

HOW DO I CHOOSE A CAREER?



1. Begin with your values
 - Stay Local or Move?*
 - Office or Outdoor Job?*
 - What kind of work environment appeals to you?*
2. Identify your skills and talents
3. Think about where you want to be in 10 or 20 years
4. Conduct an informational interview with someone who does the job you think you want

ONLINE CAREER RESOURCES

Career Quizzes

Dreamit-doit.com – Career Toolkit

CareerPath.com

Online Resources - Set up an automatic email

Monster

Indeed

Career Builder

City Websites

USAJobs.com - Federal Jobs

Make a list of companies you want to work for and check their websites often

WRITING AN EFFECTIVE RÉSUMÉ

- ◉ Cover Letter - It's never a bad idea
- ◉ Make your name header stand out
- ◉ Use a professional email address
- ◉ Use the job description to tailor the resume to the job - use the words that they use
- ◉ Be truthful and accurate
- ◉ Have a proof reader

A SKILLS BASED RÉSUMÉ

- ◉ Focus on your technical skills, professional skills, and personal skills.
- ◉ At least 3 skills with at least 3 bullet points
 - ◉ Equipment Operation
 - ◉ Leadership
 - ◉ Customer Service
 - ◉ Team Player
- ◉ Power Verbs
 - ◉ Try to start each bullet with a power verb

THE APPLICATION

- If it's not online - be neat, complete, and clean and professional when asking for the application
 - Felony
- References
 - From teachers, bosses, church leaders, coaches, etc.
- SPELL CHECK!
- Facebook, Twitter, etc.
 - Be careful what you show everyone
- Follow up in 1 week

THE INTERVIEW

- Relax
- Eye contact and a firm hand shake
 - Repeat their name, “It’s nice to meet you Tom.”
- Dress Professionally
 - A dress shirt and tie - **MUST**
 - Nice pants or nice jeans
- Know something about them - check out their website
- Practice Answers - Google commonly asked interview questions

7 COMMON INTERVIEWER'S PET PEEVES



1. Smells
 - o No perfume or cologne - just a shower
2. Communication-Too Much
3. Communication-Too Little
4. Lack of Focus
5. Avoiding Eye Contact
6. Slang and Street Speak
7. Deception

COMMON INTERVIEW QUESTIONS

- Tell me about yourself
- What are your Weaknesses?
- Why should we Hire You?
- What attracted you to this Position?
- What are your Goals?
- Why are you looking to leave your Current Employer?
- When were you most satisfied in your Job?
- What would your current supervisor say about You?
- What are your Strengths?
- Give us an example of a time you had to handle a Difficult Customer/Co-Worker.

QUESTIONS YOU CAN ASK THE INTERVIEWER

- ◉ What type of training or orientation will I receive?
- ◉ What are you most hoping to find in the person you hire?
- ◉ What would my first priorities be once on the job?
- ◉ Is there anything else I can provide you with (references, contact number, etc.)
- ◉ Is there a point of contact to check the status of the position?
- ◉ Will I be contacted either way?
- ◉ What is the time frame you are looking to start the person in the position?

THANK YOU LETTERS

- ◉ Send a note or email right after your interview.
- ◉ Thank you letters are marketing tools that can have tremendous value in moving your candidacy forward and positioning you above the competition
- ◉ Send one to each individual that interviewed you
- ◉ Keep it Professional

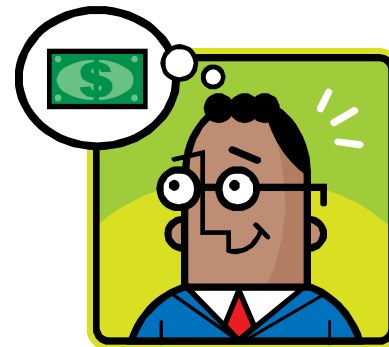


CAN I ASK WHY I WAS NOT SELECTED FOR A POSITION?

