

Career Visions Workforce Preparation Curriculum

Section III

Acquisition

Unit	Title	English Standard(s) Alignment
1	Job Search Strategies. Focus on Networking	Reading 2.0
2	My Career Portfolio	Reading 2.0 Writing Applications 2.5 Written and Oral Language Conventions 1.1
3	Employment Applications	Writing Applications 2.5
4	Responding to an Opening	Reading 2.0 Listening and Speaking 1.0, 1.1
5	Tailored Resume	Writing Applications 2.5 Written and Oral Language Conventions 1.1, 1.2
6	Tailored Cover Letter	Writing Applications 2.5 Written and Oral Language Conventions 1.1, 1.2
7	Work References	Reading 2.0 Written and Oral Language Conventions 1.0
8	Interview Awareness – Part 1	Reading 2.0 Written and Oral Language Conventions 1.0 Listening and Speaking 1.0, 1.6, 1.8
9	Interview Awareness – Part 2	Reading 2.0 Written and Oral Language Conventions 1.0 Listening and Speaking 1.0, 1.6, 1.8
10	Interview Awareness – Dress for Success.	Reading 2.0 Written and Oral Language Conventions 1.0, 1.1, 1.2 Listening and Speaking 1.0, 1.6, 1.8
11	Common Interview Questions – Introduction to Glass Door	Reading 2.0 Writing 1.0, 1.2, Written and Oral Language Conventions 1.0 Listening and Speaking 1.0, 1.6, 1.8
12	Video Taped Interview	Organization and Delivery of Oral Communication 1.8, 1.9 Listening and Speaking 1.13
13	Thank You Letter	Writing Applications 2.5 Writing 1.1, 1.3 Written and Oral Language Conventions

Section III, Unit 1

Job Search Strategies - Focus on Networking

GOAL:	Students will explore common methods securing employment.
OBJECTIVE:	Students will develop a list of networking contacts and identify local employment agencies for later use.
ANTICIPATORY:	<p>This lesson begins the Career Visions work placement process. Review the Career Action Plan (CAP) module from Unit 1 prior to class. Have each student review their own (CAP) and ask the following question: “Given your interest area, if you could have any part time job here in Santa Clarita, what would it be?” Write a list of desired work sites on the board.</p> <p>“What are some strategies you can land your dream job?” Write a list of strategies on the board.</p>
INSTRUCTION:	The instructor will guide the students through lessons 1 & 2 of “The Job Search” on Career Solutions Publishing Disc # 1
GUIDED PRACTICE:	Students will complete activities at the end of each lesson.
CLOSURE:	NA
INDEPENDENT:	<p>Students will visit the Career Visions Job Board, note five (5) job openings of interest and record a brief description of each. The CV Job Board can be accessed using the following thread:</p> <p>www.cvworks.org > Student Home > Find a Job!</p>
MATERIALS:	<ul style="list-style-type: none">• CSPG Disc #1• CSPG Lesson worksheets• Career Action Plans

Lesson 1 Top 10 Ways to Locate Jobs

Several job search methods are covered in this lesson. One method or all may be required before the student finds the most challenging and rewarding position. In Lesson 2 your students will learn about networking, which is considered to be the best way to obtain a job. Ask students to survey their friends or family with full-time jobs to learn how they obtained their positions.

Lesson 2 Top 10 Tips for Networking

Networking is the most effective tool for locating a job; however, many students feel awkward about asking family, friends, and new acquaintances for help. Help them understand that networking is a common business practice.

Top 10 Ways (1) to Locate Jobs

1. Networking.

Your acquaintances are the best sources for jobs. Acquaintances know about positions where they work. They have friends and family who also know about positions, and those friends and families know about other positions.

When many people realize you are looking for a job, one of them may be able to match you with an employer. The larger your network, the more positions you will hear about and the greater your chances of getting a job.

Networking is like peer-to-peer file sharing.

—For example, One young person mentions a song she'd like to locate and the word gets out to her friends and to her friends' friends. When you mention you are looking for a job, the word gets out in the same way.

2. Private or public employment agencies.

The sole purpose of employment agencies is to connect people and jobs. They serve as the recruitment agency for their clients.

Private agencies require job seekers to sign a contract, and they charge a fee, which is often paid by the employer. Public agencies such as the U.S. Government's One-Stop Centers don't charge a fee.

Often agencies specialize in sales, medical, clerical, or information technology positions.

- If you contact a private agency ask what services the agency provides.
- Get a written agreement that shows all services and fees.
- Do not sign a contract until you have read it carefully and are comfortable with the contract terms.

3. Web employment sites.

Try job shopping over the Internet from your personal computer or laptop, and you will find a vast amount of current information about jobs. All types of employers have Web sites, including privately-owned companies, government agencies, and nonprofit organizations. You can also subscribe to online job publications such as the *National Business Employment Weekly* at <http://www.nbew.com>.

Several excellent employment web sites are listed below:

—America's Job Bank www.ajb.dni.us

—Career Builder www.careerbuilder.com

—Monster www.monster.com

—Yahoo? Hot Jobs www.hotjobs.yahoo.com

—USA Jobs (govt.) www.usajobs.opm.gov

4. Newspaper and magazine classified ads.

Publications in your field provide excellent information about jobs and job trends. Look in the classified ads for information about specific jobs. If an advertised job differs slightly from your dream job, learn more about it anyway. Don't depend only on the classified ads, as this is a limited resource.

—Only 11 percent of all available jobs are published in the classifieds.

—The remaining 89 percent are filled through networking, referrals, and an applicant's research.

5. Internships.

Companies like to hire their best interns because they are already trained in the company's procedures and have shown their abilities in day-to-day activities. Take advantage of all opportunities for internships because they can lead to the job you want.

6. Volunteering.

Being paid for work is not the only way to gain experience. Volunteering provides good opportunities and is a valuable way to learn about jobs that may be available within an organization.

If you are hoping for a specific type of job, try to volunteer in organizations that will give you experience in your preferred career field. Look at these examples:

- A chef-in-training might volunteer in the kitchen of a nursing home.
- A future reading teacher might read to preschoolers at the library.
- An upcoming medical assistant could volunteer at a hospital.
- A carpenter-in-training might offer services to Habitat for Humanity™.
- An administrative assistant student could volunteer at many offices.

7. Temporary employment.

One excellent way to find the position you want full time is to work for a temporary employment agency. This type of agency assigns you a few days at a time to jobs at different companies. Temporary employment is especially valuable if you aren't sure what type of job you want.

Many agencies specialize in certain fields, for example, accounting or information technology. Therefore, the best idea is to work with an agency that targets jobs in your preferred career field.

Here are a few national temporary agencies. Use the local yellow pages in your town to locate others.

—Accountemps —Accounting, financial

—Kelly Services —All types of jobs

—Onsite Services —Technical

8. School counseling office and career fairs.

Most schools provide a career counselor or a career office to help students and graduates locate jobs. This is an excellent starting place because employers often go to schools as their first source for locating employees, especially for part-time and entry-level jobs.

School counselors usually set up annual career fairs so employers can come to talk to upcoming graduates. This is a good place to ask employers to describe the types of jobs that are available. While you may not find a position on the spot, job fairs provide great leads.

Counseling offices often own software that helps students find jobs.

- Some software matches a student's personality and skills to the type of job for which the student is best suited.

- Other software evaluates a student's career interests.

9. Social, community, and other groups.

Chances are that you attend social activities, community events, youth camps, or other gatherings. These are outstanding places to network with new people. Don't be shy about letting acquaintances know that you are in the job market. They may have a job suggestion for you to follow up.

The list below gives some ideas about places where you might meet people who can tell you about a potential position.

- Social events: weddings, birthdays, parties, holiday parties, end-of-season sports events.
- Community events: parades, concerts, plays.
- Religious gatherings: church, synagogue, cathedral.
- Youth camps: summer counseling work, overnight retreats.

10. A position you create on your own.

By researching a company to learn what it does, you might find a way to fit in. Try to locate a hidden need in the company. Then consider how you can meet the need or provide a service. Present your qualifications in a way that motivates the employer to create a job for you.

Consider these examples:

- A small business needs a Web site but cannot afford to pay for it. You volunteer to create the Web site for free in exchange for a few hours of part-time employment each week to maintain the site.
- After receiving a degree in Library Science, you convince the local library to allow you to write a grant proposal seeking money for an “Elderly at the Library” program. The library receives the grant, and you are hired to organize the program.

Top 10 Ways (1) to Locate Jobs

1. Networking.
2. Private or public employment agencies.
3. Web employment sites.
4. Newspaper and magazine classified ads.
5. Internships.
6. Volunteering.
7. Temporary employment.
8. School counseling office and career fairs.
9. Social, community, and other groups.
10. A position you create on your own.

Assessment
Top 10 Ways to Locate Jobs

(1)

Write T or F in the blank to show whether the statement is True or False.

- _____1. Acquaintances are the best sources for jobs.
- _____2. Volunteering with non-profit agencies can lead to the job you want.
- _____3. Privately-owned companies rarely list jobs on the Internet; however, many employment agencies list jobs on the Internet.
- _____4. Internships in a company often lead to a full-time job with the same company.
- _____5. The sole purpose of employment agencies is to connect people with jobs.
- _____6. Employers often think of schools first as a place where they can find part-time or entry-level employees.
- _____7. You should never use a social event as a place to network for jobs.
- _____8. Most jobs are located through newspaper classified ads.
- _____9. Taking temporary employment is a poor way to look for a job.
- _____10. Creating a job on your own is impossible.

Activity
Top 10 Ways to Locate Jobs

(1)

Obtain a copy of your local telephone book and turn to the yellow pages.

Locate the section called Employment-Temporary. Write the names of two temporary personnel agencies in your area. Include their addresses and telephone numbers.

Next, locate the names of full-time employment agencies. Write their names and addresses.

Top 10 Tips for Networking

(2)

1. Develop a contact list of people who can help you make connections with potential employers.

These questions will help you identify your contacts:

Who do you know?

Who do your parents know?

Who do your other relatives know?

Who do your friends know?

Who do the parents of your friends know?

Who do your current or former classmates know?

Who do your co-workers or former co-workers know?

Who do former employers know?

Who do your neighbors know?

Who do your teachers, coaches, and guidance counselors know?

Who do people at your place of worship know?

Who does your doctor or dentist know?

Who does your hair stylist or barber know?

2. Overcome your unwillingness to contact people you don't know well.

Many job seekers feel embarrassed or shy about networking. However, networking is the best way to land a position. Most people like to refer job seekers to other contacts.

