

MISTAKES TO AVOID:

- Dressing inappropriately
- Not doing enough research
- Trying to “wing” the interview
- Being wordy
- Being too uptight and non-relatable
- Bad-mouthing anyone
- Making up accomplishments or skills
- Not connecting your qualifications to the position offered
- Not asking questions or asking too many questions
- Talking about the benefits too soon
- Not asking for the job

FOLLOWING UP:

Within a day or two after the interview, send a thank you note to the interviewer, expressing your appreciation for his/her time. It's also a good idea to mention interesting or relevant topics you both discussed during the interview. This correspondence shows good manners as well as a continuing and sincere interest in the job.

EVALUATING A JOB OFFER:

How do you evaluate a job offer? This all depends on your personal opinion. If the job offer does not meet your needs, then you may want to turn it down. Then again, you may decide to bargain a little bit, ask for a little more money, get a different work schedule, or ask for other benefits or concessions. Or you may accept the idea of planning to work at this job until something better comes along.



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WORKING TO EARN A LIVING—JOB APPLICATIONS AND INTERVIEWS



Tips on how to prepare for and
succeed in an interview for the
job you want

Entering into the job world requires that you know how to search and apply for employment and that you know how to interview for the position you seek. The more you know about the process, the more likely you are to land the job that will give you the salary to live the lifestyle you desire.

6 Key Steps to Landing the Job:

- 1) Take advantage of the resources available to you
- 2) Do your homework before applying for any job.
- 3) While companies use similar application forms, no two are exactly alike.
- 4) Know how to answer the questions you will be asked during an interview.
- 5) Know how to follow up after the interview.
- 6) Know how to evaluate a job offer.

USING YOUR RESOURCES:

All colleges should have a career development office that helps their students find jobs and internships as well as to build their resumes and interviewing skills. Colleges maintain relationships with organizations, and these organizations may contact the school directly when they are looking for students to fill open positions.

The local job service office may have information about the company you are interested in working for or the type of position you are interested in.

Part-time work through temp agencies may also be an opportunity to secure a full-time job. While being sent out to different firms, you will learn a lot about the cultures in different companies as well as get the opportunity to build inroads within those organizations.

DOING YOUR HOMEWORK:

Every job will have different requirements, some will involve long commutes, others will have demanding 60-80 hour work weeks, and still others may pay hourly wages as opposed to a fixed salary. You need to know and understand these details prior to sending out your application.

Also, before you apply for the job, you need to research the company you are interested in working for, as well as the job function you are applying for. This way, you will be able to best describe why you would be a good fit for both the position as well as the company.

It is also very important to find out how the company treats its employees. No one is likely to volunteer this information to you, but if you know anyone who worked or is currently working for that company, it would be very helpful to speak with them and ask objective questions, like how long do employees typically stay at the firm? Or does the company offer employee benefits?



APPLYING FOR THE JOB:

- 1) Resume – a summary of your past experience and qualifications.
- 2) Cover letter – a letter summarizing why you are interested in the position and how you are qualified for it. Include specific examples and avoid general statements.

- 3) General Application – companies may have general applications available on-site, particularly for retail positions.

TIPS FOR FILLING OUT AN APPLICATION:

- Fill it out neatly, accurately, and completely. Misspellings, sloppiness, and an incomplete form can work against you.
- Have references with their addresses and telephone numbers available. Ask people who are familiar with you (employers, teachers, clergy, and others), who can speak of your merits. Of course, notify the people you are using them as references in your job search.
- Be complete and honest with what you include. Use the application to highlight your relevant work experiences and your strengths. If you have had no previous work experience, say so because a prospective employer will check.

INTERVIEW TECHNIQUES:

- Arrive early.
- Come prepared. Make sure that you have practiced your responses to potential questions and avoid one-word answers. Also, come with your own questions to ask, to demonstrate that you have done your research on the company.
- Know your resume. Be able to explain any information you include thoroughly.
- There are certain questions that an interviewer cannot ask you, such as your age, marital status, childbearing plans, religious preference, sexual orientation, and so forth.
- Demonstrate your character. Provide insight into your background, your organization affiliations and hobbies.
- As the interview comes to a close reinforce the fact that you want the position.