

JOB SEARCH HINTS 2011

WHEN EMPLOYERS COMPARE APPLICANTS, THEY ASK:

Are they trainable?
Do they have the skills & education the job requires?
Will they have good attendance?
Were they confident, friendly, alert?

FIND OUT WHO IS HIRING

Common Search Tools:

Monster/Hot Jobs, CareerBuilder, Craigslist, EDD/Cal Jobs Staffing Agencies - take advantage of educational information.

Don't forget **Personal Contacts!**

Social Media lets you know who is hiring -- **Linkedin, Facebook, YouTube**

Use the Web to **Research** Businesses/Companies.

Know what **Positions** are open & gain **Information** about the Business before you apply.

APPLY FOR THE POSITION

The Application: Things to watch out for:

Spelling Spelling Spelling - NO TEXT LINGO

Read carefully, complete as much as possible.

Use a **master document** (cheat sheet).

Have phone numbers & references readily available.

Be Truthful -- Be confident of skills, but don't overstate!

Complete on-line application on home computer, not kiosk --

You have more time; you can cut & paste information

JOB HISTORY

Employers are looking for a Pattern of Responsibility & the Ability to Maintain Commitment

No job history? List Volunteering, Babysitting, Odd Jobs, Participation in an Outreach Program, Leadership in Youth Organizations and/or School Projects.

INTERVIEW

You have 3 minutes to impress!

Dress slightly "above" the position

No backpacks, cell phones, or drinks

Go alone - NO friends

Key to Best Interview - Eye Contact

Be ready for the interview style:

1. *Direct Questions* - what skills do you have?
2. *Non-Directive Questions* - tell me about you?
3. *Behavior* - give me example of something you . . .
4. *Hypothetical Question* - what would you do if. . . ?
5. *Stress Questions* - What super hero would you be?

USE AN APPROPRIATE E-MAIL ADDRESS

If necessary, get free e-mail address for job search process

YES!

JonesBryon@ smithfamily165@

NO!!! Bad Impression:

Sweethang1377@

michaelspimp@

Unknown_sanity@

Too Much Information:

Mflores032571@ (Birthdate)

RESUME

Professional, Unwrinkled, & Concise

Common Mistakes:

Spelling

Same format - no uniqueness

Scribbling/Handwriting to correct information

TIPS for Success

Make sure Name is larger font

Print in dark blue, not black

Verify Employment Dates are accurate

Describe your Work Tasks/Skills using O'NET terms

Background Checks will verify your Social Security Number & Criminal History for the past 7 years -- (Be totally honest - this is a case-by-case decision).

Drug Screening - Be confident you can pass or don't apply!

Make sure your Virtual Impression is Positive. Employers check into your habits & personality - and it IS legal to deny you employment.

Cell Phone Message & Ringtone should Leave a Good Impression