Reasons why you should network:

- Prospective employers will often see applicants who have been referred by an acquaintance.
- Employers like to hire people who have been recommended by someone they trust.
- Increasing your circle of acquaintances may help you with a future position, even though a job may not be available currently.

3. Begin with the people at home.

Moms, dads, guardians, brothers, sisters, cousins, and aunts and uncles are great contacts, but many job seekers rule them out because they feel weak when they ask family members for help. Your family members are great contacts because they have a personal interest in you and your job search.

How to use family members for networking:

—Take the list from Tip No. 1 above and ask family members to fill in a few names for each item in the list. Ask the family to describe specifically how each name can be most beneficial to you.

For example, why does your sister think her boyfriend's dad can help you? If you are looking for any type of position related to cars and she answers, "He works in the accounting department of a car dealership," you will have found a good contact.

4. Be creative with your list.

Don't limit yourself only to people who are in charge of hiring. Someone you meet at a party may know of a job that is perfect for you. Tell all your acquaintances that you are job shopping, and they will volunteer names of people to contact.

Networking is best when one person connects the applicant with another person. That person connects the applicant with a third, fourth, or fifth person. For example:

- The spouse of a former co-worker may know that her company is expanding and soon will have positions. She can refer you to the human resources department or to the owner or manager.
- Someone you graduated with may know another person who is planning to move out of town but hasn't yet mentioned the move to his employer. If you hear about the opening early, you can apply for it when the current person leaves.

5. Recognize that networking is indirect.

Networking usually is not as direct as learning about a job, interviewing for it, and being hired. Typically, the process is indirect.

Example 1 of How Networking Occurs

—You tell your cousin who works as an administrative assistant for a local politician that you're looking for a summer job. She says that her friend in the office is expecting a baby and wants to take the summer off. Your friend tells the employer about you. He is relieved not to have to interview during the busy political season.

Example 2 of How Networking Occurs

—Your grandmother volunteers at the local hospital. You tell her you are looking for an internship that allows you to work outdoors, and she says that the son of another hospital volunteer owns a plant

nursery. Your grandmother gets the son's phone number from her friend, and you call him. He says he doesn't have an internship, but gives you the names of three competitors. One competitor agrees to set up an internship that fits your school's requirements.

Example 3 of How Networking Occurs

—As an organized person, you make a list of all the people who might help you, except you leave out your parents. You think you're old enough and smart enough not to need your parents' help for job shopping. After weeks of being unable to find a job, you break down and ask your dad and mom if they know anyone you can contact. One of the names they give you is your dad's ophthalmologist, who also happens to be in the Rotary Club. Since the ophthalmologist's Rotary Club friends complain about not being able to find good employees, he gives you the name of one or two Rotarians who own companies.

6. Attend networking functions sponsored by organizations and schools.

Many different types of networking functions are available for job seekers.

Here are examples of networking events:

- Networking activities are sponsored by local Chambers of Commerce, banks, or other groups. While these may be social in nature, they offer exceptional opportunities to meet potential employers.
- Business job fairs are held several times a year by some of the same organizations named above. They are designed especially to bring together employees and job seekers. By attending one of these, you know you will be in the company of people looking for workers.
- High school and college career fairs bring in employers who are looking for employees. Always take advantage of these events.

7. Get started with networking at events.

When attending a networking event, introduce yourself to as many people as possible. Be assertive and friendly, but not aggressive. Coming on too strong will offend people.

Here are a few other simple guidelines:

- Wear your name tag on the right side so it will be in the other person's line of vision as you shake hands.
- Practice your handshake with a family member or friend. It should be firm without being a handcrusher. As you shake hands, speak your name clearly and add a short greeting such as, "I'm happy to meet you."
- Prepare a few cards with your name and telephone number so that people you meet can get in touch with you after the event.

8. Write a short script and a list of three or four questions or comments.

Practice your script with another person before the event. In your script, describe in a few words who you are and what you do.

“Hello, I’m Jayson Framington, and I just finished my internship with Samuel and Myers, Attorneys at Law. I’m a paralegal.”

These are Jayson’s questions and comments:

—Question: “Where do you work?” or “What is your job?”

—Question: “Have you worked there long?”

—Comment: “I’m actually looking for a position, now that I have finished my internship. Does your company have openings for someone with a paralegal background?”

9. Follow up by telephone or e-mail with each person you meet.

By following up, you may obtain a longer face-to-face meeting in the person's office.

- Begin with a general question about the state of the industry or career pathway you are pursuing. This will keep you from sounding too self-focused.
- Ask the person to describe the direction his or her career has taken.
- Provide some additional information about your background and ask about opportunities within the company.
- Ask for other contacts the person would recommend.
- Thank the person for spending time with you, then send a thank you note and attach your resume.

10. Use the telephone to network.

Networking by telephone creates a slightly greater challenge than networking in person. When telephoning, you have to establish a relationship through your voice and manner alone, without the assistance of non-verbal gestures and facial expressions.

Here is an example of an effective start to a telephone networking call. If the person you call indicates that he or she is busy, ask for a time when you may call back.

—“Good morning, my name is Jayson Framington. Your name was given to me by Anna Sanbert, who works at City Telecom. Anna thought you and I might have a mutual interest, since I have just graduated with a degree in Paralegal Assisting and she thinks you are looking for a paralegal. Do you have a few minutes to discuss the position?”

Top 10 Tips (2) for Networking

1. Develop a contact list of people who can help you make connections.
2. Overcome your unwillingness to contact people you don't know well.
3. Begin with the people at home.
4. Be creative with your list.
5. Recognize that networking is indirect.
6. Attend networking functions sponsored by organizations and schools.
7. Get started with networking at events.
8. Write a short script and questions.
9. Follow up by telephone or e-mail.
10. Use the telephone to network.

Assessment

(2)

Top 10 Tips for Networking

Write T or F in the blank to show whether the statement is True or False.

- _____ 1. Family members are not good contacts for networking references.
- _____ 2. Being shy about contacting people you don't know well is a handicap when networking.
- _____ 3. The only reason for a networking contact list is to see how many names you can get.
- _____ 4. Limiting your networking contact to people who can get you directly to the job you want is the only good way to network.
- _____ 5. Networking is a very direct way to a good job.
- _____ 6. Very few employers show up at career fairs.
- _____ 7. You should be assertive at networking events so you can get your name out.
- _____ 8. Never write a script before a networking event because it will make your words sounds "canned."
- _____ 9. Following up with a person you meet at a networking function is very important.
- _____ 10. Networking should always be done face-to-face, never by telephone.

Activity

(2)

Top 10 Tips for Networking

Use the recommendations in Tip No. 1 to develop your own list of networking connections. Add any other names that might be helpful but are not a part of the categories listed. Include at least 10 names.

Section III, Unit 2

My Career Portfolio

- GOAL:** Students will begin to develop a career portfolio in preparation for paid work experience.
- OBJECTIVE:** Students develop an appropriate work experience portfolio for use with obtaining employment and transition to adult independence.
- ANTICIPATORY:** Instructor discusses the importance of developing a work training portfolio in support of finding a job and transition to adult independence. Each student is given a blank Career Visions portfolio template to house documentation.
- INSTRUCTION:** What is an Employment Portfolio and how can it help you in your quest to find work? What are some items that might be included in your portfolio? Read worksheets 1 & 2 as a class. Review worksheets 3 & 4 and explain to students that
- GUIDED PRACTICE:** Each student will access his/her online account at California Career Zone and investigate portfolio development resources using the following thread:
- Cvworks.org > Student Home > Assessment Resources > California Career Zone > Grow > Journal
- CLOSURE:** NA
- INDEPENDENT:** Students will investigate 5 job leads at www.cvworks.org > Student Home > Find a Job! Students will journal their findings at California Career Zone using the following thread:
- Cvworks.org > Student Home > Assessment Resources > California Career Zone > Grow > Journal
- MATERIALS:**
- Blank CV Career Portfolios
 - Handouts 1-4

Section III, 2 Handout # 1

What Is an Employment Portfolio and What Is It Used For?

by Heidi Cardenas, Demand Media

Whether you want a good job, a better job, or your dream job, you need to stand out from the competition and display your education, skills and experience to employers. In “Guerilla Marketing for Job Hunters 3.0,” Jay Conrad Levinson and David E. Perry emphasize that the candidates who best market themselves win the jobs. You have to show employers how and why you’re different and better than all the other candidates vying for the position you want.

A Resume is Not Enough

A resume is an outline of your qualifications and work experience that needs to be supported with engaging evidence of what you have done and can do. An employment or career portfolio does just that, with your resume as one part of a compilation that includes any awards you’ve won, testimonials, references, training, case studies, skills inventory and qualifications, and samples of your work if you are a writer, designer or artist.

What is an Employment Portfolio?

An employment portfolio is a collection of samples of your work and evidence of your employment achievements, organized in an attractive package such as a presentation binder, preferably with an online version that mirrors it. In addition to your resume, other hard copy documents that best demonstrate your skills and abilities range from transcripts and letters of recommendation to samples of your writing, research, design or artwork.

Why Use an Employment Portfolio

In “What Color is Your Parachute? 2013,” Richard Bolles talks about Google as your new resume and how employers check out candidates on the Internet to see what kind of information is available. He also discusses social media profiles that give employers insight into your habits, character, activities and personal life. A good reason to create an employment portfolio is to gather positive information about and evidence of your work accomplishments in an attractive, hard copy version that makes a persuasive impression. You control what goes into your portfolio and how to use it, rather than leaving it to employers to research you.

What is in an Employment Portfolio?

Portfolio content must be as current and relevant as possible for the position you want, and relevant to the industry, employer and position as much as possible. It should be organized with a table of contents and tabbed sections for easy reference, and packaged attractively in a binder, presentation case, or report cover. It should include persuasive and flattering materials that highlight employment accomplishments, such as sales awards for exceeding goals, training certificates, and favorable performance reviews. Your portfolio should also include a description of your ideal job. To respect recruiting employers' time and keep their interest, employment portfolios should be slim files with examples of your best accomplishments, not big, bulky books with every work document you've acquired.

How to Use an Employment Portfolio

Use an employment portfolio to present information that can't be put in your resume. It creates a more complete picture of your career goals, work ethic, values and work style. Present it to an employer to answer questions about what you have done in other positions and what you could do for the employer interviewing you. Refer to your employment portfolio during discussions of your experience and achievements in response to interview questions, and have examples of work at hand to demonstrate skills and abilities. An employment portfolio is a good way to "pitch" your employment assets to employers, selling them on your abilities and showing them exactly what you could do for them.

