

NEW YORK STATE EDUCATION DEPARTMENT  
MIDDLE LEVEL CAREER AND TECHNICAL EDUCATION  
BUSINESS AND MARKETING EDUCATION  
BUSINESS CAREER PORTFOLIO  
CONTENT MODULE  
Z & K Z D d d ~~2023~~

## MODULE DESCRIPTION

### 3. INTERVIEWING

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#### STUDENTS WILL:

- a) Know the process of application, interview, and follow-up
- b) Describe the criteria for making a good first impression and how to “dress for success”
- c) Understand that some common interview questions are regulated by the Equal Employment Opportunity Commission (EEOC)
- d) Prepare questions to ask of an interviewer
- e) Develop hard copy and electronic interview follow-up communications

### 4. SOCIAL PRESENCE

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#### STUDENTS WILL:

- a) Describe ways to foster workplace relationships through networking
- b) Understand the benefits of networking strategies, such as informational interviews, job shadowing, internships, and community service
- c) Know the impact of one’s own digital footprint on potential employment
- d) Define blogs, tweets, and discussion boards and describe their impact on potential employment
- e) Explain the importance of online privacy and professionalism in the job search

## ILLUSTRATIVE ACTIVITIES BY THEME MODULE

## HEALTH, SAFETY, AND WELLNESS

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## STANDARD 2: INTEGRATED LEARNING

Relate the importance of lifelong learning to career success

## RESOURCES

*Disclaimer:* Posting of resources on this form does not constitute an endorsement from the New York State Education Department nor does it imply that the following resources are mandatory or the only ones that can be used. Teachers and administrators ensure that resources align with local policies and are responsible for choosing the resources have the final authority, in alignment with local policies, to choose and utilize the resources that best meet the needs of their students. Questions regarding compliance with [Education Law 2013](#) should be directed to your administrator and/or chief information officer.

### NEW YORK STATE DEPARTMENT OF LABOR CAREER ZONE

<https://www.careerzone.ny.gov>

Career Zone is a free online career exploration and planning tool developed by the New York State Department of Labor. It offers career and education information on thousands of careers, as well as, self-assessment and career planning tools. Career Zone is appropriate for users from middle school through adult.

### NEW YORK CHAMBERS OF COMMERCE

<https://www.officialusa.com/stateguides/chambers/newyork.html>

The purpose of each New York Chamber of Commerce is to assist small businesses and enhance economic growth of the surrounding area. Chambers of Commerce provide local businesses with an opportunity to network with other businesses in the area by working together and coordinating events. New York Chambers of Commerce also provide local region and community information for visitors and new residents.

### UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

<https://www.eeoc.gov/youth>

This site describes different types of job discrimination that young workers may encounter and suggested strategies they can use to prevent, and if necessary, respond to such discrimination. The site includes an interactive tool called "Challenge Yourself" provides an opportunity for young workers to test their knowledge by analyzing sample job discrimination scenarios. The site, created with the assistance of EEOC student interns, also includes examples of EEOC cases filed on behalf of young workers.

## ADVANCE CTE MIDDLE LEVEL CAREER INTEREST INVENTORY

<https://cte.careertech.org/sites/default/files/StudentInterestSurveyEnglish.pdf>

AdvanceCTE provides a Career Interest Inventory worksheet to use with students in helping them identify the potential matches to the 16 career clusters available to them

## BUSINESS TEACHERS ASSOCIATION OF NEW YORK STATE (BTANYS)

<http://www.btanys.org/>

The Business Teachers Association of New York State provides networking, support, and professional growth opportunities for its members to effectively educate today's students for tomorrow's global economy.

## CAREER AND TECHNICAL EDUCATION TECHNICAL ASSISTANCE CENTER NEW YORK

<http://nyctecenter.org/>

The Career and Technical Education Technical Assistance Center (CTE TAC) operates under a state contract to assist the New York State Education Department (NYSED) in carrying out its mission of improving the quality, access, and delivery of career and technical education through research-based methods and strategies resulting in broader CTE opportunities for all students.