potential employer or internship provider who you are and why an employer should consider you. Don’t make it too long, though. You have approximately 2,000 characters for your summary. Since the rest of your profile is full of facts and specifics, your summary can be a good place to let a little more of your personality shine through. This is also a place to make it clear that you believe in ethical practices in the workplace.
* **Experience**: This is where you would add jobs or internships you have held or currently hold. You would add a separate entry for each company or organization you have worked for. Note that there is a separate section for volunteering.
* **Education**: Here, list where you are going to school and any specific organizations or accomplishments that are related to your career field or that emphasize qualities you think would be helpful (for example, if you have been a member of the marching band for multiple years, that could show dedication and teamwork, even if your future career has nothing to do with music).
* **Projects**: Any major projects you have worked on—like the projects you have done in NAF courses—can be featured here. Make sure to include only the projects you are proud of, though; don’t put things on there just to fill in the blank space.
* **Courses**: This is a perfect place to list any NAF courses you have completed, including this Professional Ethics course!

Optional Sections:

* **Photo**: LinkedIn profiles with photos tend to get more views. However, only add a picture if you have one that is a professional-looking and clear shot of your face or head and shoulders.
* **Certifications**: If you have earned any certifications through your NAF courses, here is the place to list those.
* **Honors and Awards**: Any awards, honor roll achievements, and the like that you have earned should be listed here, as long as they are pertinent to your career. Earning an award for “most slam dunks on the JV basketball team” may not be career related, unless you are looking for a career related to sports. However, if that award is meaningful to you because you are the shortest member of the basketball team and you worked very hard to learn how to slam dunk, then the award might be a good thing to include because it says something important about who you are.
* **Languages**: If you speak more than one language fluently, list it here. Be honest, though: don’t list languages if you can only say “hi” and “bye.”
* **Organizations**: If you belong to any organizations that are related to your career field or any major organizations that people might be familiar with (scouting organizations, national service groups, etc.), list those here.
* **Volunteer Experience**: This is a perfect place to list any volunteer work you have done, particularly volunteering that may be related to your future career field.

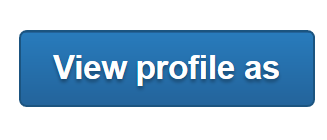
Sections to Skip Right Now:

* **Contact Info**: At this point, it’s probably safest to leave your contact information blank. People can always contact you through LinkedIn if they see your profile and want to talk to you. Note that you can also include social media information in your contact info, but again, at this point, it’s probably better to skip that section.
* Any other section on LinkedIn that hasn’t already been mentioned—including recommendations, patents, publications, skills and endorsements, test scores, and additional information—can be skipped at this point. Some of those sections probably don’t apply to you right now. Other sections may apply to you, but they are very time-consuming, so you can work on those at another time.

Your LinkedIn profile is a living description of you, so it will never be 100% complete. Your goal at this point is to get a good basic profile set up.

Checking Your Profile

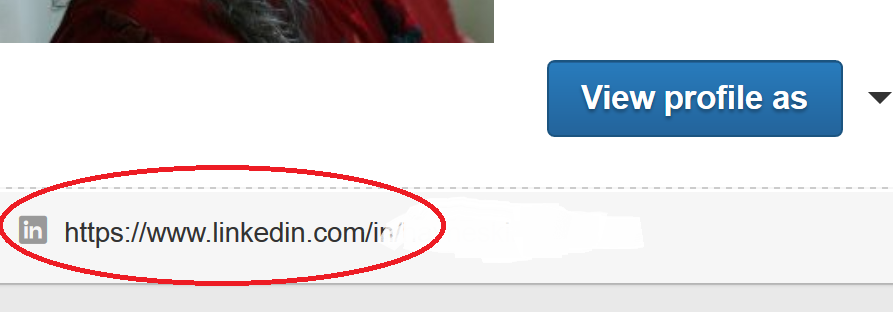
Curious about how your profile would look to another LinkedIn member? Click the View Profile As button:



This allows you to see what your profile looks like to other members of the LinkedIn community. Use this button periodically to get a sense of your progress.

Sharing Your Profile

There are many ways to help someone find your profile on LinkedIn, but the easiest way is to give them the web address for your profile. The web address starts with <https://www.linkedin.com> and can be found near the top of your profile (see screenshot below).



Many professionals choose to get a personalized address for their LinkedIn profile, but you don’t need to take that step at this point.

When you feel your profile is ready to be assessed, find your profile web address, copy it down, and give that address to your teacher. Your teacher will sign on to LinkedIn and evaluate your profile using the assessment criteria listed below.

Make sure your profile meets or exceeds the following assessment criteria:

* The profile is published on LinkedIn and visible to other LinkedIn members.
* The profile presents the student in a professional manner.
* The profile includes information in all required sections.
* The profile uses proper spelling and grammar.