1. Relay your disappointment in not getting the offer
2. Politely ask for feedback that would help you improve your chances in your next interview
3. Thank your interviewer for the feedback and the chance to improve your skills
4. If you can't get feedback, try rating your own performance

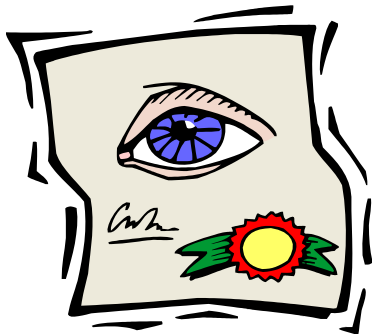
SALARY

- ◉ How Much is The Employer Paying For the Job You're Interested in?
- ◉ How Much Are You Worth?
 - Experience, Education, Certifications
- ◉ Can You Negotiate For a Higher Salary?
- ◉ Are There Promotional Opportunities/Advancement?



BENEFITS

WHAT ARE SOME OF THE BENEFITS THAT YOU LOOK FOR FROM AN EMPLOYER WHEN YOU ARE HIRED FOR A FULL-TIME JOB?



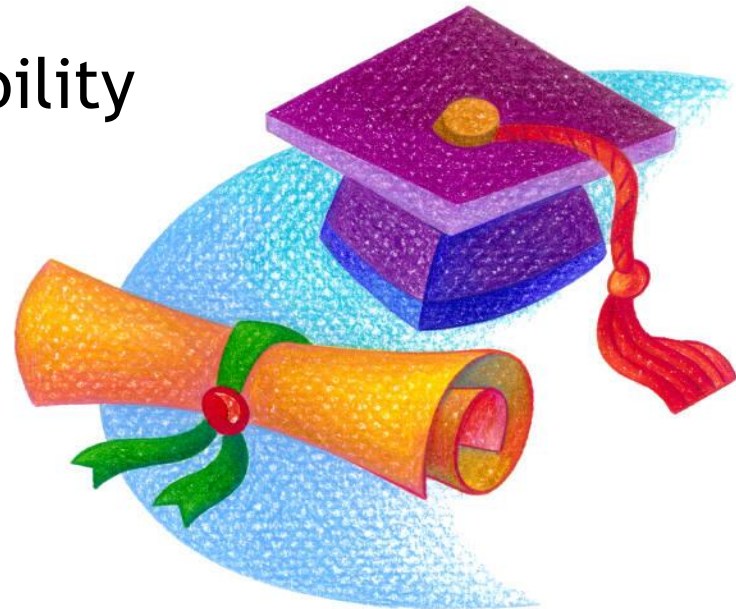
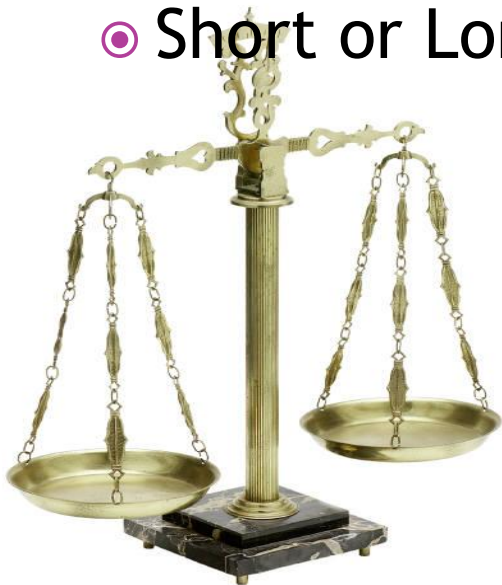


HOLIDAYS/LEAVE

- ◉ DEPENDING ON YOUR EMPLOYER, BUSINESS NEED OR YOUR JOB, YOU MAY HAVE PAID HOLIDAYS OFF
- ◉ MOST EMPLOYERS OFFER ANNUAL LEAVE AND SICK LEAVE
- ◉ OTHER TYPES OF LEAVE:
- ◉ BEREAVEMENT, MILITARY, FMLA, CIVIL & LWOP

OTHER BENEFITS

- ◉ Continuing Education
- ◉ Uniform Allowance
- ◉ Tax Deferred Savings Plan for Medical
- ◉ Long Term Care
- ◉ Legal Resources
- ◉ Short or Long Term Disability





- DEFINED BENEFIT PLAN(PENSION)

Guaranteed monthly lifetime benefit at retirement.