Section III, 2 Handout # 2

How to Build an Employment Portfolio

by Jill Leviticus, Demand Media

An employment portfolio can be helpful in showing employers the scope of your skills and capabilities. Examples of projects you've completed or reports you've produced provide employers with a sample of the type of work they can expect from you if they decide to hire you. A good portfolio provides a glimpse of your accomplishments and shouldn't include a collection of every project you've ever completed.

Planning

Save copies of documents or presentations that you feel represent your best work. Bring home paper copies and start a sample file, so that you'll be able to assemble your portfolio quickly if you get a job interview. If files are on your computer at work, make copies for your home computer, but be sure you don't take files that are confidential or proprietary without asking permission. Determine what types of materials your portfolio will include. You might designate separate sections of the portfolio for background information, projects and honors. Consider developing both paper and Internet portfolios. "The New York Times" notes that creation of your own website or portfolio site will ensure that a recruiter who searches for your name on the Internet will find information about you that you have developed yourself.

Background Materials

The first part of the portfolio, whether it's a paper or Internet version, should include some background information about you. If you put the information in a binder, place a dividing page or tab with the word "Background" at the beginning of this first section. Use the same process to complete the other sections. Obviously, you'll want to include your resume in the background section, but you might want to add some information that provides more insight into your goals and philosophies. A page dedicated to your mission statement or objectives helps define the focus of your work. Put a list of significant accomplishments or skills in this section. Use the list to expand upon significant information in your resume, but limit each description to no more than two or three sentences. Provide copies of any special licenses or certifications you've obtained.

Samples

Review the projects, files and materials you've collected and decide which materials will be included in your portfolio. You might divide the work into several categories, such as reports, presentations, charts and samples of printed materials you've produced. Choose three or four examples from each category. While you'll want each example to demonstrate your stellar abilities, it's also important to choose work that demonstrates the breadth of your skills. Don't choose work that only relates to one particular project or task you perform. Include a variety of samples to show a recruiter the range of your abilities.

Awards and Honors

Include a section for awards and honors at the end of the portfolio. If you've won formal awards, include copies of the certificates. Don't worry if you don't have formal awards. The goal of the last section of your portfolio is to showcase the recognition you've received for your work. It's fine to include other types of materials that demonstrate the recognition you've received. If the company newsletter featured an article on a project you worked on and mentioned your name, add the newsletter article to this section. Include any letters of appreciation you've received from clients, supervisors or others in your company. Add information about any volunteer honors you've received if the volunteer work relates to your job or industry. If you've been a featured speaker at a conference, include the conference agenda or photographs of your presentation.

Work Readiness Portfolio Checklist

Name_____

Grad Year_____

Essentials

Completion Date

- Interest Inventory Results _____
- Career Action Plan _____
- Job Finders Guide (LACOE – 4th Edition) _____
- Resume (D-Wizard / CCZ) _____
- Cover Letter (D-Wizard / CCZ) _____
- Completed Job Application (D-Wizard/CCZ) _____
- Work References _____
- Interview DVD _____
- Work Readiness Certificate _____

Supplemental

- Labor Market Research for Interest Areas _____
- Student Snapshot (One Page Self-Introduction) _____
- Disability/Worksite Accommodations Sheet _____
- Student Work Samples _____

2013/2014

WA I Mentor Committee Quick Reference Guide

Employment Portfolio

A compilation of documents and information necessary to find and retain employment

Employment Readiness

Assessment

Includes, but not limited to formal and informal interest, career and vocational assessments

Examples

- Interest Inventory
- Skills Assessment
- Learning styles
- Personality Profile
- Work Values
- Informal Student Interviews
- 21st Century Skills
- SCANS Skills
- Life Skills

Research & Exploration

Labor market research, employment outlook, post-secondary education & training options

Examples

- Career Database - Department of Labor, Employment Development Department, O*Net
- Research post-secondary programs offering education, training, & certification in the respective area of interest
- Career Technical Education/ROP
- Community based career experiences - tours, job shadow, volunteer, etc.
- Intern/Apprenticeship
- Job Placement - WorkAbility I, Workforce Investment Act, Transition Partnership Program

Employment Portfolio

Employment Eligibility Documents

Documents that verify employment eligibility required by the U.S. Department of Homeland Security

Examples

- Social Security Card
- Picture Identification Card

Job Seeking Documents

- Sample Application
- Resumé
- Cover Letter
- References
- Letters of Recommendation
- Specialized Skills Certificate - California Food handlers Permit, Typing Test, First Aide/CPR, etc.

Supplemental

- Sample Application
- Resumé
- Letter of Introduction
- Cover Letter
- References
- Letters of Recommendation
- Specialized Skills Certificate
- Work Evaluation/Samples

GOAL: Seeking & Retaining Employment

Employment Portfolio - Page 2

A compilation of documents and information necessary to find and retain employment

Assessments, Research & Exploration:

- California Career Café - www.cacareercafe.com
- My Next Move - www.mynextmove.org
- California Career Zone - www.cacareerzone.org
- O*Net Online - www.onetonline.org

Employment Portfolios:

- Diagnostic Center: Transition Portfolios and Guides - www.dcn-cde.ca.gov/portfolios.html
- National Secondary Transition Technical Assistance Center - nsttac.org/content/lesson-plan-starters
- California Food Handlers Permit - www.cafoodhandlers.com, www.servsafe.com
- California Department of Motor Vehicles - www.dmv.ca.gov

Additional Resources & Support:

- Social Security Administration - www.ssa.gov
- California Regional Center - www.dds.ca.gov/RC/Home.cfm
- California Department of Vocational Rehabilitation - www.dor.ca.gov
- Employment Development Department - www.edd.ca.gov
- America's Job Center of California - americasjobcenter.ca.gov
- Transition to Adult Living - http://www.calstat.org/publications/pdfs/Transition_final_08.pdf
- ADA Pacific Center - www.adapacific.org
- CA Transition Alliance - www.catransitionalliance.org/resources
- When You Become 18, A Survival Guide For Teenagers - www.calbar.ca.gov/Public/Pamphlets/WhenYouTurn18.aspx

GOAL: Seeking & Retaining Employment

Section III, Unit 3

Job Applications

Overview

Description: Students will practice completing a job application and participate in a mock interview.

Objective

The students will:

1. Examine the “Dos and Don’ts” of completing a job application
2. Exhibit appropriate behavior during a mock job interview

Materials

1. Introduction to Job Applications Handout
2. Applicant Tracking Systems Handout
3. Getting a Job With a Criminal Record Handout
4. Career Visions Generic Employment Application
5. Subway Application
6. Writing paper/pencils
7. White Board
8. Transparency of a job application
9. Overhead Projector
10. Interview Questions Printable (PDF)
11. Mock Interview Rating Form

Set Up and Prepare

1. Copy the Job Application printable for each student and/or collect a variety of job applications from various local businesses. Each Student should have two blank applications.
2. Divide the class into groups of four students each.
3. If you wish, send home a note informing parents that students will be involved in mock job interviews on a specified date, encouraging each to dress appropriately during that class period.
4. On chart paper or transparency, write the following journal prompts for Part II:
 1. Describe five ideas, accomplishments, strengths, skills, or personal qualities that you think would best “sell” yourself to an employer.
 2. What are your personal skills and abilities, and how do they relate to a particular job? Write about specific examples of how you have used them.

3. What are your weaknesses, and what steps are you taking to improve them?
 4. Describe your ideal work environment, which may include the kinds of companies and their philosophies, physical environment, types of people with who you work, amount of supervision, and types of responsibilities.
 5. Describe your educational background. How is it relevant to your desired job?
5. Write the following Job Acquisition Descriptions on chart paper for Part II:

A. JOB AVAILABLE: Typist

EXPERIENCE: Office assistant at local high school

SKILLS: Typing, 60 wpm

EDUCATION: Business certificate

B. JOB AVAILABLE: Sales/Inventory Clerk

EXPERIENCE: Wal-Mart cashier and stock person

SKILLS: Good communicator, cash register operator

EDUCATION: High School Diploma

C. JOB AVAILABLE: Mechanic trainee

EXPERIENCE: Mechanic for Reliable Auto

SKILLS: Capable of completely overhauling or rebuilding most car engines

EDUCATION: Certificate in Auto Mechanics

Directions

PART I - APPLICATIONS

Step 1: Introduce this lesson by handing each student the Job Application Printable as they walk into the classroom. Instruct them to complete the application as though they were applying for a job right now. If they have a job, they may use that as a reference. If not, ask them to think about where they would like to work. Encourage them to use the information from their resumes and career portfolios to help them.

Step 2: Collect the applications. Ask students to assemble in their small groups. Redistribute the applications randomly, asking each team to critique them. The team should generate a list of positive aspects and suggestions for improvement for each application.

Step 3: Upon completion, ask each team to share their lists. Generate a discussion of common errors and ways to improve. Using the transparency, model a complete application. Make sure students understand the following list of “dos and don’ts.”

DO

- Read the form thoroughly so that you put relevant information in appropriate sections
- Follow the instructions accurately (e.g. ink color, continuation sheets, block capitals)
- Answer the questions with evidence from your experience which demonstrates you
- Know what job involves
- Keep a copy of your form so that you can use it to prepare for an interview or complete other forms
- Write using active words and I/Me statements
- Put a positive emphasis on your experiences

DON'T

- Leave any sections blank
- Write illegibly or cross things out
- Fail to research the employer and the type of work for which you are applying
- Leave gaps in your employment/study record
- Misspell words

Step 4: Explain that a standard application form is an opportunity for students to promote their achievements, experiences, and skills. Their aim should be to make connections between what they have done (at school or in other jobs) and the employer's description of their ideal applicant. They should provide examples of how they have used certain skills in a way that comes alive to the reader of the application. Briefly discuss appropriate ways to request an application in person or on the phone.

Step 5: Tell students that they will be completing another application for homework that will be graded and should incorporate the discussion of “Dos and Don’ts.” Display the Job Acquisition Descriptions Chart and ask students to select an imaginary job (A, B, or C) for which they will be applying. Instruct them to complete the application using the experience, skills and education listed on the chart. They will be using this application during their interview practice process within the next few days.

Lesson resource: <http://www.scholastic.com/teachers/lesson-plan/applications-and-interviews>

Job Applications

Completing a Job Application

Introduction

For many employers, asking you to complete a **job application** is the first step in the hiring process. Depending on the circumstances, you might complete an application **in person**, **online**, or before an **interview**. Some employers require an application even if you've submitted a resume. Whatever the situation is, if an application is required, it should be taken seriously as an important part of the hiring process.

