When applying for a job

1. Bring your own pen.

Whether you are a walk-in applicant or have an appointment, be prepared to complete paperwork with your own pen.

2. Dress properly.

When you are inquiring about a job in person, remember that the "*first impression*" is very important. Look presentable. No gum. No sandals or flip flops. No shorts. No tank tops. No hats. No nose rings. And comb your hair!!

3. Fill out the application completely & correctly.

Answer *all* the questions on the form. Write down information such as where you went to school, the names of your previous supervisors and the phone numbers and addresses of all previous employers. Keeping a data sheet in your wallet with all this information is very useful. Do not give out your social security number until you have been hired.

4. Grammar, penmanship and spelling count.

Write neatly and clearly, and only use words you know how to spell. This is an opportunity to make a good impression. Indicate that you are always on time and a quick learner. Let the employer know you are not afraid of a challenge and love working with people.

5. Ask to see a job description.

Employers should have a copy of the job description handy when hiring. Ask for a copy of it. If there is any part of the description you do not understand or have a problem with, ask for clarification. Most retail jobs involve more than just standing at a cash register.

6. Be enthusiastic.

From the moment you walk in the door, have a positive attitude. Smile! Ask if the manager is available and introduce yourself. Don't be pushy, but tell him that you would really like to work for his company. Give him a firm handshake when you leave. Chances are you'll be on the top of the call-back list!

7. Be ready to work.

Everyone wants a job, but not everyone wants to work. Once you are hired, stay enthusiastic. Live up to all the promises you've made. Continue to dress properly, be on time, accept all new tasks with a smile and learn everything you can about the company. Even if this is just a part-time or summer job, by staying positive and enthusiastic, you are laying the groundwork for your future career.

When Completing a Job Application

AIM FOR PERFECTION!!!

An employment application is an expanded version of your résumé. It defines who you are—your education, work experience, position desired and other miscellaneous information.

The way you complete the application tells the employer a lot about you. Having your work history/education data sheet with you will help you complete the application accurately and neatly.

Keep these points in mind:

- *If possible, take the application home.* At home you can take your time and make sure your application is neat, accurate and complete.
- *Be prepared.* Always take two blue or black ball-point pens, a bottle of white-out, and a copy of your résumé in case you are asked to complete
- the application on the spot.
- Before you start filling out the application, *read over the entire form and follow directions.*
- *Never leave a space blank.* If a question doesn't apply, simply write "does not apply" or "N/A".
- *Proofread.* If you make a mistake, white it out and correct it.
- When you are finished, if you are not satisfied with the way the application looks or read, *don't be afraid to ask for another one.*
- Even though you fill out the application with a pen, it should be as close to perfect as you can make it. *Make sure your application says "HIRE ME!"* rather than "This person will do sloppy work."

Telephone Etiquette

MAKE A GREAT FIRST IMPRESSION!

Remove gum before calling.	. . . Then remember to speak slowly and clearly.
Make your phone call in a quiet area.	. . . No background noise such as a TV, stereo, children.
Ask for the person you wish to speak with.	. . . *"Hello, may I speak to Mr. Jones?"*
Identify yourself and get right to the point.	*. . . "My name is Bob Sharp. I'm calling about the clerk position you have advertised. I would like to set up a time to interview for the position."*
Do not ask questions about the job at this time.	. . . Wait for the interview!!
Let the employer recommend a convenient time for the interview.	. . . However, if the time is not good for you because of school or another similar obligation, be sure to explain why.
Keep your phone conversation brief and concise.	. . . Most people make a better impression in person than on the phone. However, if the employer asks you any questions, give an appropriate answer.
Ask for directions if you are unsure of the location.	. . . And always confirm the day and time.
Thank the employer and end the conversation on a cheerful note.	. . . "*Thank you very much. I look forward to meeting you next Wednesday at 1 p.m."*
If you need to leave a message on voice messaging, make sure you speak slowly and clearly.	*. . . "Hello, Ms. Smith. My name is John Stewart. I am calling about the cashier position and I would like to set up a time to meet with you. My phone number is 555-1212. Today is Tuesday, May 15th, and the time is 3:30. I am looking forward to hearing from you."*
If you have call waiting,	*. . . do not go to the other line. Ignore it!*

Preparing
for the

Interview

Tips to make a
lasting impression!

Giving it your best shot . . . .

The Interview

- Bring only essential items to the interview—
  your résumé, references, portfolio, date book, etc.
- Arrive 15 minutes early so you can relax and review what you want to say.
- Be pleasant and friendly, but businesslike to everyone you meet.
- Shake hands firmly. Make eye contact. Be yourself. Use natural gestures and movements.
- Speak in an adult manner—no slang phrases such as "Well...Like...I guess...You know"… That tells an employer you are immature.
- Stress your qualifications without exaggeration. Emphasize experience and training related to the job opening.
- It is impressive to the employer if you have positive knowledge about the company. Refer to the company's products and services, refer to them as you answer questions.
- Speak positively of past employers.
- Avoid discussing personal, domestic or financial problems.
- Know your salary range from your research. If you are asked about salary, answer the question with "What do you pay people with my skills and experience?"
- Ask questions about the company, nature of the job, etc. Your questions indicate interest and motivation.
- Be prepared if the interview says, "You're perfect for the job. When can you start?" Preparing for this question can prevent a snap decision. Most employers will allow you time to make this decision.
- At the end of the interview, shake hands and thank the interviewer for his time, and again make good eye contact.

