



Using Mnemonics to Teach Completing a Job Application

What is the evidence base?

A *potential level* of evidence based on one acceptable quality group study

With who was it implemented?

- Students with
 - Learning disability (1 study, n=33)
- Ages ranged from 15-16 years
- Males (n=20), females (n=13)
- Ethnicity
 - African American (n= 1)
 - White (n= 32)

What is the practice?

Mnemonics is defined as using keywords that provide acoustic reconstructions of unfamiliar information such as symbolic pictures of abstract concepts or descriptive pictures of concrete information (Scruggs & Mastropieri, 1989).

The study used to establish the evidence-base for using mnemonics to teach completing a job application included a six-step mnemonic called "SELECT" (i.e., **S**urvey the entire application, **E**mphasize words that indicate the type of information requested, **L**ocation cues that indicate where the information is to be entered, **E**nter the information requested, **C**heck to see if the information is accurate, and **T**urn the application in to the appropriate individual; Nelson, Smith, & Dodd, 1994).

How has the practice been implemented?

- The SELECT mnemonic in combination with (a) teacher led discussion, (b) introduction of strategy steps, (c) modeling, (d) verbal rehearsal, and (e) independent practice was used to teach the steps of completing a job application (Nelson et al., 1994)

Where has it been implemented?

- Self-contained, prevocational high school classroom (1 study)

Where is the best place to find out how to do this practice?

- Using mnemonics to teach how to complete a job application
<http://nstattac.appstate.edu/sites/default/files/assets/pdf/76.pdf>

How does this practice relate to Indicator 13?

- Indicator 13 checklist Item #3: Using a mnemonic to complete a job application may reflect results of transition assessment information
- Indicator 13 Checklist Item #4: Completing a job application may be a transition service designated in an IEP that will enable a student to meet his or her postsecondary independent living goal(s)
- Indicator 13 Checklist Item #6: Using a mnemonic to complete a job application may be part of an annual IEP goal that supports a student's postsecondary employment goal(s)

How does this practice relate to Common Core Standards?

- Production and Distribution of Writing (Anchor Standards for Writing, Grades 9-12)
 - Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach

How does this practice relate to the State's Career Cluster Initiative: Essential Knowledge and Skills?

- Demonstrate skills related to seeking and applying for employment to find and obtain a desired job (Employability and Career Development)
 - Complete an employment application

References used to establish this evidence base:

Nelson, J. R., Smith, D. J., & Dodd, J. M. (1994). The effects of learning strategy instruction on the completion of job applications by students with learning disabilities. *Journal of Learning Disabilities, 27*, 104-110.