In this lesson, you'll learn the **basics of completing a job application**, including ways to answer common questions (and more difficult ones too). In addition, you'll understand the role of **Affirmative Action** and **Equal Employment Opportunity Employers** in the application process.

Basic advice

People who make hiring decisions often must read many applications in order to fill a position. **Applications that are not filled out correctly are often rejected.** To increase your chances of being considered, follow these basic guidelines.

- **Follow directions.** Be sure to read through the application completely before filling it out. Gauge how much space is allotted for each answer, and phrase your answers accordingly.
- **Fill out the application completely.** You may be required to fill out a job application on site, so be prepared to respond to all questions. If a section doesn't apply to you, enter **N/A** (not applicable) instead of leaving it blank. This shows the employer that you didn't overlook anything.
- **Be neat.** When filling out paper applications, your answers should be clearly written in blue or black ink, and most importantly, free of errors.
- **Be honest.** Surveys show that 90 percent of employers conduct some type of **background check** during the hiring process. If you give false information, it could cost you an important job offer—or worse, lead to

termination if you get caught later. It's important that you tell the truth about **everything** on the application, including your employment history, education, and criminal background. Stretching the truth, even just a little bit, isn't worth the risk.

Applying for jobs online

Although some companies still use paper applications, most modern businesses require you to **complete an application online**—including national brands like Walmart, Bank of America, Ford Motor Co., and millions of others.

When you apply for a job online, you may be asked to **create an account** for the website, **fill out a form**, and/or **attach your resume**. Each online application is different. If you know what to expect, however, you'll be prepared for almost anything.

Searching for jobs

Many company career pages begin with a **job search**. This gives you an opportunity to search for a specific position or see if the company has any job openings. You can also narrow it down to your city and state if the company is a national brand.

Search Jobs & Apply

[+ SHARE](#) [Like](#) 1.7k [Login](#)

Categories:

Employment Type:

Keywords:

Date Range:

Enter Zip:

OR City:


State:

Include Within:


[Looking for Store/Club Hourly Positions? Click Here](#)

[SEARCH](#)

Search Results:



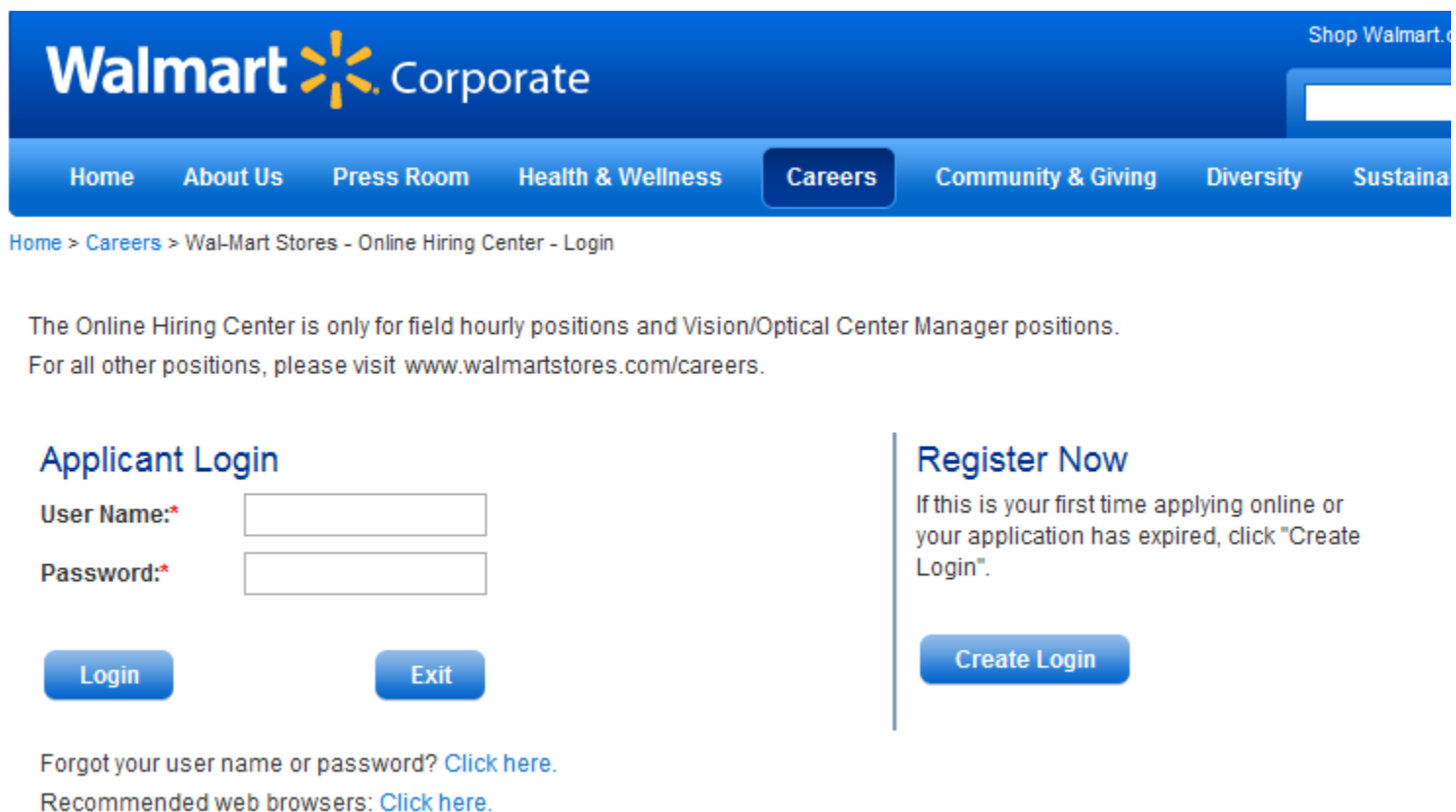
Use the search fields above to explore our opportunities



Creating an account

To apply for a job online, you typically have to **create an account** first. Because every company has its own website (and its own application system), you can expect to have to do this several times during your job search.

Your online application will contain a good amount of **personal information** (including your Social Security Number). Therefore, it's important to create a **strong password** to protect your account.



The screenshot shows the Walmart Corporate Online Hiring Center login page. At the top is a blue header with the Walmart logo and the word "Corporate". Below the header is a navigation bar with links: Home, About Us, Press Room, Health & Wellness, Careers (highlighted), Community & Giving, Diversity, and Sustainability. Below the navigation bar is a breadcrumb trail: Home > Careers > Wal-Mart Stores - Online Hiring Center - Login. The main content area has a heading "Applicant Login" and two input fields: "User Name:*" and "Password:*". Below these fields are two buttons: "Login" and "Exit". To the right of the login fields is a section titled "Register Now" with the text: "If this is your first time applying online or your application has expired, click 'Create Login'." Below this text is a button labeled "Create Login". At the bottom of the page, there are two links: "Forgot your user name or password? Click here." and "Recommended web browsers: Click here."

Walmart Corporate

Shop Walmart.com

Home About Us Press Room Health & Wellness **Careers** Community & Giving Diversity Sustainability

Home > Careers > Wal-Mart Stores - Online Hiring Center - Login

The Online Hiring Center is only for field hourly positions and Vision/Optical Center Manager positions.
For all other positions, please visit www.walmartstores.com/careers.

Applicant Login

User Name:*

Password:*

Login Exit

Register Now

If this is your first time applying online or your application has expired, click "Create Login".

Create Login

Forgot your user name or password? [Click here.](#)

Recommended web browsers: [Click here.](#)

Filling out forms

Many online applications use **forms** that look similar to paper applications. They provide a place for you to enter your personal information and answer questions about your background.

If you saved your information in a **document** (for example, on a **Personal Information Worksheet**), try copying and pasting your answers from the document into the form. This way, you don't have to retype the same information each time you apply for a job online.

Personal Information

First Name*	<input type="text" value="valerie"/>
Middle Name	<input type="text" value="Jean"/>
Last Name*	<input type="text" value="Gregson"/>
Address 1	<input type="text" value="1704 Silverado Court"/>
Address 2	<input type="text" value="Apt. B"/>
City*	<input type="text" value="Dallas"/>
State/Province	<input type="text" value="Texas"/> ▼
Zip Code	<input type="text" value="75206"/>
Email*	<input type="text" value="valerie.gregson@gmail.com"/>
Primary Phone	<input type="text" value="321-555-2739"/>

Providing your resume

Some companies ask you to provide a **resume** in addition to your application. If this happens, don't panic. Here are some tips and resources to help you prepare.

- **Follow instructions carefully.** Does the company want you to copy and paste your resume into a form, upload it as an attachment, or send it in an email? There are several different possibilities, so it's important to show the employer that you know how to follow directions. Pay particular attention to any file size limits on resumes if you're asked to upload documents. If your file is larger than the accepted size, you may have to **compress** it before uploading.
- **Double-check your resume.** Make sure it's in the correct format, if necessary, and ready to be sent electronically. Plain text format works best for upload.
- **Create a resume** if you don't have one yet. You'll be glad you did, even if you need it only once or twice during your job search.

Common job application questions

Each application is different, but many have certain questions in common. We've compiled a list of some of these questions and answers in the example below.

APPLICATION FOR EMPLOYMENT			
What position are you applying for? <u>Assistant Store Manager</u>			
How did you learn of the company / position?			
Online job posting	Walk-in		
Newspaper classifieds	<u>Other</u>		
Company website	<u>Referral – Mina Hasan, Sales Rep</u>		
Have you ever applied / previously worked for the company?		Yes	<u>No</u>
If yes, please explain: <u>N/A</u>			
Date available for work? <u>Two weeks notice</u>			
EMPLOYMENT HISTORY			
Company Name: <u>Grove Department Store</u>		Phone: <u>321-555-3384</u>	
Address: <u>6500 Green Valley Ave</u>		<u>Dallas</u>	<u>TX</u> <u>75206</u>
Street		City	State Zip
Supervisor (Name, Title): <u>Ana Gomez, Cosmetics Manager</u>			
Position: <u>Lead Sales Rep</u>		Salary: <u>\$12 / hour</u>	
Hours per Week: <u>30</u>		Full Time	<u>Part Time</u>
Start Date: <u>06/01/2008</u>		End Date: <u>Present</u>	
Reason for Leaving: <u>Seeking new opportunities</u>			
AUTHORIZATION			
<i>I authorize investigation on all statements contained in this application. I certify that the information given on this application and on any supporting documentation is true. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.</i>			
Signature: <u>Valerie Gregson</u>		Date: <u>08/08/2012</u>	
Glimmer Bath & Body 6500 Green Valley Ave, Suite 401 Dallas, Texas 75206			
A Drug-Free Workplace			

Difficult job application questions

Some questions are **more difficult** than others to answer. There are many reasons this might be the case—maybe you don't know what to say, or perhaps you're afraid the answer will hurt your chances of getting hired.

