



Project Metamorphosis

Volume 6 Number 1A/1B

Jobs: Why Work?

Why do people work? There are many reasons for getting a job and earning money.

1. To buy what we need
2. To buy what we want
3. To save for later use
4. For peace of mind
5. For independence
6. To care for those who depend on us
7. To care for those we love
8. To stay out of trouble

There are many kinds of careers. All take some kind of training and/or experiences. There are jobs in farming, industry, health care, education. There are mechanical jobs, construction jobs, transportation jobs, etc.

There are at least three things that can either help or hurt you in looking for a job. They are:

1. Motivation

How interested are you in finding work? Why are you interested?

2. Determination

How much do you really want to work?

3. Self-knowledge

Do you really know your interest, ability and values?

On the list below, place in order of importance *YOUR* reasons for working:

- _____ To be creative
- _____ Self-esteem
- _____ Love and care for others
- _____ Safety (housing, etc.)
- _____ Food
- _____ To stay out of trouble
- _____ Independence
- _____ To buy luxury items
- _____ To save money
- _____ For peace of mind
- _____ Other _____
- _____ Other _____

The Greatest Secret In The World – Part 6

Og Mandino says the following in his book *The Greatest Secret in the World*, "***If a business day is a social success, it has been a business failure.***" He followed up this statement by saying that socializing—hanging out with friends—is easy and fun. Work—including the work that goes into getting a job—is more challenging. As a result, most people procrastinate. They put off what they know they should do. The secret in this issue is to act now. You've come too far and made too much progress not to put the "new you" into action.

Don't forget to read this part every day in the prescribed way until given another part to read. You should read it silently in the morning, read it again after lunch, and read it again—this time aloud— before you go to sleep. **As you repeat the words they will become part of your active mind. They will also become part of your other mind—the mind that never sleeps and that often makes you act in ways you do not understand.** As your other mind makes new habits, you will become a changed person.

*My dreams are worthless. My plans are no good. My goals are unreachable. All of this is true, unless followed by action. **I will act now.** I now know that my fears prevented me from acting. I am no longer afraid. **I will act now.** I will not delay. I will not hesitate. I will not stop. I will repeat these words over and over. **I will act now. I will act now.** These words train my mind. They prevent failure. **I will act now. I will act now.** Only action determines my worth in the market place. To increase my worth, I will increase my actions. **I will act now. I will act now.** For now is all I have. Yesterday is gone. Tomorrow is not yet here. **I will act now. I will act now.** Success will not wait. I am responsible for what I do. **I will act now. I will act now.** This is the time. This is the place. I am the one. **I will act now. I will act now.***

CHARACTER FIRST: Thoroughness. . . on and off the job

Looking for a job is a job in itself. Like other jobs, it takes thoroughness. Thoroughness means complete and careful attention to details. It involves all-out, full-scale effort. Everyone wants a good, high-paying job. Not everyone takes the time and effort to get such jobs. Thoroughness is knowing what will affect success. It is making sure these get done. It is the difference between those who are committed to success and those who want success but who are not committed.

Many factors are important in getting a job. We must: 1. Know where to look for jobs. 2. Know how to fill out job applications. 3. Know how to dress for interviews. 4. Know how to act in interviews. If we know all of these things, we are thorough in our job preparation.

A thorough understanding of a job's requirements also means that we understand how—or if—we fit into a business. It tells us if our qualifications and experience meet the needs the company has. Our thoroughness helps assure a good fit between us and the job.

Although we need to be thorough in looking for a job, thoroughness is a thinking skill that we can use all the time. It involves concentration, energy, creativity, and alertness. It also takes a good attitude and hard work.

To be thorough, use the following steps:

1. Think about the important parts of what you need to do.
2. Make a plan.
3. Think of possible challenges that could occur.
4. Think of creative solutions for each problem.
5. Choose to work wholeheartedly to achieve success.

