

ORIENTATION 2: APPLYING FOR A JOB

Objectives

The students are able to:

- Identify their interests
- Identify the tasks and functions of the departments in a company
- Identify and make an application letter

Introduction

A company will run effectively with the support of employees who have the appropriate competence it requires. A company will recruit a prospective employee who have the competence that is appropriate with his/her position. To be recruited in a company, one must apply for a job by sending an application letter complete with good CV. But he/she must identify his/her interest and talent before deciding to apply for a position of job in a certain department.

Activities

No	Activities	Duration
1	The facilitator directs the students to identify their interest using a test at the site temubakat.com	10'
2	The facilitator discusses the test results with the students that certain positions may be occupied by someone with certain interest and talent.	10'
3	The facilitator shows the students the company's organizational structure available in the reference in the portal, then divides them into 5 (five) groups to discuss and make a list of tasks and functions of each department in an organizational structure. The facilitator may give 1 (one) example for each department. The students may find references from the Internet.	10'
4	The facilitator directs each group to make a presentation on the group work results followed by a question and answer session and discussion to complete the work results and draw a conclusion together. The facilitator acts as a moderator in the presentation and discussion.	30'
5	The facilitator provides each group with an application letter that can be downloaded from the Portal, and then asks the students to identify and write down the components of an application letter.	10'
6	The facilitator directs each group to present its work results.	10'
7	The facilitator assigns each student to select either position (CEO or VP) he/she is interested in and then make an application letter (typed and printed) to be submitted in the next meeting.	5'

Output

- The students are able to identify their interest for applying for a job.
- The students are able to identify and make a good application letter.

References

- www.temubakat.com
- The organizational structure can be downloaded at VCI Portal: id.penworldwide.org in Orientation section
- The application letter example can be downloaded at VCI Portal: id.penworldwide.org in Orientation section