Mock Interview Workshop Questions

1. Tell me a little about yourself.

2. How do you spend your spare time?

3. What are your strengths and weaknesses?

4. What are some of your goals?

5. Tell me about your previous work history.

6. Tell me what you enjoyed most about your last job.

7. Tell me what you enjoyed least at your last job.

8. Give me an example of how you handled a difficult situation in your previous position.

9. If I called your supervisor from your last job, what would he or she say about you?

10. What position are you applying for?

11. Why are you interested in this position?

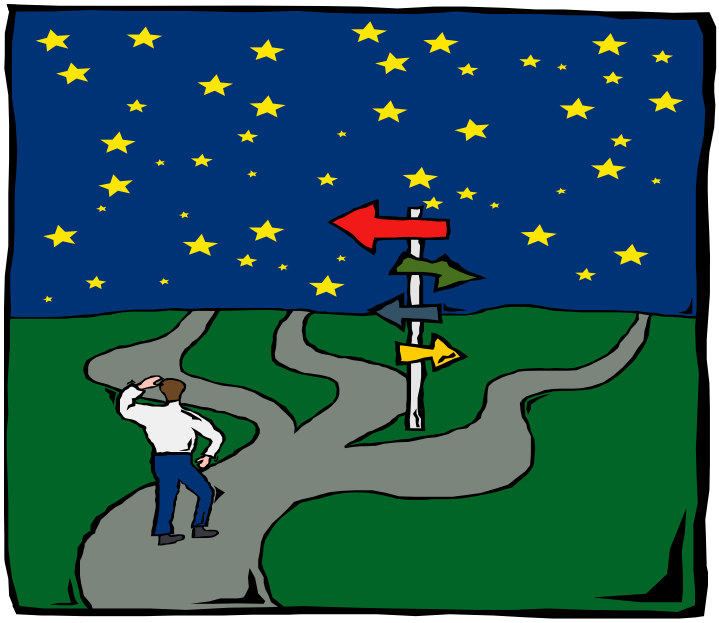
12. What qualifications do you have for this position?

13. What ideas, skills, or talents could you contribute to our company?

14. How will your relationship be with other co-workers? Your coworkers will see you as what type of person?

15. Name one important component to being a successful teammate.

AFTER THE INTERVIEW



What should I do now?
What did I do well?
What could I do better?

The Final Step

Following up with a
Thank-You Letter

If a job offer is not made before you leave the interview, you should immediately send a thank you note. Ask the interviewer for a business card so that you will have the proper name, job title, and address.

The thank-you letter serves two purposes:

1. to show the interviewer that you are still interested in the job and that you appreciate their time and consideration.

2. to give you the opportunity to mention a topic discussed, a problem you can help solve, or something you may have forgotten to mention in the inter-

September 20, 2006

Dear Ms. Taylor
Thank you for giving me the opportunity to interview for the position of Clerk Typist with Bennett Insurance Company.
After the interview, I was even more excited about the possibility of employment with your company. I believe my skills and abilities would be an asset to your office.
If you have any further questions, please feel free to call me. I am looking forward to hearing from you. Thank you again for your time.

Sincerely,
Mary Boudene

Now What?

Give the employer a day or two beyond the deadline before calling to see if a decision has been made. Keep it simple and say something like, "*I just wanted to check and see whether you had made a decision on the clerk position.*"

Making the most of your first job!

Once you have taken the job, be professional. Be dependable in your attendance and meet work deadlines. Don't call in sick when you're not. Conform to the office dress code.

Don't complain! Remember you are the new employee. Be cooperative and willing to take on duties that may not be in your job description.

Make your employer happy they hired you. Do even the most trivial assignments with accuracy and enthusiasm. When you have finished one assignment, ask for another. Once you are trusted to do your tasks accurately, you are likely to get more important and interesting jobs.

Keep a sense of humor. Newcomers are sometimes teased and tested by veterans of the company. Accept good-natured razzing.

Dump your student identity quickly. Your co-workers will want to know you are mature and capable of doing the job.

Use your "peon" tasks to meet people in other departments or who are in higher levels of the company.

Learn to accept and learn from criticism. If you don't understand what is required of you, ask questions until you do understand. And remember, you will learn from your mistakes.

Volunteer for the jobs that nobody wants. This will show your sincerity in wanting to become a part of the team.

Be willing to stay late or come in early to complete a job. Your boss will appreciate it and you may get to know others in the company who can advise, teach, or in some way help you.

Remember . . .

Successful employees are those who do good work, have a good attendance record, and who get along with the public, colleagues and superiors.

If you don't get hired ...

There may be a reason!

Listed below are some of the main reasons employers have given for not hiring an applicant.

- Poor personal hygiene
- Inappropriate dress
- Overbearing personality—"know it all"
- Criticism of past employers
- Inappropriate language
- Poor attendance in school
- Low grade point average (GPA)
- Unwilling to start at the bottom
- Fear or failure of drug tests
- Sloppy or incomplete application
- Extreme hair styles, make-up or jewelry

One thing about the school of experience is that it will repeat the lesson if you flunk the first time.