

CFM CAREER MANAGEMENT: CM.1 AND CM.2

Exploring Civil Service and Public-Sector Careers

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Plan
YOUR CHALLENGE Interpret a fictional civil-service announcement, distinguish examination and appointment steps, and create a preparation plan.			

New York CFM Connections: Networking, Informational Interviews, Earn-and-Learn Pathways, and Public Service

Public-sector careers serve communities through local, state, and federal organizations. Some positions use civil-service examinations or eligible lists; others use different hiring systems. Passing an exam does not guarantee appointment. Students must verify jurisdiction, minimum qualifications, filing dates, fees or waivers, test format, residency rules, and appointment procedures.

Term	Student-friendly meaning
Civil service	Public employment administered through government systems and rules.
Jurisdiction	The government authority responsible for a position or examination.
Minimum qualifications	Requirements that must be met to be considered.
Eligible list	A ranked or organized list used for possible appointments under stated rules.
Examination announcement	Official notice describing a test or hiring process.
Appointment	Selection into a position after required hiring steps.
CLASSROOM USE All people, employers, figures, brackets, and documents in this packet are fictional. Never place a real Social Security number, employer ID, bank number, or tax document in classroom work.	

Part 1 - Compare Public-Service Career Areas

Explore municipal operations, public health, IT, finance, emergency services, and parks.

Career area	Community purpose	Example skills	Reliable research source
Operations			
Public health			
IT			
Finance			
Emergency services			
Parks			

Distinguish a career area from a specific current vacancy.

Part 2 - Read a Fictional Examination Announcement

Program Support Assistant: filing closes Oct. 15; minimum high-school diploma by appointment; written exam; \$25 fee with possible waiver; local residency rule; starting salary range.

Announcement field	What is stated	Question/missing detail	Verification source
Title/duties			
Filing date			
Qualifications			
Exam			
Fee/waiver			
Residency			
Salary			

Use the official jurisdiction announcement, not a repost.

Part 3 - Sequence the Hiring Process

Order research, application, exam preparation, examination, list placement, canvass/interview, background steps, and appointment.

Step	Action	Evidence/document	What it does not guarantee
1			
2			
3			
4			
5			
6			
7			
8			

The exact process varies; students must verify the official announcement.

Part 4 - Compare Public and Private Opportunities

Compare the fictional public role with a private office assistant job.

Criterion	Weight	Public evidence	Private evidence	Question
Mission/fit				
Duties				
Pay				
Benefits				
Hiring timeline				
Advancement				
Location				

Do not assume either sector always pays more or offers greater security.

Part 5 - Create a Civil-Service Exploration Plan

Prepare a 30-day research and readiness plan.

Plan element	Action/measure
Jurisdiction	
Career target	
Official alert/source	
Qualification check	
Exam preparation	
Documents	
Related experience	
Review date	

Write a 150–200 word qualified pathway recommendation.