For help completing the more difficult parts of a job application, review the questions and answers below.

Sample questions and answers

- **Have you ever been convicted of a violation of law other than minor traffic violations? If yes, explain.**

Here, indicate whether you've been convicted of a crime other than minor traffic violations in civil or military court. If you have not been convicted, enter **no**. If you have a conviction on your record, enter **yes**, and supply a typed explanation. Include the nature of the offense, the date of conviction, location where convicted, and disposition (sentence, probation, etc.). Depending on the nature of your offense, how long ago it took place, and what state you live in, you may have the option to expunge your record or receive a Certificate of Good Conduct. It's a good idea to research these options before applying for a job.

- **Why are you interested in working for us?**

To stand out from the rest of the applicant pool, do a little **research** before you start filling out the application. Find out more about the position, the company, its philosophy, and its work environment, then explain why you think you'd be **a good fit for the team**. Avoid answers that may sound self-involved, such as, "I heard the company pays well".

Here's a much better example:

- *"As a Humane Society volunteer since the age of 16, I strongly believe in your organization's mission to provide low-cost vet care, vaccinations, spay/neuter, and other services to pet*

owners. I'm hard-working and experienced, and think I'd be a great asset."

- **What skills and abilities qualify you for the position?**

If you're responding to a job posting or advertisement, take a closer look at the **job description** it contains. What skills can you list that would demonstrate you can not only do the job, but do it well? This is the key to answering this question effectively.

For example, qualifications for an **administrative assistant** may include greeting customers and guests, managing an administrator's schedule, and proficiency in Microsoft Word and Excel. If you have these skills, **list them by name**, and highlight them on your application. Don't forget to include other relevant skills, such as words per minute (WPM) typing, foreign languages, software, and office management experience.

- **Reason for leaving your last position?**

Avoid terms that may reflect poorly on you or make you seem unreliable, such as **illness, quit, personal reasons, fired, or didn't like my supervisor**. Never criticize a former employer. Instead, use positive terms to explain your reason for leaving, such as:

- *"Pursuing degree"*
- *"Seeking advancement"*
- *"Relocated"*
- *"Resigned"*
- *"Career change"*

- If you were **terminated** from your last job, you may want to contact your former employer before you begin filling out applications. Politely explain the situation, and ask what they'll say in response to reference checks. Often, they'll agree to use the term **resigned** instead to save themselves the trouble (and even a potential lawsuit). If they don't agree, it's best to tell the truth on your application. Use the expression **involuntary termination**, and look for an opportunity to explain the circumstances to potential employers, especially if you were terminated without cause.

- **What are your salary requirements?**

Employers often use this question to screen applicants. Even if you know how much you'd like to make, leave your answer open-ended. List a **salary range** instead rather than a specific amount, or say **negotiable**. This will give you more room to negotiate if you're offered the job.

Equal Employment Opportunity

When filling out job applications, you may notice that a company is an **Equal Employment Opportunity/Affirmative Action (EEO/AA) employer**. What does this mean?

As a result of the civil rights movement, organizations and institutions with **affirmative action policies** promote diversity by recruiting minorities and women, as well as giving them special consideration in hiring, contracting, and admissions decisions.

Equal Employment Opportunity laws are designed to prevent the opposite from happening. They prohibit discrimination or mistreatment based on race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, and genetic information.

If you're faced with questions about race, religion, or something similar on a job application, it's up to you how you choose to respond. Employers are prohibited from using this information to make **unfair hiring decisions**, but they sometimes ask for their records.

Lesson Resource : <http://www.gcfllearnfree.org/jobapplications>

Applicant Tracking Systems (ATS)

An applicant tracking system (ATS), also called a candidate management system, is a software application designed to help an enterprise recruit employees more efficiently. An ATS can be used to post job openings on a corporate Web site or job board, screen resumes, and generate interview requests to potential candidates by e-mail. Other features may include individual applicant tracking, requisition tracking, automated resume ranking, customized input forms, pre-screening questions and response tracking, and multilingual capabilities. It is estimated that roughly 50 percent of all mid-sized companies and almost all large corporations use some type of applicant tracking system.

5 Insider Secrets for Beating Applicant Tracking Systems

By Meridith Levinson

CIO | Mar 1, 2012 7:00 AM PT

Error-prone applicant tracking systems kill 75 percent of job seekers' chances of landing an interview as soon as they submit their resumes, despite how qualified they may be. Job seekers' only hope for rising through these systems is to understand exactly how these systems work and how best to optimize their resumes for them. Here are five insider tips.

Applicant tracking systems are the bane of legions of job seekers. These systems, which employers use to manage job openings across their enterprises and screen incoming resumes from job seekers, kill 75 percent of candidates' chances of landing an interview as soon as they submit their resumes, according to job search services provider Preptel.

The problem with applicant tracking systems, as many job seekers know, is that they are flawed. Very flawed. If a job seeker's resume isn't formatted the right way and doesn't contain the right keywords and phrases, the applicant tracking system will misread it and rank it as a bad match with the job opening, regardless of the candidate's qualifications.

Bersin & Associates, an Oakland, Calif.-based research and advisory services firm specializing in talent management, confirmed the weaknesses of applicant tracking systems. In a test conducted last year, Bersin & Associates created a perfect resume for an ideal candidate for a clinical scientist position. The research firm matched the resume to the job description and submitted the resume to an applicant tracking system from Taleo, arguably the leading maker of these systems.

When Bersin & Associates studied how the resume rendered in the applicant tracking system, the company saw that one of the candidate's work experiences was lost entirely because the resume had the date typed before the employer. The applicant tracking system also failed to read several educational degrees the putative candidate held, which would have given a recruiter the impression that the candidate lacked the educational experience necessary for the job. The end result: The resume Bersin & Associates submitted only scored a 43 percent relevance ranking to the job because the applicant tracking system misread it.

Josh Bersin, CEO and president of the firm, notes that since all applicant tracking systems use the same parsing software to read resumes, the results his company found would be typical of most systems, not just Taleo's.

The problems with applicant tracking systems beg the question: If they're so flawed and if they filter out good candidates, why do employers bother to use them? The answer is simple: Bersin says they still make recruiters' lives easier. Applicant tracking systems save recruiters days' worth of time by performing the initial evaluation and by narrowing down the candidate pool to the top 10 candidates whose resumes the system ranks as the most relevant. Even if some good candidates get filtered out, recruiters still have a place to start.

As long as employers rely on applicant tracking systems to screen resumes, qualified job seekers' only hope for passing through them successfully is to understand exactly how these systems work. Jon Ciampi, CEO of Preptel, has intimate knowledge of applicant tracking systems. He previously served as a general manager with SumTotal Systems, a maker of applicant tracking systems, and his new company aims to help job seekers penetrate these systems. (Read a [CIO.com review of Preptel's services](#).) Ciampi shared his insider secrets that explain how applicant tracking systems work—and how job seekers should best format their resumes to get through them.

How Applicant Tracking Systems Rank a Resume's Relevance

Many job seekers and career experts think applicant tracking systems rely on keywords to determine the fit between a candidate's resume and a specific job. They do their best to identify keywords in a job description that may be important to an employer or applicant tracking system, then they stuff these keywords in their resumes.

In fact, what matters most to applicant tracking systems is the uniqueness or "rarity" of the keyword or the keyword phrase, says Ciampi. That is, the keywords and phrases must be specific to a particular job ad. Applicant tracking systems, which "see" all job ads a company has ever published, determine which keywords and phrases in a specific job ad are unique to that job ad, says Ciampi.

The systems then develop a ranking based on how closely a job seeker's resume matches each keyword and phrase and how many of the keyword phrases the job seeker's resume has, he adds.

What Recruiters See When They Look at Your Resume in an Applicant Tracking System

When a recruiter clicks on the name of a candidate whom the applicant tracking system has ranked as a good match for a job, the recruiter doesn't see the resume the candidate submitted. The recruiter sees the information the applicant tracking system pulled from the candidate's resume into a database, as the picture below shows.

Tune Your Résumé:

Missing Information [5]:

Missing Keywords [10]:

- **a smart innovative**
- **aggregation and synthesis**
- **and outside contributors**
- **and synthesis through**
- **outside contributors**
- **partnerships and outside**
- **smart innovative and**
- **synthesis through partnerships**
- **synthesis through**
- **user needs metrics**

Partial Keywords [15]:

Matched Keywords:

Missing Keywords (highlighted in red):

[Hide](#)

Job Description The Build NetworkWeb EditorBuild is looking for **a smart, innovative**, and motivated Web Editor to evolve and maintain its web site. Responsibilities: Manage, develop and focus the team of content editors and collaborators. Create and post high volumes of content based on **user needs, metrics** and search patterns. Drive content **aggregation and synthesis** through partnerships **and outside contributors**. Collaborate closely with the sales team to maximize commercial opportunity for P/L growth.

The screenshot shows a resume for Meridith Levinson. The resume is displayed in a window with a toolbar at the top. The resume content is as follows:

Meridith Levinson
802-375-9669
meridithjl@yahoo.com

EDUCATION
Bachelor of Arts, English - University of Vermont, May 1998
, Cours de la Civilisation Française - Université de Paris IV, March 1997

WORK HISTORY
Employer: ASBPE and American Business Media
February 2000 - Present
Position: **editor**
12 years of experience reporting and writing authoritative feature stories and incisive news analysis for print and Web publications. **Maintain a** record of producing a volume of high-quality work that consistently drives site traffic on tight (daily) deadlines. Able to get tight-lipped sources to open up during interviews. Translate vendor jargon and complex technology concepts into clear, compelling prose. As an **editor**, quickly identify and correct problems with story **content**, structure, clarity and grammar. Recognized by MIN, ASBPE and American Business Media for **editorial** honors.

