



Exploring Green Careers Challenge

Due Date:
Tuesday, May 3, 2022

This challenge focuses on career exploration in the green career sector such as solar, water and transportation fields among others. The goal of this challenge is to take the skills you have learned so far in your educational experiences and imagine how they can be applied to your career path. There are many different career possibilities ranging from STEM-based jobs such as engineers, scientists and researchers to jobs in communications, graphic design, activism, education, legal and more. The **Green Career Webinar** that will take place **April 28 at 10:00 a.m.** will be a great opportunity to hear from professionals working in green careers. If you cannot watch the webinar in person, it will be posted on the Solar Cup webpage.

Challenge details:

This Challenge is open to all students and teams can have more than one submission for this Challenge. This Challenge has three parts. The first is a career search with questions about the career in the water industry and one other sector. The second part focuses on creating your resume with your current skills, experiences and passions and think about what additional skills and experiences you will need to reach your career goals. Lastly, you will complete a mock interview with a classmate using a rubric to score the responses.

- **Part One: Career Brainstorm**

Explore job postings to find a dream position in each of the fields outlined below. Answer the questions in the attached worksheet. You will submit the responses to earn up to 50 points.

- **Part Two: Resume Brainstorm and Building**

Fill in the table to organize information to use in your resume. Then use the sample resume format to create a basic resume for yourself. You can also research ways to make your resume stand out to increase your chances at getting that dream job or

internship. Also earn more points for this Challenge if you go above the basic resume. See the scoring rubric in the Appendix to see how we will evaluate your resume. Submit the chart and your resume to earn up to 200 points.

- **Part Three: Interview Best Practices**

Review best interview practices and engage in a mock interview with a classmate. Submit the interview rubric scores and comments to earn up to 50 points

Work Submission:

Submit work for evaluation to Julie Miller Kalbacher at jamiller@mwdh2o.com

- Work should include:
 - Part One: Responses to career search questions
 - Part Two: Completed table and resume
 - Part Three: Mock Interview cores and comments
- Make sure to include your name and your school name
- Teams will earn the points from the submission that earned the highest number of points

Document It ~ Extra Credit

Get creative. Use video or photos to document your work. Examples include a time-lapse video of you conducting the challenge, a selfie with the finished product, or a self-narrated video about your work. Metropolitan may post selected submissions on our social media accounts to promote Solar Cup and student work. You also may post your videos and photos on your own social media account, or your school's account. Be sure to tag Metropolitan at [@mwdh2o](https://twitter.com/mwdh2o) and use the hashtag #SolarCup. The more creative your idea, the more points you will earn. Be sure to avoid profanity and inappropriate or copyrighted images or music.

Students that turn in a signed media release and upload their finished product to their school folder can earn up to 100 extra points. For a required media release and upload instructions contact Julie Miller Kalbacher at jamiller@mwdh2o.com.

Part One: Career Brainstorm

Start to explore possible careers in water, transportation and energy fields including solar. Explore job postings to find a dream position in each of the fields. Answer the questions about the career you liked the most for two sectors.

Researching Potential Careers

- While it may not always be possible to talk with a professional, you can always learn more about careers online
- You can search for jobs on your local energy or water agency website or use a third-party job search engine
- Check out Indeed.com or Idealist.org and use keywords to search for jobs, internships, or volunteer opportunities
- Try searching for *sustainability*, *energy*, or *environment*
- Take note of any required skills, job responsibilities, and what qualities they are looking for in a potential applicant
- When building your resume and cover letter be sure to consider these aspects of the job application to highlight your relevant abilities and qualifications

Job Exploration Tips and Tools:

Types of jobs: *Remember that a job in solar doesn't just mean you are installing panels. There are so many different types of opportunities in all these fields, including:*

- Project Coordinator
- Technician
- Engineer
- Graphic Designer

Company examples: *These career pages are a great place to start your exploration.*

| Solar | Transportation | Water |
|--|-----------------------------------|---|
| SunPower | Los Angeles Metro | Metropolitan Water District |
| GRID Alternatives | Tesla | Work for Water |
| Climate Corps (all industries) | HopSkipDrive | HDR |
| Inspire | Waze | Friends of the LA River |
| Southern California Edison | CALSTART | Ca Water Jobs |

Additional Resources: *You can also use these job search engines to find additional jobs within these sectors:*

- [LinkedIn](#): LinkedIn offers a job page where you can explore current job postings.
- [Glassdoor](#): Basic job search engine. You can use this to search by industry- Solar, Transportation, and Water.
- [Indeed](#): Basic job search engine. You can use this to search by industry- Solar, Transportation, and Water.