LIFELONG LEARNING: *Making A Plan*—Is getting all your work done an issue? Make a plan to organize your time and work. Steps in Making A Plan:

1. Identify exactly what needs to get done.
2. Decide what materials are needed. Write a list of materials in the order they will be needed.
3. Determine where each item can be obtained.
4. Figure how much time it will take for each step.
5. Be sure to estimate how much time you have to complete the work and when the entire job must be completed.

At work, your boss may give you a task that is beyond your regular work activities. Your willingness and ability to complete the work is important to your future success. Make a plan for the following work assignment.

Don works at a restaurant. In addition to his regular work, his boss needs him to inventory the number and condition of the utensils used in food preparation. With the help of your instructor, use the five steps above and make a plan to help Don complete the assignment.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 1A/1B
Understanding What You Read

Read “Jobs: Why Work?”. Then complete the following summary.
Use words from the article if you wish.

There are many reasons to work. Working helps us buy what we _____ or _____. We can
_____ money for the future. It can give us _____ of _____. It helps us be
_____. Jobs help us care for others. It can even help us stay out of _____.

There are many kinds of careers. All of them take _____ and/or
_____. The three things that can help or hurt us in looking for a job are
_____, _____, and _____.



Project Metamorphosis

Volume 6 Number 2A/2B

Getting the Right Job

Work means many things to many people. We can expand our personal definitions of work by exploring how our work meets our needs. We can also make better career choices by knowing what questions to ask about jobs or careers.

Work is an important part of life for most of us. The reasons for working vary. The rewards and benefits that come with the work vary, too. We define work based on how work meets our needs and desires. These needs are sometimes called "human needs." We need some things to survive. These include food, shelter and clothing. Some things meet personal desires. These might be love, self-esteem and creativity.

KNOWING WHAT JOB IS RIGHT FOR YOU

We like work when we choose a job that was right for us. To find the right job, first you must know and understand yourself. How can you know yourself?

1. Think about your talents.

These are things that you can do well.

2. Think about your personality.

This is the special way you feel and act.

3. Think about your values.

These are the ideas, beliefs and actions important to you.

4. Think about what brings you satisfaction.

This is what makes you feel good, brings you pleasure, joy, or happiness.

CHARACTER FIRST: Truthfulness.

. . on and off the job

Job applications speak for us. As people who have been in prison, we feel we face a problem. We want the job. We're just not sure that a potential employer can handle the truth about our background. Truth comes from the same word as trust. We earn future trust by correctly reporting the past and by what we are doing in the present. We think that if we don't tell the truth and we get the job, we will have time to make a good impression before the boss finds out the truth. It's a gamble. If we begin a job with a lie—and the lie gets out—we will have the reputation of a person who can't be trusted. Through Going Home you may be linked to employers who know the truth and want to hire you for who you are today.

Truthfulness forms a basis for life that is sure and strong. It comes from what we think. If life is based on desires, we may find that getting those things doesn't make us happy. For instance, maybe what you want is money. So you get money. That it's not enough. So you decide you want a car. You get a car. It's still not enough. This cycle will go on until we decide *what we really value*. If we base life on what is popular, we find those things change as trends change. The trends from high school aren't in style anymore. What was cool isn't cool now. Keeping up is a race you can't win. If we choose based on what is easy, we may not get the best life has to offer.

If we base life on our experiences, we won't know what we believe until the end of life. Rather than choosing beliefs, beliefs result from understanding of truth. Character First suggests we figure out what our beliefs and values are. What are your beliefs and values?

LIFELONG LEARNING: Classifying-Understanding how things are alike is an important thinking skill. We often need to know how things or ideas go together. This is called classifying. For instance, what do pens, pencils, and crayons have in common? Yes, they are all used for writing.

Look at the list of words below. Find the three things that are "precious stones".

book	newspaper
backstroke	Lifeguard
magazine	ruby
pool	pearl
	diamond

Ruby, pearl, and diamond is the right answer. On a separate sheet of paper, classify the other six words. On a separate sheet of paper, classify the six sentences below into two groups. Remember to group together the ones that have something in common. Be sure to label each group.

