

# Employment Activity

## Barcodes

Description: Participants will submit information in order to create a draft resume. Each will then be given their name tags (or business cards) with a specific barcode on it. This barcode is linked to their virtual resume. By the end of the session, students will project their resume on the screen and be asked to talk about the high-lights on their resumes.

Purpose: In this activity youth will begin the process of developing a resume (or improve their resume). The resume will be hosting on a virtual portfolio site. A barcode can then be created and used to advertise the youth's resume. This barcode can be please on the participant's name tag, on their bio in the participants' book, and on business cards. At the end of the workshop youth will have the opportunity to present their resume to the rest of the group. This presentation can be used to assist youth in preparing for an interview or to improve their resume.

Recommended Group Size- A smaller group of youth is preferred for this activity, with 5-20 youth participants.

Estimated time: 1 hour for 5-10 youth, 1 and a half hours for 10-20 youth

### Shopping List:

- Activity leaders should have access to Smartphones with barcode scanner applications downloaded
- Youth name tags and/or business cards
- Computer with projector that can display the youth's resumes

## Facilitator Preparation Instructions

### Preparation

Online surveys, barcodes, and resumes can be written and hosted on various sites online. To simplify these directions, the authors of this toolkit randomly selected websites that could be used in this activity.

### Step 1- Collecting Information for the Resumes

- Ideally, during registration have youth submit a resume. If youth do not have a resume, gather the necessary information through their application or an information gathering website such as [surveymonkey.com](http://surveymonkey.com). For example ask the participants:

- **Personal information**

- Name
- Address, City, State, Zip code
- Phone number
- E-mail
- Website

- **Work Experience**

- What jobs have you had? What title did you have? Name of organization? Years at that program, details of the job, location of the job

- **Academics - High School**

- Where did you go to high school? When did you graduate?  
GPA

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○ **Higher Education**

- Institution, begin date, end date, degree, field of study, GPA, location

○ **Certifications**

- Name of certificate, where it was received from, completion date

○ **Job Study\Fieldwork\Internships**

- Begin date end date, position, name of organization

○ **Community Involvement**

- List all volunteering activities, leadership opportunities, and group membership

○ **Awards**

- Name of award, date received

○ **Publication**

- Name of publication, date of publication, and name of the publisher

○ **Skills**

- What skills may be beneficial to employers

Step 2- Creating the Resumes

- Go to <http://www.emurse.com/> and follow the website's direction to create resumes for youth participants. An account will need to be created for each youth whose resume will be hosted on the site.
- After the resume has been completed, copy the URL

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### Step 3- Creating the Barcode

- Open a separate internet window
- Go to <http://qrcode.kaywa.com/>
- Paste the resume URL into the URL field on the qrcode website
- Click Generate
- Copy the newly created barcode and past it into a document. This barcode can be used to create name tags, brochures, or business cards (when scanned with any mobile smart phone the linked resume will be available).

### Leader Instructions for Youth Presenting their Resumes:

#### ~Key Points~

- Project the resumes onto the wall.
- Allow each student to present themselves and their resume for 5 minutes
- Allow participants to ask questions about something they spoke about or to make recommendations on the resumes or presentation
- Provide youth with a copy of their resume password, screenname, and URL so that they can edit at any time. Also provide them with the QRcode to allow them to further advertise their resumes.
- These QRcodes can be printed on their business cards, websites, fliers, etc.

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