

CFM CAREER MANAGEMENT: CM.3 JOB SEARCH PROCESS

Finding and Evaluating Job Opportunities

Detailed practice, calculation, decision-making, and assessment

GRADES 9-12	TIME 2 x 42 min	GROUPING I / pairs / whole	PRODUCT Plan
YOUR CHALLENGE Compare job-search sources, verify fictional postings, detect warning signs, and create a safe search plan.			

New York CFM Connections: Job Sources, Career Portfolios, Interview Follow-Up, and Resilience

Job seekers find opportunities through employer websites, career centers, networking, internships, work-based learning, job fairs, and reputable job platforms. A posting should be verified at its original source. Students should question vague duties, unrealistic pay, requests for money, pressure to move off-platform, and early demands for sensitive information.

Term	Student-friendly meaning
Job posting	An employer's description of an available position and application process.
Networking	Building professional relationships that can provide information and opportunities.
Work-based learning	Supervised experience connecting classroom learning with the workplace.
Qualification	Knowledge, skill, credential, or experience relevant to a position.
Verification	Confirming that an opportunity and its details are authentic.
Applicant privacy	Protecting personal information during the job-search process.
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 Job-Search Sources

Evaluate six sources.

Source	Possible value	Limitation	Verification step
Employer career page			
School career office			
Work-based learning coordinator			
Networking contact			
Job platform			
Social-media post			

Explain when each source is useful.

Part 2 - Read a Fictional Job Posting

A local recreation center lists a paid assistant role: \$17/hour, 12 hours weekly, evening/weekend availability, customer service, cash handling, and CPR training within 60 days.

Posting detail	What it tells applicant	Qualification evidence	Question to ask
Pay/hours			
Schedule			
Customer service			
Cash handling			
CPR			
Application deadline			

Separate stated requirements from missing information.

Part 3 - Identify Job-Search Warning Signs

A recruiter uses a personal email, promises \$800 weekly for two hours of work, requests a gift-card purchase, and asks for bank information before an interview.

Detail	Warning sign?	Why	Safe response
Personal email			
Unrealistic pay			
Gift-card request			
Bank request			
No interview			
Urgent pressure			

Do not contact suspicious links or send information.

Part 4 - Compare Two Opportunities

Compare the recreation-center job with a fictional library aide role using fit, schedule, learning, transportation, pay, and verification.

Criterion	Weight	Recreation score 1–5	Library score 1–5	Evidence needed
Career fit				
Schedule				
Skill growth				
Transportation				
Pay				
Verification				

Weights must total 100%; scores require evidence.

Part 5 - Create a Safe Job-Search Plan

Build a two-week plan.

Plan element	Action/evidence
Career target	
Three sources	
Search schedule	
Verification routine	
Application tracker	
Networking action	
Privacy safeguards	
Review date	

Write 150–200 words and include measurable actions.