

# Job Search and Posting Screen

NAME \_\_\_\_\_ DATE \_\_\_\_\_ PERIOD \_\_\_\_\_

## 1. Put the Search Cycle in Order

Write **1-7** beside the actions. Then draw an arrow from **screen** to the first action that could share information.

| ORDER | MIXED ACTION                                                |
|-------|-------------------------------------------------------------|
| ___   | Tailor the materials and apply through an authorized route. |
| ___   | Set a specific job target.                                  |
| ___   | Follow up safely and update the tracker.                    |
| ___   | Screen the posting, source, employer, and data request.     |
| ___   | Prepare truthful evidence and documents.                    |
| ___   | Track the source, date, deadline, and status.               |
| ___   | Search through credible sources.                            |

**Word bank:** posting/oferta de empleo · screen/revisar · verify/verificar · evidence/evidencia · authorized/autorizado

Why must screening happen before an application or contact?

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## 2. Fixed Practice Posting

### Pecan Creek Animal Care - Student Office Assistant

**Status:** fictional classroom case, not a live vacancy · **Reviewed:** August 2026

Helps prepare appointment materials, organizes approved files, greets visitors with an adult supervisor, and communicates routine nonclinical information. Desired evidence: accurate data entry, respectful communication, organization, dependable attendance, and asking for clarification. Student schedule; training provided. No animal treatment, medication advice, payment handling, or unsupervised access to private records.

Underline **two duties**. Box **two desired skills**. Star **one boundary**.

### 3. Match, Gap, and Verification

**Fictional applicant evidence:** Jordan Rivera organized a class supply checkout for six weeks, checked 120 spreadsheet entries, revised labels after classmates reported confusion, greeted families during a supervised school event, and asks clarifying questions. No paid work or credential is claimed.

| POSTING NEED | JORDAN'S TRUTHFUL ACTION OR EVIDENCE |
|--------------|--------------------------------------|
| Match 1      |                                      |
| Match 2      |                                      |

One gap Jordan should not hide or invent:

Two details a real applicant should verify through the official employer site or a known adult:

1.
- 
- 
2.
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**Red flags:** payment or gift-card request · banking or ID data before a verified process · personal-email domain · off-platform pressure · vague duties · guaranteed pay · text-only interview

### 4. Make the Safe Decision

Decision: **continue through a verified route / pause and verify / stop and report**

Use the frame: **I would verify [detail] through [official or known route] before [action].**

One search step students may skip and the consequence:

**Classroom boundary:** Do not register, apply, upload a résumé, contact an employer, or enter personal information. This record is the complete lesson route.