1. A loud cheer rose from the packed stadium as the pitcher hurled the first ball of the season.
2. Jim and I packed our gear, climbed into the canoe, and began paddling downstream.
3. The vendors inched their way up and down the aisles selling hot dogs and drinks.
4. As we pitched our tent, we were caught in a sudden downpour that soaked us to the skin.
5. For dinner we cooked the fish we had caught that afternoon.
6. The batter walloped the first pitched ball over the left-field fence for a home run!

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 2A/2B

Understanding What You Read

Read “Character First: Truthfulness. . . On and Off the Job”. Then answer the questions.

1. How does a written application speak for us?
2. How is future trust earned?
3. What often happens to people who base their lives on things (e.g., desires or money)?
4. What happens to people who base their lives on what is popular?
5. What happens to people who base their lives on what is easy?
6. What happens to people who base their lives on experience?
7. Where do beliefs and values come from?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 2A/2B

Understanding What You Read

Read “Character First: Truthfulness. . . On and Off the Job”. Then complete the following summary. Use words from the article if you wish.

Our _____ speaks for us. We may feel that we face a
_____. We want a job. We’re not sure if we can tell the
_____ about our background. Truth comes from the same word as
_____. We earn future trust by correctly reporting the _____ and
by what we do in the _____. _____ forms a basis for
life. It comes from the what we _____. We can base our life on many things. But
getting them will not make us _____. Rather than choosing our beliefs, beliefs
come from our understanding of _____.



Project Metamorphosis

Volume 6 Number 3A/3B

Finding and Applying for Jobs

One of the best ways for finding a job is to tell everyone we know that we are looking for work. Talk to them about the kind of work we want. Other ways of finding a job are:

1. Help wanted posting (newspapers and internet)
2. Personnel Offices
3. State Employment Agencies
4. Job bulletin boards
5. Private employment agencies

One way to apply for a job is by telephone. Many newspaper ads give the telephone number.

If you call, you want to make a good impression when you apply. Speak clearly and politely. Plan what you're going to say before making the telephone call.

Then:

1. Introduce yourself
2. Give the purpose of the call (the job)
3. Be ready to give your telephone number and
4. Ask for an appointment

Another way to sometimes apply for a job by letter or e-mail:

1. Write what job you're seeking
2. Ask for an application
3. Be neat and use correct grammar
4. Ask for an interview
5. Write about your skills and strengths
6. Provide your address/telephone number/e-mail address
7. Provide references

APPLICATION FORMS

To apply for most jobs, you need to complete a job application. Many applications ask for the following information:

1. Personal Information

- A. Name
- B. Address
- C. Social Security Number
- D. Phone number

2. Position

- A. The job you are applying for
- B. Expected salary
- C. Work schedule

3. Education

- A. High School: Name and location
- B. College: Name, location, and degree(s)
- C. Special skills

4. Military

- A. Branch of Service
- B. Dates of Service
- C. Rank
- D. Type of Discharge
- E. Duties/Training

5. Experience (work)

- A. Name, Position, Reasons for leaving, Salary
- B. Name, Position, Reasons for leaving, Salary
- C. Name, Position, Reasons for leaving, Salary

6. References

- A. Name, Address, Telephone number, Occupation
- B. Name, Address, Telephone number, Occupation
- C. Name, Address, Telephone Number, Occupation

7. Your Signature

Means that you agree to let the company check out the information you gave on this form.

CHARACTER FIRST: Discretion. . . on and off the job

Discretion is knowing and avoiding words, actions, and attitudes that might bring undesirable results. It is knowing that how you say things is just as important as what you say. Discretion is understanding cause and effect relationships. It is related to your ability to isolate factors that bring negative effects.

