

Job Searches, Applications, Interview Tips, & Internships



Job Searches

- How to search for a job:
 - Check job boards (online and at your school)
 - Consider creating a profile on LinkedIn
 - Go in to a business you're interested in working for and ask for an application
 - Check out specific company websites for job postings
 - Career fairs
 - Try job websites like:
 - Careerbuilder.com
 - Indeed.com
 - Dice.com (for tech job seekers)
 - Glassdoor.com
 - LinkedIn.com
 - Monster.com

Networking

- Tapping your network
 - 70% of people in 2016 were hired at a company where they had a connection
- Who can you network with?
 - Past or present coworkers, colleagues, managers, supervisors, or employees
 - Past or present clients or customers
 - Business associates
 - Alumni of your school
 - Acquaintances you know from your personal life
 - Acquaintances you know through your family
 - People from your church, gym, activities
 - Past or present teachers
 - Anyone you meet and have a productive, professional conversation about your career

Networking Examples

- Susan noticed a help-wanted ad for a job at a local veterinary clinic. She called a friend who happened to use that vet. Her friend called the vet and recommended Susan. Susan got an interview and got the job. The vet was glad to hire someone who came highly recommended by a good client.
- John was interested in pursuing a career in medicine. He mentioned his interest to a family friend who happened to be a doctor. The doctor arranged for John to spend a day shadowing him at the hospital and provided an excellent recommendation for medical school.
- Angela was interested in changing careers and moving from public relations to publishing. Even though she graduated more than a few years ago, she tapped her college career network and came up with a contact at a top New York publishing firm. In addition to being sent new job postings, her resume was hand-delivered to Human Resources when she found a position she wanted to apply for.
- In casual conversation at the orthodontist's office, Jeannie, the assistant, just happened to mention to a patient's mom that she was interested in horses and in a part-time job working with them. The mom had horses and a bunch of contacts. Jeannie had a part-time job working on a local horse farm by the end of the week.

Job Searches: What Not To Do

- Don't give out references who might not give glowing recommendations.
- Don't make your resume unreadable or too long.
- Don't have mistakes or typos on your resume.
- Don't be vague, and answer the question that is asked.
- Don't waste your time applying for jobs that you are overqualified or underqualified for.

Job Applications

- Thoroughly read job descriptions to make sure you are qualified and it is a job that you would want to do.
- Create an original cover letter. It should state why you want to work there, what qualities and experience you have that would be good for the position, and any leadership experience if you have any. Always thank them for their time and state that you look forward to hearing from them.
- Make sure your responses are on target and error free. Be sure to answer the question they are asking, don't be vague, and don't put a bunch of words that don't really say anything just to fill up the space. Have someone proofread for spelling and grammar errors before submitting and even consider typing answers up in a word processing document to check for errors before pasting it in to the job application.
- Fill out all fields within the application process. Do not leave fields blank. This is a reason a lot of employers throw out applications.
- Have resume and reference information ready before beginning the application. This makes the process go much faster and minimizes errors.

Job Applications

- Clean up your public social media profile and make sure it's current. Many potential employers (as well as college admissions reps) look at applicants' social media sites before interviewing and hiring. If there is anything questionable on yours, remove it! Make sure it states updated information about you.
- Review all the information before submitting. Have someone proofread your application, print it out to read on paper yourself, or walk away from it for an hour, then re-read it with fresh perspective.
- If the application asks for references, make sure to include a current or recent supervisor, if you have one. If you don't have a current or recent supervisor, use an adult such as a teacher, coach, or counselor who knows you fairly well.
- Make sure your email address is appropriate and check it often. Do not put a questionable email address on your application (for example, hotmama63@yahoo.com; instead create an email with some variance of your name). Check your email and voicemail often in case a potential employer calls for an interview. Make sure all contact info (address, phone number, email address) is current.
- Be confident. This is your first opportunity to sell yourself to your future employer. You want to showcase all your strengths and experiences. Don't be shy!

Interview Tips

- Be early.
- Dress appropriately for an interview.
- Bring a copy of your resume and references, along with any portfolio items or work samples that might be relevant.
- Look everyone in the eye and smile appropriately. Shake hands and introduce yourself. Pay attention to your body language—fidgeting, hair twirling, lack of eye contact, slouching, etc, can look bad to the interviewer.
- No gum!
- Turn off your cell phone.
- Be prepared with a list of questions to ask, but don't ask questions that can be obtained on the company's website. If you come prepared with knowledge of the company that you did through prior research, interviewers like that.
- Show the interviewer that you are enthusiastic about the position.
- Be positive. Don't bash an old boss, job, or company.

Interview Tips

- Use appropriate language, including being grammatically correct.
- Be confident and sell yourself.
- Be polite to everyone at the interview. Your interviewer may ask others their impression of you.
- Be yourself.
- Be honest about your strengths and weaknesses. You don't want to tell them you can do something you can't and then be in over your head if you get the job.
- Be as knowledgeable about the company as you can.
- Ask good questions if given the opportunity.
- At the end of the interview, shake their hand, thank them for their time, and say you look forward to hearing from them. It's ok to ask when you should expect to hear back about the job.
- Send a thank-you letter or email.