Job Description Breakdown: *As you explore career pages and job postings, you will see the following elements in the descriptions. We have outlined what to look for below when exploring these postings.*

- **Company Description:** Make sure to take some time to explore the company's values, mission, and vision. Find a company whose values align with yours and a place you could see yourself working. For example, you are passionate about the environment and the company aligns its values to mitigate the company's carbon footprint.
- **Summary of Role:** Most job posts will outline the position and provide a summary. This is very important. You may have never heard of a *Solar Site Surveyor*, but after reading the summary of the role you could see this as your dream job.
- **Essential Duties and Responsibilities:** This section of the job post dives a little deeper into the position and will outline the role's specific responsibilities. Again, pay close attention to this section. Do these tasks sound like something you could see yourself doing one day?
- **Experience and Educational Requirements:**
 - **Minimum Qualifications:** These are qualifications you need to have to be hired. For most positions, you will not be considered if you do not meet these qualifications.
 - **Preferred Qualifications:** These are not required but will help make you a better candidate!

Part One Questions:

Answer the questions for **two** job listings that interest you. You can use the space below or use notebook paper for your responses. One job listing you select must be in the **WATER** industry and then find a listing in either the **SOLAR** industry or **TRANSPORTATION** industry

Dream position in the WATER industry

1. Describe the job position in your own words. (Include the position title and organization 2-3 sentences)

2. What do you like about this job? (2-3 sentences)

3. What skills and experiences do you need to get this job? (list below)

Dream Position in the SOLAR or TRANSPORTATION industry (circle which sector your listing was in)

1. Describe the job position in your own words. (Include the position title and organization ~2-3 sentences)

2. What do you like about this job? (2-3 sentences)

3. What skills and experiences do you need to get this job? (list below)

Part Two: Resume Brainstorm and Building

A resume is a summary of your education, qualifications, and previous experience that you would typically submit with a job application. Use the table below to brainstorm items to include in your resume, and items you want to accomplish in the future. Remember that interests change, so go off what you know now.

| Category | Present: Current high school career | Future: The five years after high school |
|----------------------------|--|--|
| Education: | <i>What classes have you taken, and what did you learn from them</i> | <i>What type of degree or certificate do you want to achieve for your career path?</i> |
| Internships | | |
| Volunteer positions | | |

| | | |
|--|--|--|
| <p>Experiences: Clubs, projects, extracurriculars, jobs, travels, etc.</p> | | |
| <p>Skills: Languages, computer skills, communication skills, art and design</p> | <p><i>What skills have you gained from everything you've listed?</i></p> | <p><i>What skills do you hope to attain and build?</i></p> |
| <p>Awards</p> | <p><i>Awards or scholarships you have earned</i></p> | <p><i>Scholarships that could be helpful for you</i></p> |

Build Your Resume: Now use the responses in the table to create your resume. You can find resume templates for free online to get started, through Google Docs, or Microsoft Office Word, or use the template provided. As you are editing, here are important things to consider:

- It is important to use action words when describing your skills. Use this [Resume Action Words](#) tool from UC Berkeley to help you define the skills you have.
- Include a wide variety of skills you have earned from your employment and education.
- Tailor your resume to the employer that will be receiving them. Make sure your experiences match the ones that they are searching for by highlighting different aspects of your experiences for different employers. Explain how your skills will benefit the employer.
- Proofread, proofread, proofread! Nothing is more unprofessional than an unedited resume or cover letter. Have someone else look over your resume and cover letter for mistakes or typos before sending them.
- Don't include irrelevant or personal information, such as your age, religion, or political affiliation. Market yourself. Make yourself sound like the ideal candidate for a job or

interview, within the boundaries of the truth. Think strategically about how to frame yourself and your experience to align with the hiring goals of the employer.

- Don't lie about yourself on your resume or in your cover letter, even a little bit.
- Don't use slang or include any pictures or designs on your resume or cover letter. Choose a basic font such as Times New Roman, Arial, Calibri, or Helvetica.
- When you share your resume, be sure to download it as a PDF, then share the PDF version. This will allow the format to be consistent.

Basic Resume Template

FULL NAME

CONTACT INFORMATION: ADDRESS, EMAIL, PHONE

OBJECTIVE

To pursue a [career/internship] in...

EXPERIENCE

Company Name/Organization/Volunteer Opportunity—City, State **start date – end date**
Job Title

- List job skill/requirement/accomplishment
- List job skill/requirement/accomplishment

Company Name/Organization/Volunteer Opportunity—City, State **start date – end date**
Job Title

- List job skill/requirement/accomplishment
- List job skill/requirement/accomplishment

Company Name/Organization/Volunteer Opportunity—City, State **start date – end date**
Job Title

- List job skill/requirement/accomplishment
- List job skill/requirement/accomplishment

EDUCATION

Diploma/degree, School Name, School City, State **Year**

Certificate Title, School Name, School City, State **Year**

ACTIVITIES & HONORS

Award Title **Year**
 Organization/Club Name, Location **Year**



TECHNICAL SKILLS

Software Title(s)

INTERESTS

Community activities, hobbies, etc.

REFERENCES

Teachers, mentors, etc.