PROFESSIONAL JOURNALISM EXPERIENCE
Employer: CIO.com
October 2011 - Present
Position: Senior Feature Writer
Telecommute. * Write features, news analysis, and Q&As on IT career management, IT security, and cloud computing. * Author the MIN-award winning Career Connection blog. * Interview CIOs, top executives at vendor companies, IT consultants, industry analysts, and job **search**/staffing experts for stories and blogs. * Produce text, select and edit images for slide shows. * Update CIO's Facebook page daily. * Code (HTML) features for **TeamSite** CMS and blogs for Drupal CMS. (Also know WordPress.) * Write 15 e-newsletters each month targeting 100,000 subscribers. * Edit stories from CIO.com staff.

This screenshot shows what an individual's resume looks like inside an applicant tracking system. The applicant tracking system made many mistakes importing information from the resume. Among them, it put the job seeker's executive summary under her work experience and listed an award she received as an employer.

Applicant tracking systems contain different database fields for information on a resume, such as the candidate's name, contact details, work experience, job titles, education, employer names and periods of employment. These systems try to identify this information on a job seeker's resume, but if a resume isn't formatted according to the applicant tracking system, it won't pull this information into the proper fields. Some of it might be missed altogether, such as a skills profile or an executive summary, says Ciampi.

5 Tips for Optimizing Your Resume for an Applicant Tracking System

Job seekers can increase their resumes' chances of getting through an applicant tracking system by heeding the following do's and don'ts:

1. Never send your resume as a PDF: Because applicant tracking systems lack a standard way to structure PDF documents, they're easily misread, says Ciampi.

2. Don't include tables or graphics: Applicant tracking systems can't read graphics, and they misread tables. Instead of reading tables left to right, as a person would, applicant tracking systems read them up and down, says Ciampi.

3. Feel free to submit a longer resume: The length of your resume doesn't matter to an applicant tracking system, says Ciampi. It will scan your resume regardless of whether it's two pages or four. Submitting a longer (say three or four page) resume that allows you to pack in more relevant experience and keywords and phrases could increase your chances of ranking higher in the system.

4. Call your work experience, "Work Experience": Sometimes job seekers refer to their work experience on their resume as their "Professional Experience" or "Career Achievements" (or some other variation on that theme). "People get very creative on their resume because they think it will help them stand out, but in fact it hurts them," says Ciampi. "Often the computer will completely skip over your work experience because you didn't label it as such."

5. Don't start your work experience with dates: To ensure applicant tracking systems read and import your work experience properly, always start it with your employer's name, followed by your title, followed by the dates you held that title. (Each can run on its own line). Applicant tracking systems look for company names first, says Ciampi. Never start your work experience with the dates you held certain positions.

Web resource:

<http://www.cio.com/article/2398753/careers-staffing/5-insider-secrets-for-beating-applicant-tracking-systems.html>

Tips for applicants with a criminal record

Know your rights. In some cases, you don't have to tell a potential employer about your history. Such cases may include:^[2]

- When an arrest is not currently pending or doesn't result in a conviction
- You're going through a pre-trial adjudication for an offense that isn't criminal by statute
- A minor drug offense occurred, and a certain number of years have passed since the conviction
- You've erased your offense by obtaining a certificate of rehabilitation or a similar document
- You were convicted by a juvenile court and you are now an adult. You may need to have your juvenile records sealed or expunged
- Even if you committed an offense as an adult, you can try to get an offense sealed or expunged from your record. Ask your attorney, public defender or your parole/probation officer whether you may be able to get the offense expunged (removed) from your record. If you are successful, then you can legally answer “no” to conviction questions.

Know what employers are allowed to consider. For most employers, it is illegal to immediately and completely disqualify anyone with a conviction or arrest record. This is because many ethnic minorities, such as African Americans and Latinos, have been over-criminalized by society and are disproportionately impacted by such a policy.^{[3][4]}

- Employers must also demonstrate that your conviction is “job-related” and would hamper your ability or trustworthiness to perform your job.
- Employers should consider the amount of time that has passed since the conviction or completion of your sentence. It is more difficult for an employer to justify making a hiring decision based on a very old conviction.
- The type of job you are applying for should also be considered. For example, if you were convicted of a violent assault, it would probably be difficult for you to find a job where you have to interact with people (e.g., sales).

Tips for applicants with a criminal record

Talk to personal connections. If a friend or family member is either hiring or knows someone who's hiring, then ask your friend or family member to hire you or to advocate for you. You'll have a much better chance of finding work when you talk to someone who knows you or your family and is interested in you.

- Have your advocate write a letter of recommendation to your potential employer. If your advocate and your potential employer know each other well, it is also appropriate for your advocate to call your potential employer and vouch for your character. For example, your advocate can talk about how long they have known you, and what type of person they know you to be. Your advocate can also talk to your potential employer about how you have changed since your conviction or how the conviction was the result of a mistake that you are not going to repeat.

Network. In many cases, having personal connections can get you a job that you might not otherwise be considered for. Create a professional profile on LinkedIn and Twitter. Find an association in the industry you want to enter, and become a member. Attend industry meetings and get to know people.^[5]

Eliminate jobs for which your record will automatically disqualify you. Your record may disqualify you for some positions, especially government jobs requiring security clearances, military jobs, positions with financial responsibility (e.g., insurance or banking), or jobs working with children.^[6]

Do some research before you make any determinations. Don't just assume that your record will disqualify you from holding a certain job. Consider the relationship of your conviction to the position.

Seek out positions that might afford you a chance to work "behind the scenes". You may have a good chance to get jobs in maintenance, upkeep, restocking shelves, etc. You may not be able to get positions which may have you handling other people's money or put you in social situations.^[7]

Tips for applicants with a criminal record

- Employers in restaurants and bars are often understanding of past criminal records.^[8]

Start small and work your way up. Understand that when a person sees your record, he or she may be reluctant to hire you for a position with a lot of responsibility. That same person may be more than willing to give you a chance in another usually lower-paid position. You can use this chance to demonstrate that you are a reliable and trustworthy employee.

- Try applying with a temp agency. You will need to disclose your criminal record to the agency. However, these agencies are sometimes able to place employees at other companies without running additional background checks, which can give you the chance to prove yourself.^[9]
- Do what it takes to get your foot in the door. You may have to start at a lower-paying job for which you are overqualified. You can use this time to rebuild your resume.
- If you were incarcerated, the gap in your employment history may pose as much of an obstacle as your conviction. You may need to build up a job history again by working smaller or entry-level jobs before trying to re-enter a career field.

Be honest about your history. You may want to lie when an application asks if you have a criminal record, but you must be honest with potential employers. Many employers now conduct some sort of background check. If they find that you have been dishonest on the application, you will not be hired. If you've already been hired and the lie is discovered later, you can be fired for it.

- You have certain rights regarding background checks. Your potential employer must get your permission to run a background check. If you are not hired after the background check is run, the employer must give you a copy of the report. They must do this before they make the final hiring decision. This gives you an opportunity to correct inaccurate information. It may also give you the chance to advocate for yourself.^[10]
- Several states now have a “ban the box” policy that requires employers to remove questions about convictions or arrests from their initial job application. They may

Tips for applicants with a criminal record

only conduct background checks after the hiring process has been started. You can see whether these laws apply in your area to by going to www.nelp.org/banthebox.

- Lying on some applications (such as for military enlistment) is a criminal offense. It is better to be honest!
- Explain your answer if you're asked about convictions or arrests during an interview. Job applications and interviewers will give you an opportunity to explain the circumstances behind the offense or alleged offense. You may find that the interviewer is interested in someone who made a mistake but is now motivated to get a job.^[11]

Read the application carefully. You must be honest about your background when filling out a job application. However, you do not need to offer more information than the application requests.^[12]

- For example, if the job application specifically asks whether you have ever been convicted of a felony, you do not need to disclose misdemeanor convictions.
- Some applications may ask specifically about convictions related to particular offenses, such as drugs, alcohol misuse, or sexual misconduct. If a question asks about specific offenses that do not apply to you, you do not need to disclose convictions or arrests that are not related.

Contact a nonprofit or agency that specializes in helping individuals with criminal records find employment. There are several organizations that are focused on helping people with criminal records find jobs. Get in touch with an organization or agency in your area.

- The National Transitional Jobs Network provides job skills training, job placement services, and support to individuals who may have barriers to finding traditional employment.^[13]
- America Works also assists individuals who may have difficulty finding work.^[14]

CAREER VISIONS

EMPLOYMENT APPLICATION FOR STUDENT WORKERS

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, sex, color, religion, national origin, disability, or other protected classification.

Personal Information:

School of Attendance:

Name (Last, First, Middle)

Social Security Number

Street Address:

Home Phone:

City:

State:

Zip:

Are you under the age of 18? ☐ Yes ☐ No If "Yes", your age:

How were you referred? ☐ Newspaper ☐ Friend ☐ Other

Do you receive Special Education Services from the School District? ☐ Yes ☐ No

If hired, can you furnish proof of identity and authorization to work in the U.S.? ☐

Have you ever worked for the William S Hart Union High School District? If "Yes", when?

Position Desired :

When can you work?

Anytime ☐

Weekends ☐ Days ☐ Evenings ☐

Have you ever been convicted of a crime (other than a minor traffic violation)?

☐ Yes

☐ No

If yes, please explain number of convictions, nature of offense(s) was/were committed, sentence(s), and type of rehabilitation for each conviction

Please note that a conviction record is not an automatic bar to employment

Education:

Type of School	Location	Area of Study	Years Completed	Degree?
High School			1 2 3 4	
College			1 2 3 4	
Graduate			1 2 3 4	
Other			1 2 3 4	

Employment History:

Name of present or last employer:	Job Title/Responsibilities:	From: (Mo./Yr)	To (Mo/Yr)
Address: City, State, Zip Phone:	Reason for Leaving: Explain:	Supervisor Starting Wage: Last Wage:	

Name of previous employer:	Job Title/Responsibilities:	From: (Mo./Yr)	To (Mo/Yr)
Address: City, State, Zip Phone:	Reason for Leaving: Explain:	Starting Wage: Last Wage:	

Name of previous employer:	Job Title/Responsibilities:	From: (Mo./Yr)	To (Mo/Yr)
Address: City, State, Zip Phone:	Reason for Leaving: Explain:	Supervisor: Starting Wage: Last Wage:	

References

List names of three persons (other than relatives) we may contact who have knowledge of your job related abilities, i.e. Supervisor, Manager, Teacher, or Co-worker

Name	Phone	Address / City / State	Occupation

General Information:

Why would you like to work here?

--

Please list any special skills or abilities:

--

Please describe the things you like to do in your free time:

--

I certify that the answers on this employment application are true and accurate to the best of my knowledge.