- DEFINED CONTRIBUTION PLAN (401k)

Employee designates the amount they want deducted from their paycheck and that amount is usually matched (up to a %) by the employer. The contributions are invested & the return on the investment is what's credited to the employee's account.

YOUR PAYCHECK

- ◉ WILL I NEED A BANK ACCOUNT?
- ◉ HOW OFTEN DO I GET PAID?
- ◉ WHAT WILL MY PAYCHECK LOOK LIKE?
- ◉ WHAT DEDUCTIONS ARE TYPICALLY TAKEN OUT?
- ◉ WHAT IS GROSS PAY?
- ◉ WHAT IS NET PAY?



YOUR PAYCHECK

- ◉ Most Employers **Only Offer Direct Deposit** for Paychecks
- ◉ Pay Frequency and Pay Days can vary by Employer
 - Weekly
 - Bi-Weekly
 - Semi-Monthly
 - Monthly



YOU'RE HIRED!



- MAKE SURE YOU GIVE YOUR CURRENT EMPLOYER A 2 WEEKS NOTICE
- BEFORE OR ONCE YOU ACCEPT THE JOB DON'T BE AFRAID TO ASK QUESTIONS
- MOST EMPLOYMENT OFFERS ARE PUT IN WRITING
- IF YOU ARE NO LONGER INTERESTED IN THE JOB OR FOUND ANOTHER JOB AFTER ACCEPTING AN EMPLOYMENT OFFER, LET THE EMPLOYER KNOW ASAP

WHAT DO EMPLOYER'S EXPECT FROM ME?



- ◉ BE EARLY
- ◉ DRESS APPROPRIATELY
- ◉ LISTEN...ASK QUESTIONS...SHOW RESPECT
- ◉ BE A TEAM PLAYER
- ◉ MAINTAIN A POSITIVE ATTITUDE
- ◉ SHOW INITIATIVE
- ◉ ASK FOR FEEDBACK
- ◉ RESPOND POSITIVELY TO CONSTRUCTIVE CRITICISM
- ◉ DO NOT DISCUSS PERSONAL PROBLEMS
- ◉ USE SICK TIME CAREFULLY





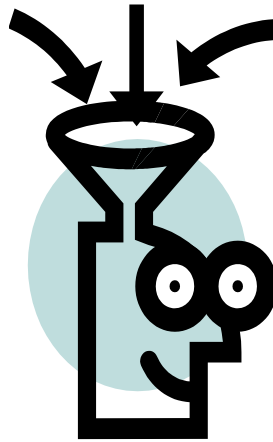
EMPLOYER EXPECTATIONS

- ◉ BECOME FAMILIAR W/ COMPANY POLICY & PROCEDURES
- ◉ KNOW YOUR COMPANY'S EXPECTATIONS
- ◉ KNOW YOUR SUPERVISOR'S EXPECTATIONS
- ◉ HAVE CONTACT INFORMATION FOR SEVERAL CO-WORKERS IN CASE OF EMERGENCY
- ◉ KEEP YOUR CONTACT INFORMATION UPDATED WITH HR
- ◉ ALWAYS PUT SAFETY FIRST



EMPLOYER EXPECTATIONS

- PURSUE CONTINUOUS LEARNING & TRAINING
- BE ACCOUNTABLE
- CROSS-TRAIN OR JOB SHADOW
- FIND A MENTOR
- LEARN WHAT SKILLS OR QUALIFICATIONS YOU'LL NEED FOR PROMOTIONAL OPPORTUNITIES
- STAY INVOLVED
- ADAPT TO CHANGE
- PROBLEM SOLVE
- BE CREATIVE
- BE ETHICAL
- SPEAK UP



QUESTIONS

