

## Job and Internship Fair

Jahrgangsstufen	12 (Internationale Wirtschaft), 12/13 (andere Ausbildungsrichtungen)
Fach/Fächer	International Business Studies
Übergreifende Bildungs- und Erziehungsziele	Interkulturelle Bildung Medienbildung/Digitale Bildung
Zeitraumen	ca. 6 x 90 Minuten
Benötigtes Material	Arbeitsblätter Internetzugang

## Kompetenzerwartungen

Die Schülerinnen und Schüler ...

- informieren sich selbständig mit Hilfe verschiedener Quellen über die Anforderungen eines internationalisierten Arbeitsmarktes, um ihr Qualifikationsprofil realistisch einzuschätzen. Sie ergreifen adäquate Maßnahmen zur individuellen Weiterqualifizierung, z. B. Verbesserung ihrer Englisch-Kenntnisse, Ausbau ihrer interkulturellen Kompetenzen. (IBS, LB1)
- präsentieren sich überzeugend auf professionellen Online-Karrierenetzwerken und nutzen diese zielgerichtet, um mit potentiellen Arbeitgebern in Kontakt zu treten. (IBS, LB1)
- sammeln und bewerten Informationen über ein Unternehmen, um sich dort gezielt zu bewerben sowie ein Assessmentcenter oder Vorstellungsgespräch erfolgreich zu absolvieren. (IBS, LB1)
- fertigen eine Bewerbung an, die sich an den spezifischen Anforderungen eines konkreten Stellenangebots orientiert. Dabei berücksichtigen sie auch landestypische Gewohnheiten, Sitten und Gebräuche, z. B. anonymisierte Bewerbungen. (IBS, LB1)
- präsentieren sich überzeugend in einem Auswahlverfahren, indem sie ihre fachlichen Qualifikationen, ihre soziale Kompetenz sowie ihre Kommunikationsfähigkeit unter Beweis stellen. (IBS, LB1)
- reflektieren ihr Auftreten und Verhalten im Auswahlverfahren, um daraus konkrete Schlussfolgerungen für weitere Bewerbungen auf dem internationalen Arbeitsmarkt abzuleiten. (IBS, LB1)



### Situation:

You are currently attending class 12 of a vocational college focusing on International Business Studies. Together with your classmates you found the following ad and therefore you decide to participate in an excursion to an international internship fair in Munich. At the fair you participate in a variety of activities in order to future proof yourself for tomorrow's jobs.

Connect with potential employers at Europe's largest student career fair! More than 3,000 companies and organizations will be in attendance recruiting for hundreds of international jobs and internships.

### **Munich Job and Internship Fair**

**September 18 - 22**  
**10 a.m. to 4 p.m.**  
**Munich Convention Center**

### **Who Can Go?**

The *Job and Internship Fair* is open to all students and alumni who graduated in the past three years (2015 - 2018).

### **What's Included?**

In addition to attendance to the entire *Job and Internship Fair*, your registration includes a **FREE professional headshot photo** for your use with social media! Photographers will be on site during the entire event. Pre-registered attendees will be provided a **FREE box lunch** between the hours of 11 a.m. and 3 p.m.

Before you actually travel to Munich, your teacher asks you to assess yourself with the help of a checklist (Task VII).

### **Outcomes:**

Evaluation of employability self-assessment; Personal Action Plan; professional personal profile on a social network platform; CV and a letter of application

**TASK I**

# FUTURE PROOF YOURSELF FOR TOMORROW'S JOBS

**65% of today's students will be doing jobs that do not  
even exist yet...**

Technological change, economic turbulence and societal transformation are disrupting old career certainties and it is increasingly difficult to judge which degrees and qualifications will be a passport to a well-paid and fulfilling job in the decades ahead...

## Panel Discussion

10.00–10.30 am

At your very first day at the fair you are invited to **participate in a panel discussion** on the future of work. As there is still some time left, you and your fellow students try to get more detailed information. Together you search the internet for trends and developments in the world of work and what this means for your personal skills portfolio.

- a) Introduce yourself briefly and point out why you are at the fair and what you consider to be the most striking development in the world of work.
- b) Discuss all impacts and developments brought up and try to figure out indispensable requirements in a future global job market.
- c) Discuss what schools and universities need to provide to prepare students adequately for their work life.

## TASK II

In your research for the panel discussion you came across the article below dealing with the so-called employability status. As you are curious, you and your fellow students decide to check your personal status with the help of the questionnaire attached to the article.

