

# Automotive Technology 6th Edition

## Chapter 3 Starting Career in Automotive Industry

### Opening Your Class

KEY ELEMENT	EXAMPLES
Introduce Content	This Automotive Technology 6th text provides complete coverage of automotive components, operation, design, and troubleshooting. It correlates material to task lists specified by ASE and ASEEducation (NATEF) and emphasizes a problem-solving approach. Chapter features include Tech Tips, Frequently Asked Questions, Case Studies, Videos, Animations, and ASEEducation (NATEF) Task Sheets.
Motivate Learners	Explain how the knowledge of how something works translates into the ability to use that knowledge to figure why the engine does not work correctly and how this saves diagnosis time, which translates into more money.
State the learning objectives for the chapter or course you are about to cover and explain this is what they should be able to do as a result of attending this session or class.	Explain the chapter learning objectives to the students as listed: <ol style="list-style-type: none"> <li>1. Explain the steps and processes for applying for a job.</li> <li>2. Describe what the resume should include.</li> <li>3. Discuss the process of applying for employment and facing an interview.</li> <li>4. Explain how the flat-rate pay plan works.</li> <li>5. Discuss the payroll deductions and expenses of an employee working in the automotive industry.</li> </ol>
Establish the Mood or Climate	Provide a <i>WELCOME</i> , Avoid put downs and bad jokes.
Complete Essentials	Restrooms, breaks, registration, tests, etc.
Clarify and Establish Knowledge Base	Do a round robin of the class by going around the room and having each student give their backgrounds, years of experience, family, hobbies, career goals, or anything they want to share.

**NOTE: This lesson plan is based on the 6<sup>th</sup> Edition Chapter Images found on Jim's web site @ [www.jameshalderman.com](http://www.jameshalderman.com)**

**DOWNLOAD Chapter 3 Chapter Images: From**

**<http://www.jameshalderman.com/>**

**[automotive\\_principles.html](#) NOTE: You can use Chapter Images or possibly Power Point files:**

ICONS	Chapter 3 Starting Career
	<p><b>1. SLIDE 1 Ch03 TITLE SLIDE Starting Career in Automotive Industry</b></p>
	<p>Check for <b>ADDITIONAL VIDEOS &amp; ANIMATIONS</b>  @ <a href="http://www.jameshalderman.com/">http://www.jameshalderman.com/</a>  <b>WEB SITE IS CONSTANTLY UPDATED</b></p>
	<p><a href="http://www.jameshalderman.com/automotive_principles.html">http://www.jameshalderman.com/automotive_principles.html</a></p> <p><b>DOWNLOAD</b></p> <p><b>Crossword Puzzle (Microsoft Word) (PDF)</b></p> <p><b>Word Search Puzzle (Microsoft Word) (PDF)</b></p>
	<p><b>IF A PERSON IS INTERESTED IN AUTOMOBILES AND TRUCKS AND LIKES COMPUTERS, THE AUTOMOTIVE SERVICE FIELD MAY BE A GOOD CAREER CHOICE. COMPUTER SKILLS ARE NEEDED</b></p>
	<p><b>HOLD <u>DISCUSSION</u> ON STUDENT ASPIRATIONS: DISCUSS STEPS/QUALIFICATIONS NECESSARY TO GET TO THEIR END-GOAL OR ASPIRATION, THEN DISCUSS SIMILARITIES OF DIFFERENT PATHS</b></p>
	<p><a href="http://www.youtube.com/watch?v=KB5-AX-T6dU">http://www.youtube.com/watch?v=KB5-AX-T6dU</a>  <a href="http://www.youtube.com/watch?v=x9oFqDoV22Q">http://www.youtube.com/watch?v=x9oFqDoV22Q</a></p>
	<p><b><u>EXPLAIN TECH TIP: If in Doubt, Ask</u></b>  No one expects a beginning service technician to know everything, but other technicians do not know what you do or do not know. It is usually assumed that beginning technician will ask for help if they think they need the help. However, asking for help is very rare and requires the beginning technician to admit that they do not know something. Not asking for help can cause harm to the vehicle or the service technician. If in doubt—always ask. No one will be upset and learning the answer to your question will help in the learning experience.</p>

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### 2. SLIDE 2 EXPLAIN Resume



**RESUME:** ONE-PAGE DESCRIPTION OF YOUR SKILLS, TALENTS, AND EDUCATION. IT IS USED BY PROSPECTIVE EMPLOYERS TO HELP NARROW THE FIELD OF APPLICANTS FOR A JOB OR POSITION. THE NUMBER ONE PURPOSE OF A RESUME IS TO OBTAIN A JOB INTERVIEW



**REFERENCES:** PERSONS WILLING TO TELL EMPLOYER ABOUT YOUR SKILLS, TALENTS, TRUTHFULNESS AND WORK HABITS. MOST EMPLOYERS WOULD LIKE TO SEE SOMEONE WHO IS FAMILIAR WITH YOU AND YOUR FAMILY, SUCH AS A PRIEST, MINISTER, OR ELDER IN YOUR CHURCH. SOME TEACHERS OR COACHES CAN ALSO BE REFERENCES. ALWAYS ASK THE PERSON FOR APPROVAL BEFORE INCLUDING THE PERSON ON YOUR LIST OF REFERENCES. ASK THE REFERENCE TO SUPPLY YOU WITH A WRITTEN RECOMMENDATION. SOME REFERENCES PREFER TO SIMPLY FILL OUT A REFERENCE QUESTIONNAIRE SENT BY MANY COMPANIES. IF A REFERENCE SENDS YOU A WRITTEN RECOMMENDATION, HAVE COPIES MADE SO THEY CAN BE INCLUDED WITH YOUR RESUME.



**COMPLETE TASK SHEET SAMPLE RESUME TASK SHEET PAGE 3**

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3. **SLIDE 3** Picture of a Cover Letter **Explain** what a Cover Letter is & its importance: When answering an advertisement, be sure to include details of where you saw ad in your cover letter. For example: “I am applying for the entry-level service technician position as published in the August 15 edition of the Daily News.” If requirements for position are listed, be sure to include that you have specified training and/or experience and tools needed for job. If calling state that you are applying for the position posted & ask to speak to the correct person or to the person mentioned in the ad.



### COMPLETE COVER LETTER TASK SHEET PAGE 4



#### **EXPLAIN TECH TIP: Always Be Truthful**

No one is smart enough to be a liar. If you say something that is not true, then you have to remember what was said forever or your lie will often be discovered. If asked about your experience or knowledge, try to be as truthful as possible. Facts and skills can be learned and not knowing how to do everything that a shop may be involved with is not an indication that you will be rejected from the job opening.



**NOTE: EXPLAIN WHEN A JOB OPENING IS POSTED IN A NEWSPAPER OR MENTIONED BY A FRIEND, MOST EXPERTS RECOMMEND THAT YOU VISIT THE SHOP OR DEALERSHIP IN PERSON TO SEE WHERE THE JOB IS LOCATED, THE CONDITION OF THE BUILDINGS, AND THE SURROUNDING AREAS. THIS TRIP COULD ALSO BE USED FOR YOU TO SUBMIT YOUR RESUME AND COVER LETTER IN PERSON UNLESS THE COMPANY INDICATES OTHERWISE. BE PREPARED TO BE INTERVIEWED WHEN SUBMITTING YOUR RESUME. EVEN IF THE POSITION HAS ALREADY BEEN FILLED, THE TRIP GIVES YOU EXPERIENCE IN MEETING PEOPLE AND SEEING THE SHOP, WHICH HELPS INCREASE YOUR CONFIDENCE DURING THE JOB SEARCH.**

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**NOTE:** MOST BUSINESSES REQUIRE THAT AN APPLICATION BE COMPLETED BECAUSE IT NOT ONLY ASKS FOR ALL NECESSARY PERSONAL INFORMATION NEEDED, BUT ALSO REFERENCES AND EMERGENCY CONTACTS. MOST EMPLOYMENT APPLICATION FORMS ASK FOR PREVIOUS EMPLOYERS, THE NAMES AND TELEPHONE NUMBERS OF CONTACT PEOPLE, AND OTHER INFORMATION WHICH YOU MAY NOT REMEMBER. IT IS WISE TO HAVE ALL OF THE INFORMATION WRITTEN DOWN AHEAD OF TIME AND TAKE IT WITH YOU FOR REFERENCE WHEN COMPLETING THE APPLICATION. ALWAYS ANSWER QUESTIONS HONESTLY AND AS THOROUGHLY AS POSSIBLE. NEVER LIE ON AN EMPLOYMENT APPLICATION.



**EXPLAIN** When meeting for the job interview, be sure to dress appropriately for the position. A suit and tie would not be appropriate for an interview for a service technician position.

**EXPLAIN** that after interview follow up with a letter thanking the shop for the interview. Include when the interview occurred and that you are very interested in becoming a part of the organization (shop or dealership). Include contact information, such as your cell number and e-mail address so the service manager can easily get in contact with you. A quick review of your skills and talent will also be helpful to the shop owner or service manager



### **EXPLAIN TECH TIP: Hourly Rate to Annual Income**

To calculate the amount of income that will be earned using an hourly rate, do the following:

Multiply hourly rate times 2 and then times 1,000.

For example: \$10 per hour  $2 \times 1,000 = \$20,000$  per year.

This easy-to-use formula assumes working eight hours an day, five days a week for 50 weeks (instead of 52 weeks in the year). The reverse can also be easily

calculated: Divide the yearly income by 2 and then by 1,000 = hourly rate For example:  $\$36,000 \text{ per year} \div 2 = \$18,000 \div 1,000 = \$18 \text{ per hour}$

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### TECHNICIAN PAY METHODS:

**Straight-Time Pay Methods:** When the particular service or repair is not covered or mentioned in a flat-rate guide, common practice is for the technician to clock-in and use actual time spent on the repair as a basis for payment. The technician uses a flat-rate time ticket and a time clock to record the actual time. Being paid for the actual time spent is often called straight time or clock time. Difficult engine performance repairs are often calculated using the technician's straight time.

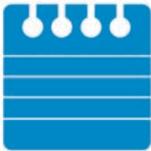
**Flat-Rate Pay Methods:** Beginning technicians are usually paid by the hour. The hourly rate can vary depending on the experience of the technician and type of work being performed.

Most experienced service technicians are paid by a method called flat-rate, called incentive or commission pay. "Flat-rate" means the tech is paid a set amount of time for each service operation. The amount of time allocated is published in a flat-rate manual. For example, if a bumper requires replacement, the flat-rate manual may call for 1.0 hour (expressed in tenths of an hour). Each tenth of an hour is 1/10 of 60, or 6 minutes.



### HOLD A DISCUSSION ON PAY PLANS:

**DISCUSS PAY PLANS: ADVANTAGES & DISADVANTAGES OF EACH. HAVE STUDENTS CHECK PAY PLAN AT A LOCAL DEALERSHIP VIA PHONE. CALCULATE COST OF A STRUT REPLACEMENT AT \$65 PER HOUR.**



**PAY PLAN  
NOTES FROM TEXT**

Often, the tech can "beat flat-rate" by performing the operation in less than published time. It is important that the tech not waste time and work efficiently to get paid the most for a day's work. The tech also has to be careful to perform the service correctly. If the job needs done again due to an error, the tech does the repair at no pay. The tech needs to be fast and careful at the same time. The manufacturer determines flat-rate operation by having techs perform the operation several times.

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**EXPLAIN:** The average of these times is often published as the allocated time. Flat-rate was developed to determine a fair way to pay dealerships for warranty repairs. Because labor rates differ throughout the country, a fixed dollar amount would not be fair compensation.

With a time for each operation, the OEM could reimburse dealership for number of hours multiplied by labor rate approved for that dealership. For example, if the approved labor rate is \$60.00 per hour and:

Technician A performed 6.2 hours  $\times$  \$60.00 = \$372.00

Technician B performed 4.8 hours  $\times$  \$60.00 = \$288.00

Paid to the dealership by the manufacturer = \$660.00



**EXPLAIN** Payroll Deductions: Housing & Living Expenses:

Housing expenses such as rent or mortgage payment should not exceed 30% of gross monthly income. \$10 per hour  $\times$  40 hours per week = \$400 per week,  $\times$  4 weeks in a month = \$1600 per month. 30% of \$1600 is \$480/month for rent or mortgage. Payment should not exceed 25% of gross earnings. In example where pay was \$10 per hour, maximum recommended vehicle payment should be \$400 per month.



**DISCUSS FREQUENTLY ASKED QUESTION: WHERE DOES ALL THE MONEY GO?**

Money earned does seem to quickly disappear. For example, If a soft drink and a bag of chips were purchased Every day at work for \$2.50, this amounts to \$12.50 per Week or \$50 per month, which is \$600 per year. Use the Following chart to see where the money goes.

**INCOME**

Labor rate per hour: number of hours worked = \_\_\_\_\_

Overtime pay, if applicable = \_\_\_\_\_

Part-time work on weekends = \_\_\_\_\_

Total weekly income = \_\_\_\_\_

Multiply by 4.3 to get the monthly income = \_\_\_\_\_

Monthly expenses

Car/truck payment = \_\_\_\_\_

Rent/mortgage = \_\_\_\_\_

Gasoline = \_\_\_\_\_

Food (groceries) = \_\_\_\_\_

Fast food or restaurants = \_\_\_\_\_

Heat and electric (heat/air conditioning) = \_\_\_\_\_

Water and sewer = \_\_\_\_\_

Telephone (cell) = \_\_\_\_\_

Cable tv/internet access = \_\_\_\_\_

Clothing (including cleaning) = \_\_\_\_\_

Credit card payment = \_\_\_\_\_

Total monthly expenses = \_\_\_\_\_

Hopefully, the total income is more than total expenses!

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### **DISCUSS FREQUENTLY ASKED QUESTION: EMPLOYEE OR CONTRACT LABOR?**

Most shops and dealerships hire service technicians as Employees. However, some shops or businesses will Pay a technician for services performed on a contract Basis. This means that they are not hiring you as an employee, But simply paying for a service similar to having a Plumber repair a toilet. The plumber is performing a service And is paid for the job rather than as an employee Of the shop. An employer/employee relationship exists if The shop meets two factors:

1. Direction—this means that the employer can direct technician to report to work to perform service work.
2. Control—this means that the employer can direct the Hours and days when the work is to be performed and at the employer's location.

A contract labor association exists if the repairs are Performed without both direction and control of the shop. If a contract labor basis is established, then no Taxes are withheld. It is then the responsibility of the Technician to make the necessary and required general Tax payments and pay all taxes on time.



**EXPLAIN Becoming a Shop Owner.** Many technicians want to start and operate their own shop.



**HOMEWORK: COMPLETE JOB SHADOWING TASK**