Date: _____

Applicant's Signature: _____



This document is provided by Doctor's Associates Inc. and is offered as a resource to our participating Franchisees. Franchisees establish their own human resources policies and make their employment decisions based on information helpful to them in operating their restaurants.

Employment Form: For General Restaurant Work

First Name: _____	Middle Initial: _____	Last Name: _____
-------------------	-----------------------	------------------

Street Address: _____		Apartment Number: _____
City: _____	State: _____	Zip Code: _____
Telephone Number: () _____	Cell Phone Number: () _____	
Have you ever worked for a SUBWAY® Sandwich shop before? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES, when/where: _____		
Are you legally able to be employed in this country (If hired, verification will be required by law)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

What type of position are you seeking? Part Time: <input type="checkbox"/> Full Time: <input type="checkbox"/> Seasonal: <input type="checkbox"/> Temporary: <input type="checkbox"/>								
Are you able to meet the attendance requirement of the position? Yes: <input type="checkbox"/> No: <input type="checkbox"/>								
	HOURS AVAILABLE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Total hours available per week: _____	FROM							
Date available to start work: _____	TO							

School Name, City, State	Years Attended	Degree/Courses
High School: _____		
College: _____		
Graduate School: _____		
Technical School: _____		

Please list below your three most recent employers, beginning with the most recent one.	
Company _____, Address _____	
Job Title _____, Supervisor _____, Phone Number _____	
Date Started _____, Date Left _____, Salary or Wage: Start _____ (Hour, Week, Year) – End _____ (Hour, Week, Year)	
Reason for Leaving: _____	
Company _____, Address _____	
Job Title _____, Supervisor _____, Phone Number _____	
Date Started _____, Date Left _____, Salary or Wage: Start _____ (Hour, Week, Year) – End _____ (Hour, Week, Year)	
Reason for Leaving: _____	
Company _____, Address _____	
Job Title _____, Supervisor _____, Phone Number _____	
Date Started _____, Date Left _____, Salary or Wage: Start _____ (Hour, Week, Year) – End _____ (Hour, Week, Year)	
Reason for Leaving: _____	

References: (Please do not list family members)			
Name: _____	Relation: _____	Telephone: () _____	Years Known: _____
Name: _____	Relation: _____	Telephone: () _____	Years Known: _____

EMPLOYMENT TEST (No Calculators Please)

SECTION 1: Calculate the following:

.89	10.00	35.25
.79	- 4.59	- 33.08
3.39		
+ 2.79		

SECTION 2: For Questions 1 and 2 below, please state your answers in terms of bills and coins. For example, \$4.58 would be 4 dollar bills, 2 quarters, 1 nickel and 3 pennies.

1. If the customer's order came to \$6.22 and he gave you \$20.25, what is his change?

2. When making a full batch of tuna, you will mix one pouch of tuna with 26oz (737g) of mayonnaise. How much tuna and mayonnaise would you need when making a double batch?

3. You need to count all of the loaves of bread in the front area. There are 22 loaves of white bread, 17 loaves of wheat bread, and 19 gourmet breads. What is the total number of loaves?

4. Lettuce is packaged four bags to a box. If there are 3.5 boxes of lettuce in the cooler, how many bags of lettuce would there be?

5. Your shift is over at 6PM and the individual who is scheduled to begin working at 6PM does not show up. What do you do?

Personal Hygiene Practices

Customers frequently judge a restaurant by observing the appearance and behaviors of the employees serving them. By having a personal hygiene program that includes specific practices, we can promote a strong brand image while minimizing the risk of foodborne illness.

Cleanliness: The outer clothing of all employees must be clean. Employees must maintain a high degree of personal cleanliness. Employees and Owners must bathe daily and have clean skin, hands, and teeth. Hair must also be clean, neatly combed; employee's hair may not touch the collar of the uniform shirt. An approved head cover must be worn by all employees engaged in the preparation and service of food to keep hair from food and food-contact surfaces. Mustaches and beards (if allowed by local regulation), must be clean, short and neatly trimmed.

Clothing: Any person functioning as an employee of this company, must wear the complete approved uniform at all times when working. This consists of Uniform Shirt, Apron, Pants/Shorts/Skirt, Head Cover, and Shoes/Socks. The uniform must always look professional, clean and free from fading, holes and stains. It may not be modified in any way.

Fingernails: Employees must keep their fingernails clean, trimmed, filed and maintained so the edges and surfaces are cleanable. Polish/artificial nails are in good condition. Nails are free from additional adornments.

Jewelry: Jewelry can harbor microorganisms which cause foodborne illness. In order to minimize the risk of causing foodborne illness, employees must limit the amount of jewelry worn during their shift:

- o One plain ring
- o One wristwatch
- o Plain necklace, if worn, must be worn inside the uniform shirt
- o Non-dangling earrings may be worn in the ears only. Any other visible parts of the body may not be adorned with jewelry or piercings.

Cleaning Procedures: Employees must wash their hands with soap and water and dry them thoroughly before starting work, and repeatedly throughout the day. They need to vigorously rub together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinse with clean running water. Employees must pay particular attention to the areas underneath the fingernails and between the fingers. After washing hands, dry using single-service towels.

Employees must also wash their hands after the following activities (this list includes but is not limited to):

1. Before returning from the restroom
2. Before putting on gloves
3. After cleaning assignments such as sweeping and mopping
4. After coming in contact with any cleaning product and/or chemical
5. After handling money or any other non-food item
6. After touching hair, face, skin or clothes
7. After coughing, sneezing, using a handkerchief or disposable tissue
8. After using tobacco, eating or drinking
9. Before and after treating a cut or wound
10. After handling garbage
11. In between preparing different food products

Smoking: Employees must not smoke or use tobacco in any form while working in the food storage and preparation areas or in areas where utensils are cleaned or stored.

Illness: Employees must report all illnesses to the manager of the restaurant before working with food. If employees become ill or injured while working, they must report their condition to the manager or supervisor immediately. If an employee's condition could possibly contaminate food or equipment, he/she must stop working and see a doctor. If an employee must take medication while working, the medicine must be stored with their personal belongings away from areas where food is prepared, served and stored.

Management must excuse an employee from working when diagnosed with a foodborne illness, or if they have one of the following symptoms (this list includes but is not limited to): Fever, Diarrhea, Vomiting, Sore Throat, and Jaundice (yellow skin and eyes). Please check with your local Health Department or regulatory agency for a complete list of symptoms.

Employees can contaminate food at every step in its flow through the restaurant. Good personal hygiene is a critical protective measure against contamination and foodborne illness.

Please read carefully the section below before signing

I certify that I have read and fully completed this form and that the information contained herein is correct to the best of my knowledge. I understand that any omission or false information is grounds for dismissal. I authorize the references listed on this form to give you any and all information concerning my previous employment and pertinent information they may have, personal and otherwise. I understand that as a part of the procedure for my employment application an investigative consumer report may be made concerning my character, general reputation, personal characteristics and mode of living.

This independent SUBWAY® franchise is an Equal Opportunity Employer. Various federal, state, and local laws prohibit discrimination on account of race, color, religion, sex, age, national origin, disability or veteran's status. It is this franchisee's responsibility to comply fully with these laws, as applicable.

I acknowledge that I am applying for employment with an independently owned and operated SUBWAY® franchise, a separate company and employer from Doctor's Associate Inc. and any of its affiliates.

Signature: _____ Date: _____

INTERVIEW PREPARATION

COMMON INTERVIEW QUESTIONS

These are some of the most commonly asked questions.

Put some thought into your answers and practice them prior to your interview!

- What are the responsibilities of your current or previous position?
- What do you know about this industry?
- What do you know about our company?
- How long will it take for you to make a significant contribution?
- What is your most significant accomplishment?
- Why did you leave your last job?
- Why do you think you would like to work for our company?
- If it were your first day, what would you say to the associates you will be working with?
- What have you done to overcome major obstacles in your life?
- Are you willing to relocate?
- How would you describe your work style?
- Tell me about yourself?
- Why do you think we should hire you for this job?
- How do you define success?
- What was the last book you read?
- What area of this job would you find most difficult?
- What leadership/supervisory roles have you held?
- What is your weakness?
- What is your strength?
- What accomplishments are you most proud of?
- What has been your greatest crisis, how did you solve it?
- What person has had the greatest influence on you, why?
- What do you like best about your job/school..what do you like least?
- How has college prepared you for this career?
- Describe your ideal job.
- Why did you choose this particular field of work?
- What have you done that shows initiative?
- In what areas of the job would you expect to be most successful....least?
- What do you see yourself doing in 5 or 10 years?

- What are your salary requirements?
- What frustrates you?
- Describe a situation with an irate customer and how you handled it?
- What aspect of this job do you consider most crucial ?
- What are your long range career objectives and how do you plan to achieve them?
- How do think a friend would describe you?
- What motivates you?
- How many hours a week do you need to work to get the job done?
- How do you work under pressure?
- What two or three things are most important to you in your job?
- Tell me about other jobs you've had. In hindsight, how could you have improved your performance?
- What makes a good supervisor?
- What skills do you want to improve?

MOCK INTERVIEW EVALUATION

Use this form to review the candidate's performance after an interview. This will provide feedback in areas where you feel the candidate could improve as well as highlight their strengths.

CRITERIA	RATING				
	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 1
1. Positive introduction (shake hands, smile)					
2. Appearance (Dress agreement)					
3. Facial expression (smile, maintain eye contact)					
4. Demonstrate a positive attitude					
5. Posture/body position/mannerisms					
6. Self-Confidence/ comfort level					
7. Effectiveness in describing strengths, skills, and abilities in relation to the job					
8. Responded well to questions and willing to volunteer information					
9. Asked questions					
10. Overall evaluations					

Notes/Comment:

Would you hire this student for your company?

(Circle One) YES NO MAYBE

Explanation:

Responding to a Job Opening

Once a person chooses a job to apply for, the next step is to respond to the opening. Sometimes this happens even before the application is completed.

This means you must let the employer know you are interested in the job opening.

There are three primary strategies ways for doing this after researching the position and company. Make sure you have as much background as possible before pursuing one of these options:

1. Call the employer on the phone. Find out who the hiring manager is, and as much about the position opening as possible.
2. Visit the employer in person with resume and completed application in hand.
3. Send the employer an email expressing interest in the opening, attaching resume and letter of interest.

