



Preparing to Get a Job



Things to Consider:

- What type of work do you seek?
- Will you work the entire Summer?
- Are you committed to work during weekends?



Planning Ahead

- The Resume
- The Employment Application
- Presentation and Attitude
- The Job Interview
- Employer Expectations-Keeping your Job
- Role playing the Job Interview

Prepare for the Job Interview

1. Write a resume.
2. Apply for a job you really want to do.
3. Learn about the company. Use the web.
4. Prepare for the job interview.





What's in a Resume

▪Name

Street Address:

Cell Phone: (670) 285 4927

Email: email1234@yahoo.com

Objective

To obtain employment during the Summer period. I bring reliability commitment and enthusiasm to the job.

Experience

The Happy Restaurant

Agana, Guam

Summer of 2012

Restaurant Cashier

Greet and seat customers. Take payments from customers. Write end of shift sales report.
Responsible for money bag.

Education & Training

Simon Sanchez High School – Sophomore year

Other Skills

Knowledge of Microsoft Office

Internet Research

Activities/ Volunteer Work/ Interests

Monthly trash clean-up drives, member of the arts and crafts group, the performing arts.

References

Ms/Mr.

Ms/Mr.



Why the Employment Application

GENERAL INFORMATION

NAME (LAST, FIRST, MI)				DATE OF APPLICATION	
MAILING ADDRESS			CITY	STATE	ZIP CODE
HOME PHONE	BUSINESS PHONE		ALTERNATE PHONE	SOCIAL SECURITY NUMBER	
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES?		<input type="checkbox"/> YES	<input type="checkbox"/> NO	ARE YOU AT LEAST EIGHTEEN (18) YEARS OF AGE?	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HAVE YOU EVER BEEN EMPLOYED BY (Co. Name)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, PROVIDE DATES AND POSITION	
		<input type="checkbox"/>	<input type="checkbox"/>		
ARE YOU RELATED TO ANYONE EMPLOYED AT (Co. Name)		<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, PROVIDE NAME AND RELATIONSHIP	
		<input type="checkbox"/>	<input type="checkbox"/>		
ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR, WITH OR WITHOUT REASONABLE ACCOMMODATION?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
				<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN CONVICTED OF A FELONY?				<input type="checkbox"/> NO	<input type="checkbox"/> YES, PLEASE EXPLAIN:
				<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN?				<input type="checkbox"/> NO	<input type="checkbox"/> YES, PLEASE EXPLAIN: (disclaimers)
				<input type="checkbox"/>	<input type="checkbox"/>

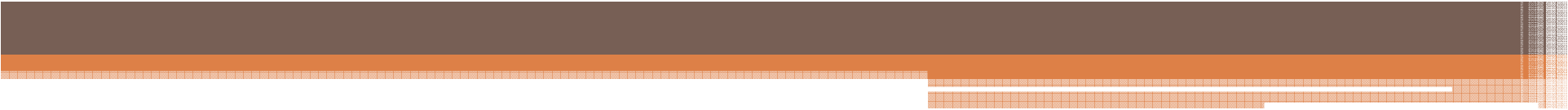


Prepare for the Job Interview



Common Mistakes to Avoid During the Job Interview

1. Avoid changing your interview appointment.
2. Don't make negative comments about previous employers, school mates or teachers.
3. Don't make the interviewer guess what type of work you are interested in.

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4. Don't chew gum or smell like cigarette smoke.
 5. Turn off your cell phone.
 6. Don't take your parents, friends or children to your interview.
- **You want to demonstrate you are independent enough to go through the interview experience alone.**

- ❑ Write your questions ahead of time and bring your note pad to the interview.
- ❑ Dress appropriately, this shows you are serious about getting a job. (even if just submitting an application)
- ❑ Your personal grooming and cleanliness should always be impeccable.
- ❑ Role-play your interview. This will give you more self confidence.



- ❑ Be on time for the job interview. Earlier is better. Arrive 10 minutes in advance and use the restroom to freshen up if needed.



- ❑ Treat everyone you meet with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

- ❑ Offer a firm handshake make eye contact.



- ❑ Maintain a friendly disposition.

The Job Interview

- Address your interviewer using the last name such as Ms. – Mr. Cruz until invited to do otherwise.
- Maintain good eye contact during the interview.
- Maintain good body language. Avoid fidgeting and slouching while sitting.

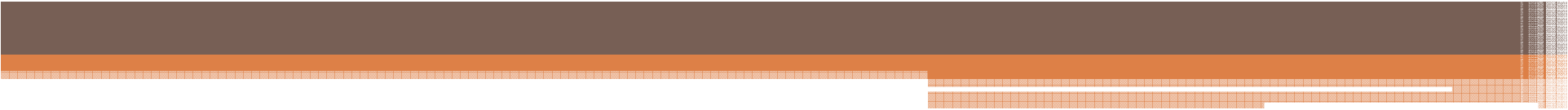




- Ask for clarification if you don't understand a question.
 - Be thorough in your responses.
 - Be honest in your responses.
- **Dishonesty gets discovered and is grounds for withdrawing job offers and for firing.**

The Interview is a **two-way** communication session.
You should ask questions too.