Internships

- Internships are temporary jobs to get hands-on experience, usually in a field that interests you.
- Internships can be paid or unpaid. Either way they are valuable to you because they give you professional experience and add to your resume.
- Internships show you what the working world is like in that field. They can help you figure out if that's what you really want to do for your career.
- Sometimes people are hired on with a company after completing their internship.

Benefits of internships

- Shows you what the working world is like
- Teaches you important skills, such as time management and computer skills
- Helps you choose a major
- Inspires a career choice
- Connects you with people who can mentor you (networking!)

How do I find an internship?

- Think about what fields you want to explore or skills you want to learn
- Research online
 - Start with local businesses and organizations in your area of interest
 - Try www.internshipprograms.com
- Ask your counselor, teachers, coaches, advisors if they know of any internships
- Take advantage of family opportunities
- If there's a specific company you're interested in, don't be afraid to contact them.

Employability Skills

- Employability skills, otherwise known as soft skills:
 - Attributes that employers want to see in the people they hire
 - Employers can teach knowledge of how to do the job, but they can't teach soft skills
- Skills employers want to see:
 - Professionalism
 - Enthusiasm and positive attitude
 - Communication
 - Problem-solving and critical thinking skills
 - Teamwork
 - Networking

Professionalism

Professionalism, or work ethic, includes:

- Punctuality
- Honesty and integrity
- Having a good attitude
- Being a hard worker
- Taking the initiative
- Dressing appropriately
- Being a team player
- Being on task rather than being on your cell phone or surfing the web
- Speaking appropriately

Professionalism

- If you see something that needs to be done, do it without being asked. This could apply at a job or at school.
- Think about when you go to a store or a restaurant and deal with people in customer service. You want someone who is pleasant and acts like they want to help you. You can exhibit a good customer service attitude in any job, in class, or in life in general. **This is professionalism.**

Enthusiasm and Attitude

- Enthusiasm and attitude are immensely important. People with enthusiasm and a good attitude are the ones others want to be around. It can help you get a job, keep it, and get promoted. A positive attitude every day goes a long way.
- If you act like you don't care, employers will assume you don't.
- All other things being equal, a candidate who can demonstrate a positive attitude and eagerness to tackle the job will have an **advantage** over one who displays an attitude viewed by the employer as negative or disinterested.
- In fact, many employers would rather provide job skills training to an enthusiastic but inexperienced worker than hire someone with perfect qualifications but a less-than-positive attitude. Managers sometimes worry that this type of person will not get along with supervisors and co-workers, treat customers disrespectfully, and not put much effort into his or her work.
- On the other hand, employees who are viewed as **enthusiastic** are known to **provide good customer service, resolve interpersonal conflict effectively, and work productively with others.**

Communication

- Communication is how we give and receive information and convey our ideas and opinions with those around us. Communication comes in many forms:
 - verbal (sounds, language, and tone of voice)
 - aural (listening and hearing)
 - non-verbal (facial expressions, body language, and posture)
 - written (journals, emails, blogs, and text messages)
 - visual (signs, symbols, and pictures)
- It is important to develop a variety of skills for both communicating TO others and learning how to interpret the information received FROM others. Knowing our audience and understanding how they need to receive information is equally as important as knowing ourselves. To an employer, good communication skills are essential. In fact, employers consistently rank good communication skills at the top of the list for potential employees. Recognizing that people may need to receive information in different ways in order to be successful will help improve communication skills.

Problem-Solving and Critical Thinking

- Problem-solving and critical thinking involves **figuring out what to do rather than waiting on someone to tell you what to do**. Everyone experiences problems from time to time. Some of our problems are big and complicated, while others may be more easily solved. There is no shortage of challenges and issues that can arise on the job. Whether in an office or on a construction site, experiencing difficulties with the tasks at hand or with coworkers, the workplace presents ongoing challenges on a daily basis. Large or small, these problems need to be dealt with **constructively and fairly**.
- Having the necessary skills to **identify solutions to problems** is one of the attributes that employers look for in employees.
- Problem solving and critical thinking refers to the **ability to use knowledge, facts, and data to effectively solve problems**.
- This doesn't mean you need to have an immediate answer, it means you have to be able to
 - **think on your feet**
 - **assess problems**
 - **find solutions**
- The ability to **develop a well-thought-out solution within a reasonable time frame**, however, is a skill that employers value greatly.

Teamwork

- Teamwork is an essential part of workplace success. Like a basketball team working together to set up the perfect shot, every team member has a specific role to play in accomplishing tasks on the job.
- Although it may *seem* as if one player scored the basket, that basket was made possible by many people's **planning, coordination, and cooperation** to get that player the ball.
- Employers look for people who not only know how to work well with others, but who understand that not every player on the team *can* or *will* be the one who gets the ball.
- When everyone in the workplace works together to accomplish goals, everyone achieves more.

Networking

- Networking is the final, and for most people most difficult, employability skill. You've probably heard the phrase "it's not *what* you know, it's *who* you know." Traditional networking involves talking to people. For some this may be an easy activity, while for others it may be scary and uncomfortable. Luck plays a big role in life, and there is no better way to increase your luck than by knowing a lot of people.
- Get to know as many of your peers as possible at school
- Join clubs and organizations in and out of school
- When you meet someone new, treat that person as a friend. You never know when someone can help you with something in the future. Treat everyone you meet as the most important person in the room and you can't go wrong.

Questions?

