



PATHWAY SEARCH

High Intermediate

Students learn about questions to ask when accepting a job offer.

Lesson objectives:

- Learn about accepting a job offer

Warm up

- Before class: write the lesson objective on the board.
- Ask Ss: *Think about a time you received a job offer. What was it like? How did you feel?* Encourage Ss to share their stories with the class.

Presentation

- Tell Ss they are going to learn how to accept a job offer.
- Explain that when Ss receive a job offer, they should ask as many questions about the position as possible before they accept it.
- Give each S a copy of the Activity Worksheet. Review the questions.
- Explain that common employee benefits are: health, dental, vision or life insurance and retirement plans such as a pension plan or 401K. Write examples of employee benefits on the board.
- Tell Ss that many companies offer one week or more of paid vacation per year. Employees typically accrue vacation time throughout the year.

- Tell Ss it's important to research the average salary of a professional in their career of interest and region. They can find this information online. They should type key terms into a search engine, for example, *welder, Miami, salary*.
- If the company offers a lower salary than they find online, they can try to negotiate a higher salary. The employer may or may not negotiate with them but it's often worth trying.
- Explain to Ss that it's common to receive an acceptance letter outlining the details of their new position. The acceptance letter makes the offer official.
- Ss in pairs. Tell Ss to practice accepting a job offer with their partner. They should take turns asking their partner the questions on the Activity Worksheet. Encourage Ss to be creative and make up information. Walk around and help as needed.

Evaluation

- Ss add the completed Activity Worksheet 3E to their Career Portfolio.



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Name _____

Career of Interest _____

Questions to ask When Accepting a Job Offer

1. What will my schedule be like?
2. Which employee benefits will I be eligible for?
3. How much vacation time will I have?
4. How many personal or sick days will I have?
5. What will my salary be?
6. When will I receive my acceptance letter?
7. Is there a job description for this position? If so, could I have a copy with my acceptance letter?
8. When is the start date?