#### card of course

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| Subject name | Effective job search |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Mgr Maria Sieńko |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Directional/Practical |
| 2.2. Number of ECTS | 1 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | V |
| 2.5.Criteria for selecting course participants | - |

1. Learning outcomes and course delivery
   1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | Acquiring skills and social competences in the field of professional competence diagnosis, career counseling and career planning. |
| C2 | Development of knowledge about resources (competences, values, motivators, interests, etc.) and barriers in the context of shaping one's own professional career (self-diagnosis of potential) |
| C3 | Learning about tools and documents for active job search and navigating the ever-changing job market. Learning about methods and tools useful in the job search process and managing career development. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject  learning outcomes | Reference to  directional effects  learning (symbols) | Method of implementation (mark "X") | | | |
| ST | | NST | |
| Classes at the University | Activities on  the platform | Classes at the University | Activities on  the platform |
| After passing the course, the student knows and understands **the knowledge** | | | | | | |
| W1 | Has knowledge of issues related to the labor market | Z1\_W04  Z1\_W11 | X |  | X |  |
| W2 | Has knowledge about analyzing the labor market where one is looking for a job | X |  | X |  |
| W3 | Has knowledge of job search techniques and tools and knows how to use them in practice | X |  | X |  |
| After passing the course, the student is **able** to: | | | | | | |
| U1 | Is able to define his/her professional profile and make a balance of his/her strengths and weaknesses | Z1\_U13  Z1\_U14  Z1\_U15 | X |  | X |  |
| U2 | Is able to determine how their own qualifications, skills and competences meet the needs of the labor market | X |  | X |  |
| U3 | Is able to present his/her own intellectual and professional capabilities to the employer and justify his/her candidacy | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** | | | | | | |
| K1 | Is ready to establish contacts that will help in finding a job and potential employers | Z1\_K02  Z1\_K05 | X |  | X |  |
| K2 | Is ready to set goals and achieve them, increases his motivation to act and knows how to use positive thinking | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ………………. | Other | **ECTS points** |
| **ST** |  |  |  | 15 |  |  |  |  |  | 1 |
| **NST** |  |  |  | 5 |  |  |  |  |  | 1 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: WORKSHOP

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") | | | |
| ST | | NST | |
| **Classes at the University** | **Activities on  the platform** | **Classes at the University** | **Activities on  the platform** |
| 1. | The concept and structure of the labor market and unemployment | W1 | X |  | X |  |
| 2. | The concept and development of professional activity (professional goals, identification of resources, strategy, labor market) | W2, U1 | X |  | X |  |
| 3. | Determining professional predispositions and mapping competencies | U1, U2 | X |  | X |  |
| 4. | Active job search methods | W2, W3 | X |  | X |  |
| 5. | My business card - CV and LinkedIn profile | U1, U2, U3 | X |  | X |  |
| 6. | Self-presentation during a recruitment interview | U1, U2, U3, K1 | X |  | X |  |
| 7. | Selected methods of influencing professional career (training, consulting, coaching). | W1, W2 | X |  | X |  |
| 8. | Tools for active job search (individual action plan) | W3, K1, K2 | X |  | X |  |
| 9. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE | | | |
| W1-W3 | A workshop that includes practical and problem-based methods | To pass the course, Students will complete a task consisting of three parts, in which they will write their CV, a cover letter and answer questions in a specially prepared questionnaire (the questions will concern, among others, qualifications held, motivation to take up work and the idea of their own development in a specific position). The task constitutes 100% of the final grade. | A graded assignment including CV, cover letter and questionnaire responses. Documents will be archived on the platform |
| SKILLS | | | |
| U1-U3 | A workshop that includes practical and problem-based methods | To pass the course, Students will complete a task consisting of three parts, in which they will write their CV, a cover letter and answer questions in a specially prepared questionnaire (the questions will concern, among others, qualifications held, motivation to take up work and the idea of their own development in a specific position). The task constitutes 100% of the final grade. | Assessed CV, cover letter and questionnaire responses. Documents will be archived on the platform |
| SOCIAL COMPETENCES | | | |
| K1-K3 | A workshop that includes practical and problem-based methods | To pass the course, Students will complete a task consisting of three parts, in which they will write their CV, a cover letter and answer questions in a specially prepared questionnaire (the questions will concern, among others, qualifications held, motivation to take up work and the idea of their own development in a specific position). The task constitutes 100% of the final grade. | Assessed CV, cover letter and questionnaire responses. Documents will be archived on the platform |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."  the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| IN | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| AT | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

1. Collins A., Mowa ciała : co znaczą nasze gesty?, Oficyna Wydawnicza Rytm, Warszawa, 2023
2. Biłas-Pleszak E., Kalisz A., Tyc E. (red.)., Autopromocja, autoprezentacja, wizerunek w komunikowaniu masowym : błąd, kryzys, skandal, Wydawnictwo Uniwersytetu Śląskiego, Katowice, 2019
3. Łuczka D., Etykieta biznesu w praktyce, CeDeWu, Warszawa, 2023

**Supplementary**

1. Mateusz Grzesiak - “Personal branding, czyli jak skutecznie zbudować autentyczną markę osobistą”, Gliwice 2020
2. Anna Kowal-Orczykowska - “Wszystko ma markę. Odnajdź swoją!”, Warszawa 2021
3. Angelika Chimkowska, "LinkedIn w praktyce. Workbook z rozwiązaniami do wdrożenia od zaraz!”, Warszawa 2022

4. Student workload - ECTS points balance

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| --- | --- | --- |
| **Types of student activity** | **Student Load** | |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **15** | **5** |
| Classes included in the study plan | 15 | 5 |
| **Student's own work** | **10** | **20** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 5 | 10 |
| Preparation for passing classes | 5 | 10 |
| **TOTAL STUDENT HOURLY LOAD** | **25** | **25** |
| **Number of ECTS points** | **1** | **1** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |