

Your workforce experts.



Welcome!

Not getting the results you want in your job search? Don't give up! Learn what you can do to take your search to the next level.

Class Topics

- Job search Process
- Completing Applications
- Résumés and Cover Letters
- Dressing for Success
- Interviewing

What Are You Selling?

- Skills
- Education/Experience
- Training (past and present)



Job Search Process

1. Self-evaluation: Deciding what skills you have and what you can offer employers such as skills, education, experience, training
2. Research: Find out what jobs are available and what it takes to qualify for the positions

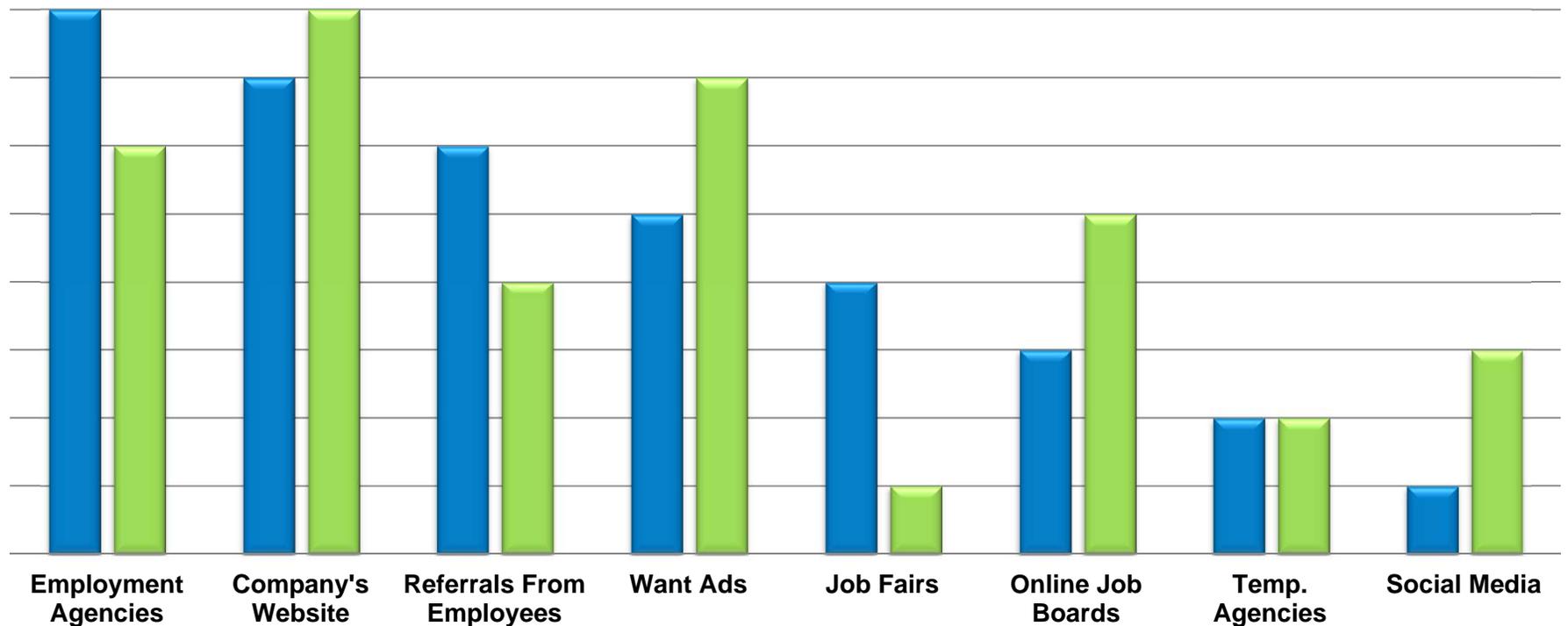
Job Search Process

3. Preparation: Completing resume, cover letters and applications.
4. Job Search: Knowing where to search for work (placement agencies, Internet, job services, etc.)

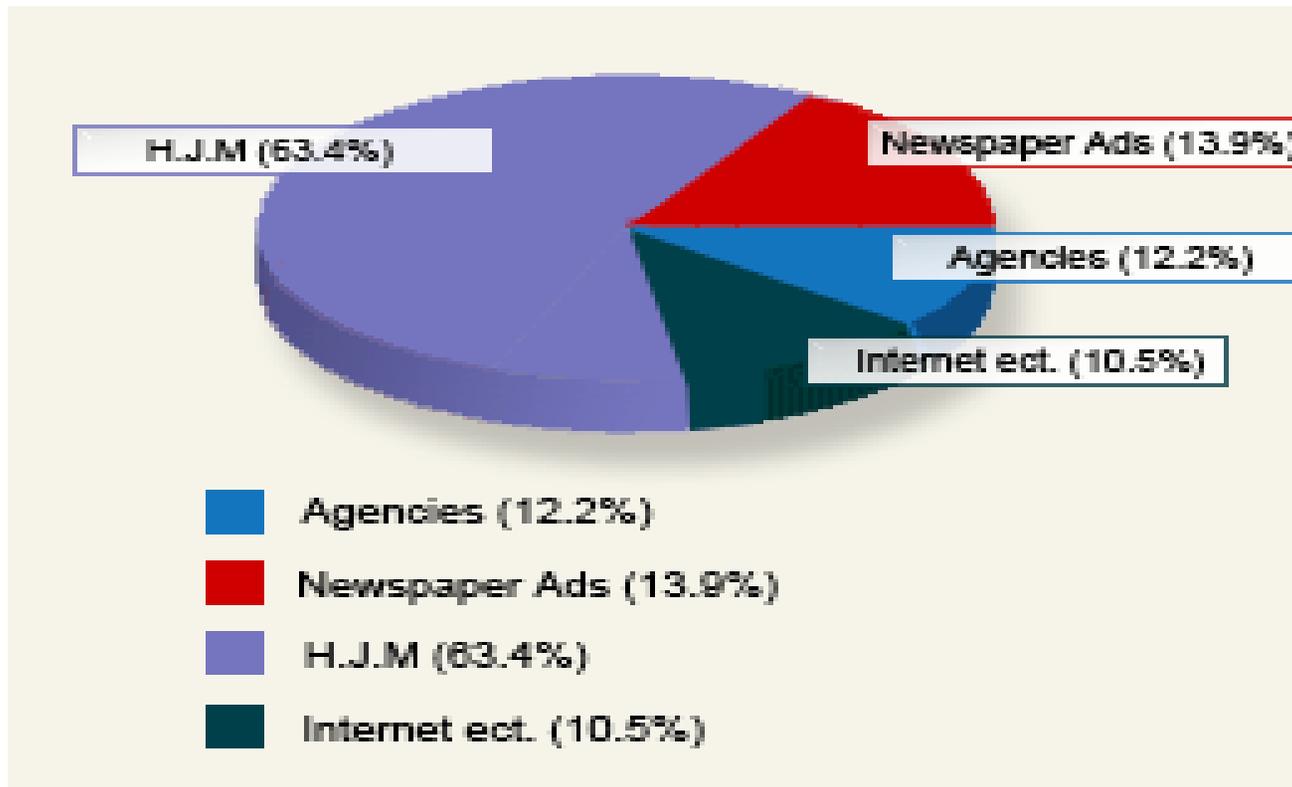
Compare

Side-By-Side Comparison

■ *How Employers Look For Applicants* ■ *How Job Seekers Look For Jobs*



The Hidden Job Market



Courtesy of <http://www.careerdynamicsinc.com/hiddenjobmarket.html>

Job Contact Exercise

- Find phone numbers for 20 employers you would like to work for.
- Call the employers to see if they have any job openings or are taking job applications.
 - This saves fuel and time. You are now doing some direct contact with the employer.
 - You should be doing this already if you are truly searching for employment.



Job Skills

- Personal Skills: The skills employers look for in people they hire. Examples: hard worker, easy learner, dependable



- Transferable skills: Skills that transfer from one job to another. Example: cashier to bank teller.

Job Values

What you would like out of your next job or career? Examples of these values:

- Salary
- Benefits
- Advancement
- Flexible work schedule
- Travel opportunities
- Security
- Variety and change in work

How To Complete A Job Application



Completing Applications

- Follow the directions on the application.
- Use black or blue ink only.
- Keep applications neat and clean.
- Know the position you are applying for in the company.

Completing Applications

- Be truthful and honest on your application.
- List your skills, education, experience and training.
- Follow up with the employer after you turn in the job application.

Putting Together Résumés and Cover Letters



Types of Resumes

- Chronological: lists employment history in reverse order of time (most common)
- Functional: emphasizes skills rather than specific jobs held
- Combination: covers both functional and chronological information

Composing a Resume

1. Evaluate your list of job skills, qualifications, accomplishments, training, etc. Basically, this is a personal inventory of where you've been.
2. Decide on your main job objectives. Write the resume to fit the position.
3. Choose a format:
 - Chronological
 - Functional
 - Combination
 - Electronic

Composing a Resume

4. Include name, address, telephone number and e-mail at the top.
 - Employment history
 - Educational background
 - Volunteer/internships/certifications and other job-related items
5. Edit your resume and make it easy to read. Use good spelling and grammar. Don't use abbreviations.
6. Type a good final copy and save it to disk.