□ Expect to be treated appropriately. If you were treated inappropriately or asked questions that made you uncomfortable, make this known.

1. Are you married?
2. Do you have children?
3. Are you pregnant?
4. Have you been arrested?
5. What is your religion?
6. Where are you from?
7. What is your ethnicity?
8. Do you have a car?



- ❑ When the interviewer concludes your meeting again offer a firm handshake.
- ❑ And ask when should you expect to hear if you got the job.
- ❑ You may say “Thank you for your time, I look forward to hearing from you soon” and depart gracefully.

□ Telephone Etiquette



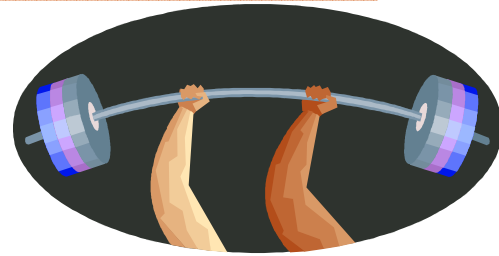
- a) Call a couple of days after your interview.
- b) Greet the caller and state your name and the position you applied for.
- c) Say when you were interviewed and the name of the person you met with (Ms./Mr. Cruz)
- d) Say you are calling to find out if a decision has been made to hire and that you are still interest in the job.

QUESTIONS YOU MAY BE ASKED



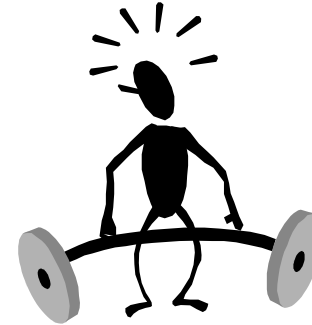
1. What are your educational goals?
2. Why are you interested in this job?
3. What computer software programs are you most comfortable with?
4. What would you say is your greater strength?
5. And what is your greatest weakness?
6. What motivates you?
7. How do you handle stress or pressure?
8. If you were hired how soon can you start?
9. Are you looking to work for the Summer only?
10. Do you have any questions for me?

Possible Answers

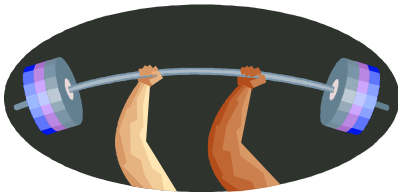


- What would you say is your greater strength?
 - My greatest strength is my ability to **work with different people**. I enjoy learning from everyone I work with and in this job I believe that will improve my ability to perform with the team.
 - My greatest strength is my ability to focus on the job at hand. **I'm not easily distracted.**
 - **I am well organized.** I'm capable of keeping many projects on track at the same time.

- What is your greatest weakness?



- I like to **make sure that my work is done right**, so perhaps I spend a little too much time checking it.
- Being organized wasn't my strongest point, **but I came up with a system that really helped my organizational ability.**



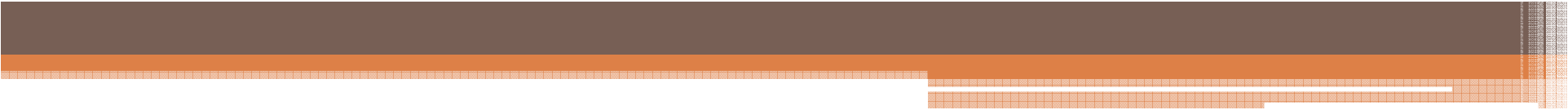


- What motivates

- I've always been motivated by **the desire to do a good** job at whatever task I need to accomplish.
- I believe it is **important to give my best** to others in school or at work. It is good business.



- How do you handle stress or pressure?
 - **Prioritizing my responsibilities** so I have a clear idea of what needs to be done.
 - If the people I am working with are contributing to my stress level, **I discuss options** for better handling difficult situations with them.

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- I find that **when I'm under the pressure** of a deadline, **I can do some of my most creative work.**
 - **I'm not a person who has a difficult time with stress.** When I'm under pressure, **I can focus and get the job done.**

Questions You Should Ask About the Job



1. What are the job expectations?
2. What would be the work schedule?
3. Do you offer benefits?
4. Are there opportunities for advancement?



5. When will you be making a decision to hire for this job?
6. Will I hear from you soon?
7. Before I leave, is there anything else you need to know concerning my ability to do this job?

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HOW YOU GET TO KEEP YOUR JOB

- WHAT EMPLOYERS WANT FROM YOU**
- ◀ **To have real interest in the job.**
 - ◀ **To come to work on time.**
 - ◀ **To show up to work when scheduled.**
 - ◀ **To be respectful of others and be part of the team.**
 - ◀ **To be 100% safety conscious.**



Job Interview Role Play