Brad Irvin

**Lesson Plan 1**

**Standards**

Texas Essential Knowledge and Skills: 130.142 Human Resources Management, (c), (3), (A).

***Analyze the major Equal Employment Opportunity laws;***

English Language Proficiency Standards 74.4, (d), (2), (D), (i)

***able to participate in extended discussions on a variety of social and grade-appropriate academic topics with only occasional disruptions, hesitations, or pauses;***

Texas College and Career Readiness Standards: N/A for HR learning objectives

**Learning Objective**

Students will write a list of five pre-employment tests and describe each test with no more than two errors.

**Focus**

1. (Teacher) Remind the class we are covering employee selection in a series of lessons.
2. Ask the class to turn to their shoulder buddy and discuss what they learned about a job analysis and a job description last time. Give them 3 minutes and ask a student(s) to share what they learned. Afterwards, present one PowerPoint slide that list key points from last time.
3. Announce that today’s topic is pre-employment testing.
4. (Teacher) Tell the class why learning about pre-employment testing is important to them.
   * Most, if not all will supervise an employee at some point in their career and making the right hiring decision is critical to their success. It may mean promotions, higher wages, and even keeping your job.
   * For most businesses and organizations recruitment costs and employee wages are by far the number one expense. Management devotes a lot of time attempting to lower these costs and simultaneously hire and retain the best employees.
   * Almost every position/job will have some type of pre-employment test. You’ll be better prepared than other applicants because you have studied pre-employment test.
5. Ask the class if anyone had ever taken a pre-employment test and what was it like.

**Teacher Instructional Delivery**

1. Ask the class to break-up into groups of four. Each group receives a worksheet that lists 7 unique positions/jobs. The worksheet has 5 blank lines under each position/job to add names of pre-employment tests later. The team appoints a Scribe to complete the worksheet after the team’s discussions and decisions.
2. The teacher displays a list of pre-employment tests (one at a time) on a PowerPoint slide. The teacher describes the test, what is the employer’s objective for using the test, the pros and cons of the tests, employment law or regulatory concerns, and a quick previous experience/story.
3. When the teacher displays the “Drug Tests” on the PowerPoint, the teacher distributes the drug test kit to each group for inspection.
4. After the teacher completes the description for each pre-employment test, the teams are asked to write in the blanks below each position/job what, if any, pre-employment test is warranted for each of the 7 positions/jobs on their worksheet.

**Guided Practice**

Provide whole class feedback

1. Once the teacher presents all the pre-employment tests, the teacher asks each group one at a time to discuss one position/job and what pre-employment test they recommended and why. The teacher will ask if any other groups had something different. The teacher will continue to ask the groups until all positions/jobs are discussed. The teacher will ask if any other groups had something different each time. The teacher will praise each group and/or provide additional explanation/guidance.
2. Once the guided practice is completed, the teacher will praise the class. The teacher will mention we have a class of future business titans or something like that.

**Independent Practice**

* The students will write a list of five pre-employment tests and describe each test with no more than two errors.

**Lesson Closure**

* Ask the class (volunteers) to individually share what they learned about pre-employment tests.
* Ask the class (volunteers) if they owned a BMW car dealership, would they require the salespersons to take a pre-employment test? If so, what kind?
* (Teacher) Praise the class and announce will learn about behavioral-based interview questions next time.