Some people think that all you have to do for an interview is show up. That doesn't always get the job. Instead, you have to prepare for an interview. Discretion is part of our preparation. We have to know what to say. We need to know how to say it. We need to think about how what we say affects others. The following tips will help improve your interviewing- and life skills:

PLAN WHAT TO SAY

Think about your work experience and skills. Choose what you want your future employer to know about you. Think about how you can best communicate that information.

STOP, LOOK, AND LISTEN

Stop. Try to find out something about the place where you will interview. Ask about company rules. Ask about business values. Listen to what others say. Look for ways your abilities can meet their needs.

DEVELOP GOOD MANNERS

A company is a community. The way we treat others says a lot about the kind of person we are.

Develop an understanding about causes and effects. Almost every decision has some sort of consequence. The more we think of the results of our words or actions, the better we control them.

LIFELONG LEARNING: Communication-The way we speak affects our ability to get a good-paying job. In the work place, more formal speaking style is expected. Use complete sentences. Use certain words. We speak more casually with friends. Words may be more general. We may use more verbal gestures or use incomplete sentences. In formal language, the speaker or writer gets straight to the point. In casual language, the speaker or writer goes around the issue before coming to the point. The way you organize and store information in your brain also has a formal and a casual pattern. The formal pattern starts at the beginning of a story and goes in time order to the end.

Formal Story Structure (Payne, 1996)

BEGINNING _____ PLOT (What happens) _____ ENDING

The casual pattern often begins with the end of the story or the more exciting part of the story. There are often comments about the character and his/her value. Here, the most important part of the story is the characterization. (Payne, 1996)

Think of an interesting story. Write the story using the same words as the way you talk. Look at the way the story is organized. Rewrite the story using formal language and formal story structure.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 3A/3B

Understanding What You Read

Read “Finding and Applying for Jobs”. Then answer the questions.

1. What is one of the best ways of finding a job?
2. What are two places that have job information that you can look at on your own?
3. What are three places you can go that have personnel to help you find jobs?
4. What four things should be included in a phone call for an interview?
5. What are two things to ask for in a letter of application?
6. What are three things to include in a letter of application?
7. Describe an application letter.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 3A/3B

Understanding What You Read

Read "Finding and Applying for Jobs". Then complete the following summary.
Use words from the article if you wish.

One of the best ways to find a job is to tell _____ . You should tell them
the kind of _____ you want. You can also find jobs in _____
_____, _____,
_____, _____, and
_____. When calling for an interview, you should speak
_____. When you call tell the person who you
are, the _____ of the call and your _____ number. Ask for
an _____. If you apply in a letter, include the _____
of the job you want. Ask for an _____. Make sure your letter is
_____ and correctly written. You can also ask for an
_____. Be sure to give your _____, you
_____ and phone number, and your _____.



Project Metamorphosis

Volume 6 Number 4A/4B

Interviewing for Jobs: Do's (and Don'ts)

What we do in an interview affects our chances of getting the job. What we don't do also affects our chances.

When we go for an interview,

DO . . .

1. Look clean and neat
2. Come alone
3. Come early
4. Practice answering questions you think will be asked
5. Bring a list of questions you want to ask
6. Bring a pen, resume, social security card and a completed application form
7. Look straight at the employer's face when speaking
8. Tell how your skills will help on the job
9. Explain your ideas and opinions
10. Bring your social security card and official picture I.D. (state identification card or drivers license)

When you go for an interview,

DON'T . . .

1. Don't come looking dirty and untidy
2. Don't bring a friend
3. Don't come late
4. Don't talk too much
5. Don't ask too many questions about lunch breaks, vacations, etc.
6. Don't chew gum, smoke or exhibit nervous habits
7. Don't talk about your personal problems
8. Don't talk badly about your past employers

For practice, find three (3) want ads asking for work that you might apply for. Tell what you need to do to apply for the job. Do you think you would get the job? Why?