Together with a partner, work out an **individual action plan** aiming at improving your personal employability.

## BUSINESS INSIDER







**Future-Proof Employees** – Today's workers face an unprecedented challenge: maintaining excellent competitiveness in a permanently changing job market characterized by new industries and technologies.

The average US worker changes jobs every five years, making it more important than ever to be able to adapt to new career requirements as industries change.

To keep up with today's workforce, you have to learn and develop with the market, possibly even willing to change careers completely. Therefore, it's vital to maintain a flexible set of skills known as employability...

*Adapted from: UK Commission for Employment and Skills: The Future of Work: Jobs and skills in 2030. February 2014.*







## Employability Skills Self-Assessment

Skills	Rating	Action Plan
<p><b>Communication:</b> The modern business world involves corresponding via phone calls, web conferencing and email in addition to face-to-face meetings. This means today's workers must be able to communicate clearly and efficiently across many platforms. However, keep in mind that outstanding communication skills also involve the ability to listen and take feedback or instruction effectively.</p>	 Because...	
<p><b>Critical Thinking:</b> Rapidly changing industries require employees who are able to analyze problems and make decisions in response to any challenge that may arise in the workplace. Critical thinking skills are crucial to being able to adapt to new and unforeseen needs in an industry.</p>	 Because...	
<p><b>Teamwork:</b> Highly in-demand workers will demonstrate an ability not only to work collaboratively with others to achieve better end results than would be possible from any individual member, but also to fulfill specific roles as needed and mitigate conflict.</p>	 Because...	
<p><b>Adaptability:</b> Adaptability is all about being flexible and open to changing needs or internal structures. Workers who have a positive attitude toward change as opposed to fighting against it may find it easier to stay ahead of industry trends and challenges.</p>	 Because...	
<p><b>Initiative:</b> With the pace of today's workplace, many employers appreciate highly motivated workers who proactively look for ways to improve processes, products and services. Tackling potential problems before being asked by management is a great way to demonstrate initiative.</p>	 Because...	
<p><b>Reliability:</b> An increase in remote and online work has made it more important than ever to demonstrate integrity and reliability on the job. This can involve everything from showing up on time and not missing work or deadlines to the ability to work independently and turn in quality work consistently.</p>	 Because...	



# Illustrierende Aufgaben zum LehrplanPlus

Fachoberschule/Berufsoberschule, IBS, 12. Jahrgangsstufe

<p><b>Ongoing Learning &amp; Development:</b> It's important to stay ahead of the curve by demonstrating willingness and eagerness to learn more about the company and industry trends, new positions, and additional skill sets.</p>	 <p>Because...</p>	
<p><b>Leadership:</b> In addition to acting as internal role models, employees should establish themselves as leaders who can be trusted to champion important tasks and projects.</p>	 <p>Because...</p>	
<p><b>Organization:</b> Efficiency is incredibly important in any job. Proper time and resource management, knowledge of internal project management systems, and even the tidiness of one's workspace can all be indicators of an employee's organization skills.</p>	 <p>Because...</p>	
<p><b>Technology:</b> Modern workers need more than just the ability to use modern technology. Develop and exhibit a deeper understanding of ways in which new technologies may be able to help improve performance, efficiency, and communication.</p>	 <p>Because...</p>	
<p><b>Multilingualism:</b> Language Proficiency is crucial in refining relationship skills and understanding culture.</p>	 <p>Because...</p>	
<p><b>Global Mindset:</b> Openness to and awareness of diversity across cultures and markets combined with a propensity and ability to see common patterns across countries and markets.</p>	 <p>Because...</p>	



### TASK III

Knowing about your personal strengths and weaknesses, you go one step further. At one of the stands at the fair, you get the chance to **develop a professional personal profile** on a social network platform to get in contact with potential employers. Before you get started you are supposed to do some research on your own about the Do's and Don'ts when creating such a profile.

### TASK IV

One of the highlights of the fair is an application workshop. In the workshop you will learn how to write a CV and a letter of application. Basic requirement for participation is that you bring along a specific ad for a job you would like to apply for.

- ➔ Do some research on the company you are interested in, e.g.
  - history
  - type of organization
  - compliance / corporate philosophy
  - facts and figures
  - business sector and competitors
- ➔ In groups do some research on the criteria for a successful application process:
  - CV
  - letter of application
  - job interview (verbal and non-verbal communication; possible questions; do's and don'ts; etc.)