Part Three: Interview Best Practices

When you enter an interview well-prepared, you will feel more confident and provide strong answers to the questions that the employer may ask.

Here are a few interview best practices and tips to help you prepare and feel confident in your interview.

Preparation Tips:

The key for keeping control

- Know your strengths
- Know what you like to do
- Know what type of contribution you can make to the organization

Prepare for all interviews

- Focus on the 3 main points that you want the interviewer to know
- What the organization does and how it's structured
- How you can make a difference or add value to the organization
- Ask pointed questions
- Take control...It's your future

Prepare for virtual interviews

- Test technology beforehand
- Ensure a fast and reliable Internet connection and practice using the software (Zoom, Teams, Skype etc.) and hardware (computer, mic, earphones etc.)
- Set the stage (noise level, lighting, background, etc.)

Before the Interview:

- Do your research
- Make it clear that you have viewed their website and read up on the organization
- It is also helpful to do your research on the person interviewing you (if you know who they will be)
- Practice
- Come up with a list of tough questions that you think the interviewer will ask you and practice saying your answers out loud

- Develop a list of questions to ask the interviewer
- Create a list of notes that you can reference during the interview - notes can include information on the organization, your strengths, questions that you have
- Convey genuine excitement and enthusiasm for the position

During the Interview:

- Dress professionally
- Be fully engaged with no distractions
- Turn your phone off or put it on silent mode
- Be honest and be yourself
- Ask good questions
- Express gratitude and excitement
- Make eye contact and be concise
- Don't be afraid to take a few moments to collect your thoughts and think about your answers
- Use the **STAR** method to describe the **S**ituation, explain your role in the **T**ask, discuss what **A**ctions you took to resolve the situation, and detail the **R**esults of your actions while highlighting your strengths.

After the Interview:

- Follow up
 - Employers always appreciate when you follow up after an interview
 - You can voice your appreciation and excitement to hear back
- Reflect
 - Take time to think about the interview, is there anything you can change for your next interview?
 - Take a breath – Be proud of yourself!

Part Three: Mock Interview Questions and Rubric

Use the tips above and the following interview questions to practice a mock interview with a classmate. Then use the rubric below to give your interview partner feedback.

Please ask your classmate the following questions and give them time to answer. If you have time, feel free to add a few professional questions of your own. Then you will switch roles, and your classmate will interview you. You can practice answering questions as if you were interviewing with your ideal internship employer.

- Tell me about yourself.
- What are you hoping to gain from this internship/job?
- Please share your strongest strength, and something that you are working on.
- Tell me about a time when you were part of a team, charged with a timely and ambitious goal.

- Describe a time when you were able to apply your coursework to a community problem or challenge.
- Tell me about a situation in which you had to sell a project, program or concept to stakeholders and community members.
- What makes you a good candidate for this position?
- What will you bring to this team?
- What questions do you have for me?

Mock Interview Rubric

Interviewee: _____ Interviewer: _____

Score: 1= far below standard 2=below standard 3=meets standard 4= above standard 5 = far exceeds standard

| CATEGORY | SCORE | COMMENTS |
|---|------------------------|----------|
| I. RESUME <ul style="list-style-type: none"> • Is resume professional and neat? • Is resume free of errors? • Does resume "sell" examples of transferable skills? | 1 2 3 4 5 | |
| | | |
| II. APPEARANCE AND POISE: <ul style="list-style-type: none"> • Is interviewee punctual? • Is interviewee dressed professionally and appropriately? • Does the interviewee appear confident and poised? • Does interviewee maintain good posture? • Does interviewee make eye-contact with the interviewers? • Does the interviewee give an appropriate handshake? | 1 2 3 4 5 | |
| | | |
| III. SKILL PRESENTATION: <ul style="list-style-type: none"> • Does interviewee answer content of each question clearly? • Does interviewee "sell" their skills? • Does interviewee appear prepared and knowledgeable about the position they are applying for? • Does interviewee reference items on their resume? • Does interviewee appear to give straightforward, honest responses? • Does interviewee come across as someone who can work well with others? | 1 2 3 4 5 | |
| | | |
| IV. DELIVERY AND LANGUAGE <ul style="list-style-type: none"> • Does interviewee use proper language and enunciate their responses? • Is the interviewee professional, and mature throughout the interview? • Does the interviewee answer questions with appropriate wait time? • Does interviewee avoid distracting mannerisms and phrases? ("ums", tapping, hair twirling, etc.) | 1 2 3 4 5 | |

Appendix

Resume Rubric

This is the rubric that the evaluators will use to score the resume you submit for this challenge.

| Criteria | Does not meet expectations (1) | Meets some expectations (2) | Average (3) | Meets expectations (4) | Above expectations (5) |
|---|---------------------------------------|------------------------------------|--------------------|-------------------------------|-------------------------------|
| Formatting | | | | | |
| Content (specific to job, concise, one page) | | | | | |
| Grammar and Spelling | | | | | |