JOB SEARCH HINTS 2011

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

APPLY FOR THE POSITION
The Application: Things to watch out for:
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

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

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)

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?

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