CHARACTER FIRST: Sincerity and Virtue . . . on and off the job

So far, so good. We've applied for a job and completed the application. The interview is scheduled and we're prepared for the interview. Show your future employer who you are. Be sincere. You also need to be aware of virtue.

SINCERITY

Sincerity is a kind of truth. It is being real and honest about ourselves and our motives. Sincerity forms trust. When people find out we are who we say we are—we build trust. Sincerity presents rather than represents. Presenting shows the real thing. Representing offers a substitute. You want your future employer to know the real you. An interview requires you balance sincerity with discretion. Sincerity doesn't mean telling an employer your life story. Sincerity should show your intentions about the job. It should be about what we want to do. It should be about why we want to do it. We have to think about what we say and how we say it.

VIRTUE

Character is who we are. Our reputation is what others think of us. Virtue is the link between them. It connects who we really are with how others see us. Virtue exerts influence. People who are positive and moral are virtuous. They are good influences. People who are negative influences are not virtuous. What we think, do and say can influence others. Just as we are being interviewed for a job, we are interviewing our prospective employer. Our future employer is trying to see if we are right for the job.

We need to see if the job is right for us. We need to compare what the job really is with what other people say the job is. We need to assess the work environment to see if it is right for us. We need to see if the atmosphere is positive or negative.

LIFELONG LEARNING: *Finding Main Ideas and Supporting Details*-Reread the story you wrote in the *Lifelong Learning* Assignment in the last newsletter. Using your story written in formal story form, put the story into the Sequence Chain. Now take the same story and create a Main Idea and the Supporting Detail Chart.

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 4A/4B Understanding What You Read

Read “Interviewing for Jobs: Do’s and Don’ts. Then answer the questions.

1. How should you look for an interview?
2. Why should you come alone?
3. What should you practice before and interview?
4. What are some things to bring to an interview?
5. Where should you look when speaking in an interview?
6. What should you tell the interviewer about your skills?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 4A/4B

Understanding What You Read

Read "Interviewing for Jobs: Do's (and Don'ts). Then complete the following summary. Use words from the article if you wish.

What we do in an interview affects our _____ of getting the

_____. When you go for an interview, _____ the following: Look clean.

Come _____. Come _____. _____ answering

questions. Bring a list of _____ you want answered. Bring a _____,

your _____, _____ card, and a completed _____

_____. Look at the employer's _____ when you interview. Tell how

your _____ will help you on the job. Explain your _____ and

_____. When you go for an interview, don't do the following: Don't look

unkempt. Don't bring a _____. Don't be _____. Don't

_____ too much. Don't ask too many _____

about the wrong things. Don't chew _____, smoke, or display other nervous

habits. Don't talk about personal _____. Don't talk badly about past _____.



Project Metamorphosis

Volume 6 Number 5A/5B

Keeping the Job You Get

Congratulations! You got the job.

Remember—getting a job and keeping it are two different things. Of course, you can lose a job through no fault of your own. Perhaps the company isn't making money. Maybe it was bought out by another company. But there are things that you can do which can cause you to lose a job. Many workers lose their jobs because they:

1. Don't get along with others
2. Are not willing to compromise
3. Can't work independently
4. Have a bad attitude
5. Gossip and talk too much
6. Are lazy
7. Are negligent or careless

To be successful on a job, we will need to get along with our supervisor and our co-workers. We will have to get along with customers.

This can be done by:

1. Showing respect for the ideas and feelings of others
2. Being dependable
3. Following rules
4. Accepting criticism
5. Learning from mistakes
6. Admitting to and owning a mistake.
7. Being cooperative
8. Being honest

CHARACTER FIRST: Reverence, Loyalty, and Initiative. . . on and off the job

Getting and keeping a job are different. To keep a job, we have to continue to show good character traits. You must also be reverent and loyal. You must show initiative.