Turn your findings into checklists and present them to the other participants of the workshop.

- ➔ **Write a CV and a letter of application** for the multinational company you have chosen. Watch out for country-specific requirements regarding the application process, e.g. cultural differences concerning customs, habits and values.
- ➔ Exchange and evaluate your applications with the help of the standards you found before.

### TASK V

The job fair was very helpful. Two weeks after the event you get an invitation to a job interview at your chosen company. Your best friend offers to support you during the preparation process by practicing a job interview with you.

Based on the information about the company and with the help of your checklist you prepare for the **job interview** (employer & applicant; duration: 10 minutes).



## TASK VI

Da Sie die vielfältigen Angebote auf der Messe äußerst interessant und hilfreich fanden, möchten Sie einen Artikel für den Jahresbericht Ihrer Schule schreiben. Als besonderes Highlight konzipieren Sie einen **eigenen Fragebogen auf Deutsch** (vgl. Task II), damit auch alle anderen Mitschüler ihre Arbeitsmarktfähigkeit testen können.

## TASK VII

Evaluate your learning progress with the help of the checklist below:

	Before the teaching unit		After the teaching unit	
	YES	NO	YES	NO
I know about the most decisive transformations shaping the job market of the future.				
I know about essential skills and qualifications required to stay competitive.				
I know how to improve my employability status.				
I can create a professional personal profile on a social network platform.				
I can write a professional CV and letter of application.				
I feel well prepared for a job interview.				



## Quellen- und Literaturangaben

UK Commission for Employment and Skills: The Future of Work: Jobs and skills in 2030. February 2014.

## Hinweise zum Unterricht

Inhalt/ Handlungen/ mögliche Handlungsprodukte	Sozialform/ Methode	Material	Bemerkung
Situation wird kurz thematisiert 5 min	U-Gespräch		
Selbstevaluation 5 min	EA	TASK VII	Wird vor und nach der Unterrichtseinheit durchgeführt.
Situation wird kurz thematisiert 5 min	Plenum	Arbeitsblatt mit Handlungssituation und Tasks	
Schüler recherchieren und machen sich ggf. Notizen 20 min	EA/PA/GA		
Panel discussion in Anlehnung an die mündliche Gruppenprüfung Ca. 25 min	GA	Tasks I a-c	
Situation wird kurz thematisiert Employability Skills-Self Assessment wird durchgeführt und anschließend ggf. auf freiwilliger Basis im Plenum besprochen Ca. 30 min	Plenum EA	Task II	Die Employability Skills aus dem Fragebogen dürften im Wesentlichen dem entsprechen, was die SuS zuvor recherchiert und diskutiert haben. Somit dient der Fragebogen sowohl der inhaltlichen und der sprachlichen Vertiefung als auch der persönlichen Selbsteinschätzung, um daraus individuelle Schlussfolgerungen ziehen zu können
Task III Situation wird kurz thematisiert SuS recherchieren Kriterien hinsichtlich des Gestaltens eines professionellen Profils und legen anschließend eines an bzw. optimieren ihren Internetauftritt soweit bereit vorhanden ca. 90 min	GA/EA	Task III Computer Internet Beamer	Einverständnis der SuS bzw. der Erziehungsberechtigten muss natürlich vorliegen ansonsten könnte ein Profil angelegt werden, ohne es hochzuladen.



## Illustrierende Aufgaben zum LehrplanPlus

Fachoberschule/Berufsoberschule, IBS, 12. Jahrgangsstufe

Task IV Situation wird kurz thematisiert SuS bereiten sich auf den application workshop vor und führen diesen durch ca. 2-3 Doppelstunden	EA/GA/ Plenum	Task IV Computer Internet Beamer	
Task V Situation wird kurz thematisiert SuS bereiten ein job interview vor und führen dieses durch. Ca. 40 min	Plenum/ PA	Task V	
Task VI Situation wird kurz thematisiert SuS entwickeln Fragebogen auf Deutsch für den Jahresbericht. 40 min	Plenum/ GA/PA		Zur Sicherung der terminologischen Zweisprachigkeit wird auf der Basis des Employability Skills Tests aus Task II ein Fragebogen auf Deutsch entwickelt.
Feedback SuS evaluieren ihre persönlichen Kompetenzerweiterung 10 min	EA	Feedbackbogen	