Most Common Resume Mistakes

- Typos or grammatical errors (34 percent)
- Including too much information (22 percent)
- Not listing achievements in former roles (17 percent)
- Poor layout and/or design (17 percent)
- Including too little information (7 percent)
- Other (3 percent)

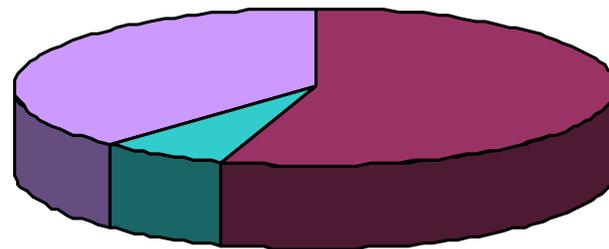
Source: www.jobweb.com

Appearance and Dressing for Success



First Impressions

Appearance Counts



- 55% Appearance
- 7% Actual Words
- 38% Tone and Inflection

Dressing for Interviews

- Always dress one step above the job you are applying for. Example: If you are interviewing for a retail store, then dress like a manager.
- Dress conservatively, not provocatively.
- Wear clothes that fit properly and are clean.
- Make sure you look and smell clean.

Dressing for Interviews

- Dressing properly shows respect for your future employer. Don't mess up your first impression by wearing the wrong clothes.
- Overall, when you are dressed properly, others will treat you more professionally.

What Not to Wear



The Interview



Interviewing Facts

- The job interview is the most important step in the job search process.
- 95 percent of employers require job interviews prior to hire.
- Interviews are stressful for the job seeker and the interviewer.
- Interview involves both verbal, non-verbal communications and active listening skills.

More on Interviewing

- Job seekers should show:
 - ✓ Interest
 - ✓ Confidence
 - ✓ Commitment
 - ✓ Enthusiasm

More on Interviewing

- Most people invited to an interview have been screened. The employer is looking for:
 - Honesty
 - Credibility
 - Intelligence
 - Competence
- Dress, appearance and communication skills play a major part.

Types of Interviews

- Telephone or e-mail
- One-on-one (traditional)
- First and second interviews
- Panel interviews (law, government, large companies, etc.)
- Stress interviews (police, rescue, etc.)
- Test/demo (personality, math, welding, typing)



An Interview: Four Stages

1. Introduction: Hand shakes, setting the stage, first impressions, etc.
2. Employer's Questions: Employer is trying to see if you fit in with the company.
Examples: Tell me a little about yourself.
Why should I hire you for this position?
Why did you leave your last job?

An Interview: Four Stages

3. Applicant's questions: What is a typical day in this position? What type of training will I receive? Is the position full-time or part-time?
4. Closing Stage: Say "Thank you" and make your intentions clear. "Ms. Jones, when do you plan to fill the position?" Never leave without stating, "I would like the job, I'll do great work and I won't let you down."

Interviewing DOs

- Arrive 15 minutes early.
- Bring only essential items like resume, references, portfolio, licenses, etc.
- Be pleasant and friendly.
- Shake hands even if it is the opposite sex.
- Stress your qualifications.
- Know the company you are applying to.

Interviewing DOs

- Dress appropriately for the position.
- Be sure to listen to the questions being asked.
- Never say "I can't."
- Speak positively of past employers.
- Avoid talking about family, financial and personal problems.
- Thank the interviewer.

Questions and Answers Practice Interviews



Always Send a Follow-up Letter

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you so much for your time and the privilege of having an interview with you yesterday, October 25, to speak with me about the administrative assistant position at the ACME Agency.

I feel confident that my strong administrative and customer service skills will benefit this position. I have extensive experience in all of the computer software packages that you use and I am sure that my efficiency will ensure your deadlines are met.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Things to Remember

- First impressions are very important. These are based on your appearance, attitude, responsiveness, etc.
- Know yourself (skills, education, experience, training)
- Have a good resume. Write it yourself.

Things to Remember

- Always read over the applications before completing them. Be truthful and honest, and list all qualifications that match the job description.
- Be on time for all interviews and show interest, confidence, commitment and enthusiasm. Never say "I can't."
- Show your manners and respect to employers and staff during your interview process. Also after you are hired.

Things to Remember

- When you are told to apply in person, come dressed for an interview. Always dress one step above for the job your applying for.
- Always follow up with employers after the interview or application has been completed. Don't forget to send thank you letters.

Good Luck!