REVERENCE

Most people use reverence when talking about church or God. Actually, reverence means to respect authority. It's not the same as respecting a person. When you respect authority, you honor the position that the person has. We may not agree with the supervisor. We may not respect the person who is the supervisor. But, we should respect the position. Why? Because someone with more authority placed that person in that position. Our reverence shows our awareness of the authority behind the job. We show character by how we respond to life's problems. Many problems may seem to come from those in authority. They pressure us to be diligent, patient, thorough, and so on. By accepting a job, you accept the authority of those above you. You accept those pressures. This doesn't mean that you let yourself be abused. There is never a good reason for that. It means you differentiate the person from the position they hold. Reverence is the attitude behind respect and diligence.

LOYALTY

Loyalty is commitment. It is fulfilling responsibilities no matter the circumstances. It is being faithful to friends, family, jobs, or other interests. We base loyalty on your principles. We decide what's most important in our lives. We give it the most attention without losing sight of other priorities. Thus, we have to know where our loyalties really lie. This may be based on our needs, interests, or relationships. We show job loyalty by doing our best work. We show loyalty by doing what we say we will do. We show loyalty when we don't talk about people behind their backs. We show loyalty when we maintain our personal integrity. This means that we avoid doing anything that might damage our name or character. It means that we keep our standards.

INITIATIVE

Initiative is seeing and doing what needs to be done even before we're asked. Initiative is action, but not reckless action. It is a thinking skill. We must think ahead to know what needs to be done. Initiative is responding to character traits. If we see someone in need, our character trait of generosity suggests we help. If we see trash on the ground, our trait of orderliness suggests that we pick it up. Initiative is taking the lead. Thus, it is often a pathway to greater responsibilities and leadership.

LIFELONG LEARNING: Understanding and Recalling Sequence of Events-The sequence of events tells what happened when. It tells the order of things. In formal story structure, most stories have a "start to finish" sequence. The sequence or order helps you recall and understand what we read and hear. Key words help us see the sequence. Words like *before*, *after*, *first*, *second*, *last*, *then*, *following*, *finally*, and *later* help us understand sequence. The sentences below describe a day of yard work. They are out of sequence. Figure out the correct sequence needed to complete the work. Write the sentences in order on a separate sheet of paper.

- A. Finally I hosed down the whole area and headed for a chair in the shade.
- B. At last I was ready to drag the bags to the curb.
- C. The first thing I did was pick up the debris in the yard.
- D. Before I did anything else on Saturday, I started my yard work.
- E. Then I raked the loose grass cuttings and bagged them.
- F. Next I mowed the lawn.
- G. Following a water break, which I deserved after mowing and raking, I cleaned the patio.
- H. The second step was to sweep the cement.
- I. I started by scrubbing the lawn chairs.

Reflections

Think about the skills involved in getting a job. Which ones might also help keep a job?

Consider the following questions:

1. What did I learn today?

2. Why is this important to know?

3. How can I use what I learned?

4. What difference will this make in my life?

How does attitude help you keep a job?

Choose one of the following character traits: reverence, loyalty, or initiative. What is your strongest character trait? Why?

How do reverence, loyalty, and initiative contribute to attitude?

PROJECT METAMORPHOSIS NEWSLETTER

Volume 6 Number 5A/5B

Understanding What You Read

Read "Keeping the Job You Get". Then complete the following summary.
Use words from the article if you wish.

Getting a job and keeping it are two different things. You can lose a job through no _____
_____ of your own. There are also things you can do that can cause you to
_____ a job. If you don't get along with _____, you
could lose a job. You have to be willing to _____. You must be able to work
_____. You need to have a _____ attitude. If you
_____ or talk too much, you can lose your job. If you are _____,
_____, or _____, you could lose a job. To be
successful, you must get along with your _____.
_____, and _____. Your
_____ can help you do this. You need to _____ the ideas and feelings
of others. You need to be _____. You need to follow the _____.
You must be able to accept _____. You should learn from your
_____. You should be _____
and _____.