Here are some things to keep in mind when contacting an employer:

1. Complete the job application first! This is especially important if the application is available for completion either online / download, or you plan on visiting a particular employer at an upcoming job fair. Employers will almost always tell you to complete their application before they will consider you for hire.
2. If a listing says, "no phone calls," don't call. Calling could be a way of making sure you don't get the job.
3. If an ad says, "apply in person," don't call and don't send an email. They wouldn't say to come in person unless that was the way they wanted it done.
4. If an ad says "send letter of application to ... " or "send resume to ... ," don't apply by phone or in person.
5. If the ad does not say how the ad should be answered, do it the way that seems best. If a phone number is given, that could be a sign that calling would be a good idea. If an address is given, that could be a sign to either write or go in person. If the job is in the town where you live, it is probably a good idea to go

in person. If it is in another town, it might be a good idea to apply online or phone.

Here are some pointers to help a person when answering an ad by phone:

1. Before you call, have the ad in front of you.
2. Before you call, know when you would be able to go for an interview in case you are asked.
3. Before you call, write down any general questions you might want to ask to help you decide if you would really like the job.
4. Keep a pen and a piece of paper handy.
5. Be polite. (Never say things like, "Who is this?")
6. As soon as the phone is answered, tell the person who you are and what you want. (Hello. My name is Joshua Rodriguez. I am calling in response to your opening for a line cook.)
7. If you are given a day and time for an interview, write it down. Also, if you are given the names of people you are to interview with, write them down. Don't count on your memory to keep these things straight.

Here are some pointers when answering an ad in person:

1. Dress well! How you look is the first thing an interviewer is going to see and will be part of his/her first impressions about you.
2. Be clean! Be polite!
3. Be prepared to be asked to complete an application and interview on the spot.
4. Wait patiently until someone at the office has a minute to speak with you.
5. Introduce yourself and explain why you are visiting.
- 6 Take a pen and paper in case asked to write down important information.

Here are some suggestions if contacting via email:

1. Contact the employer as soon as you see the opening posted. The longer you wait, the less your chance of making an impression.
2. Make sure your letter of introduction and resume (more on this later!) are appropriately formatted and attached to your email.

Read each of these want ads. Discuss how you would respond to the opening. Why would you choose that strategy?

1. SHEET METAL WORKER

Open shop seeking experienced sheet metal worker for commercial and residential work. Send previous employment record and personal information to: SM2014@yahoo.com. Walk in applicants welcome: 15878 Avenue Scott, Santa Clarita, CA 91355

2. THE OLD OAKS STEAK HOUSE

1725 Ihm Blvd. in Westwood is hiring 3 part-time hostesses for week-ends, 1 full time bus person for days, nights & weekends, 2 full time waitresses to work days, nights, and week-ends and 1 part time bartender to work week-ends. Apply in person only 1-30-5 P M

3. WANTED

Tennis teacher to give lessons at an intermediate level. Write to Box L-6, Victorville, CA 91874 Email: TenPro47@gmail.com

4.EXPERIENCED

Dining room wait staff wanted. Call 555-9544 between 9:30 till 11:00 A.M. & 2-4 P.M. for appointment, ask for Laurie. Email: ljones12@sbcglobal.net

5. HICKORY FARMS

Holiday Help Needed! We are looking for mature, enthusiastic people interested in working at our seasonal gift center that will be opening at Valencia Town Center. Positions will be seasonal. Weekend hours are required. If you have confidence in your selling ability, apply in person on Wed., Nov. 2, 10 A.M.-3 P.M. at Hickory Farms, Food Court Area Valencia Town Center. Phone: 661-478-8585 Email HFarms474@hfarmsco.com

6. WANTED

Person to work in laundromat one day per week, 7 hours; plus 4 weeks during the summer. Hours 3 P.M. to 10 P.M. Call 555-6990. Sir Suds-O-Lot Cleaners. 4242 Soledad Canyon Rd Canyon Country CA 91387. Email ssol16@gmail.com

Fill in the blanks in these sentences.

1. Before you call about a job, you should know _____
you would be able to go for an interview.

2. It always helps to be _____ when you are talking to
someone about getting a job.

3. You should be _____ and _____ when
you are checking into a job because it's important to make a good first impression.

4. A piece of paper that has important information about a person and that many
employers ask for is called a _____.

5. You should always say something _____ about yourself
in an application letter.

6. A resume should be _____ not handwritten.

7. Whether you are checking into a job in person or by phone, you should keep a
_____ and _____ handy.

8. If an ad says, "no phone calls," it would not be a good idea to get in
touch by _____.

9. _____ means to go to the place where
the job is being offered and tell them you are interested.

10. Both a letter of application and a resume should be typed on a

sheet of paper.

Creating a Tailored Resume

Tailor, Tailor, Tailor Your Resumes

Responding to all job listings with your one, perfect resume is a sure way to commit job search suicide, even if you've created a tailored cover letter.

Potential employers want to know specifically what you can do for them, so if you craft your resume for each opening, the screener is more likely to note the difference and give you the opportunity to talk in person.

Here are some time tested guidelines for writing a tailored resume: Begin by stating a specific objective Example: "Credit analyst for Alpha Corp." Then make sure the rest of your resume speaks to this position. If you use a qualifications summary, it must be specific to your job objective.

Phrases like "Results oriented," "Hands on" and "People person" have become clichés, so don't use them. Put the most important facts on the top two thirds of the first page Remember, you're hitting the high points here, not telling a life story.

A listing of job titles and duties can be pretty boring to read. On the other hand, accomplishments that outline your unique contribution put real sizzle into your resume. Use action verbs such as collaborated, designed, planned, developed, initiated, sold, mentored, etc.

Quantify whenever you can. Mentioning that you increased territory sales by 50% in one year or managed and decreased expenses by 20% through operational efficiencies tends to capture the reader's attention. Name dropping also can be useful. If you've worked with highly respected clients, give their names. If your responsibility covered an eight state area, mention it.

Lead with your strongest suit. When you're listing your current or previous job title, company and dates of employment, think about which would be most impressive to the reader and put that first or in bold type or italics. (Dates rarely deserve this honor.) Use an outline format rather than paragraphs.

Information grouped in more than 3-4 line clumps looks onerous, especially if the recruiter is reading through dozens of resumes. Include continuing education along with your degree(s) in the Education section. Savvy employers will appreciate your efforts to keep current with state of the art developments.

If you have volunteer work or a hobby that you're passionate about, mention it under Other Facts. You never know when the reader is an avid snowboarder or hiker too.

Think you've got a great resume? Tailoring it for each job opening will make it even better.

Author: Taunee Besson, CMF, CareerCast.com Senior Columnist.

Senior Columnist Taunee Besson, CMF, is president of Career Dimensions, Inc., a consulting firm founded in 1979 that works with individual and corporate clients in career transition, job search, executive coaching, talent management and small business issues. She is an award winning columnist for CareerJournal.com and a bestselling author of the Wall Street Journal's books on resumes and cover letters. Her articles on a variety of career issues have appeared on numerous career/job websites and trade and business journals. Ms. Besson has been quoted numerous times in The Wall Street Journal, The Dallas Morning News, Business Week, Time, Smart Money, and a number of other websites and publications. Source

URL: <http://www.careercast.com/careernews/tailortailortailoryourresumes>

Lawrence Location:

Heritage Place, Bldg. 2-Suite 106
439 South Union Street
Lawrence, MA 01843
978-722-7000

Haverhill Location:

192 Merrimack Street
Haverhill, MA 01830
978-469-7800

YOUTH RÉSUMÉ WORKSHEET



Name: _____

Preparation Helps Ensure Success

ValleyWorks Career Center
Recommends updating your Résumé quarterly

What is a résumé?

Your résumé is your primary marketing tool. The purpose of a résumé is to get an interview. Employers request résumés as a method to prescreen job candidates for the required skills, experience and abilities needed for a specific job opening.

Do I really need a résumé for a part-time or summer job?

The answer is simple – YES! If you do not have a résumé, you may not get an interview. Without a résumé, the employers at a Job Fair or other recruitment event may not be willing to speak with you about your skills and work experience.

Your résumé will compete with other résumés. Employers scan your résumé and compare your qualifications with the qualifications for the job opening. To compete for an interview, your résumé needs to include, at a minimum, your skills, past work history or school activities and your education. For an interview in a highly competitive industry or higher-level position, your résumé will need to focus on your accomplishments, for an entry level position you should highlight your strengths, school work and activities, be sure to include a format appropriate for the position you want, and emphasize what you can do for the employer.

Are you sending a résumé to employers and not getting interviews? Look carefully at your résumé. If you do not get the interview, your résumé is not doing its job.

Do's for a résumé

- Do include your name, address, phone number, & email address on your résumé
- Do make sure your résumé is error free – no typographical, spelling or grammatical errors
- Do list your skills, qualifications, and accomplishments in a primary position on your résumé
- Do select an appropriate format that includes a clean, professional appearance and an easy to read font
- Do make sure your résumé is brief, well organized, and focused on the position for which you are applying

Do not's for a résumé

- Do not include a date; you should put a date on your cover letter, not your résumé
- Do not include personal pronouns such as "I" in your résumé
- Do not include abbreviations in the body of your résumé
- Do not include personal information such as height, weight, social security number, driver's license number, race, religion, marital status or political affiliation
- Do not include miscellaneous details such as salary requirements, supervisor's name and title, marital status, number of children, hobbies or sports interests

RÉSUMÉ WORKSHEET

The purpose of this worksheet is to help you gather and write down the information needed to create, and type your résumé. Let us begin to assemble the nuts and bolts of your résumé.

Please fill in all of the blanks within the worksheet. Be sure the information is **accurate**. You will use this information to develop or enhance your résumé. Take the time to look up anything you are not sure of: dates, locations, proper titles, or the correct spelling, etc.

Skills: Skills are things you can do, as well as things you know and have experience doing. **List any skills you have that can help you do the type of work you want to do:** Think about what you can do; review job descriptions for ideas or look up a past job title or the job title of the job you want on O*NET at <http://online.onetcenter.org> if you need help to identify your skills.

_____	_____
_____	_____
_____	_____

Transferable Skills*:

List any skills you have developed in school or in other positions that may help you in a new position. *Transferable skills are skills you learned or used in school, volunteering or in another position or job that may help you in your first job, your next job, or career. Be sure to use your own words to describe your transferable skills.

- | | |
|--|--|
| <input type="checkbox"/> On time to school/class/punctual | <input type="checkbox"/> Complete assignments/meet deadlines |
| <input type="checkbox"/> Research information/gather data | <input type="checkbox"/> Prepare equipment for sports/set up work area |
| <input type="checkbox"/> Play sports/teamwork | <input type="checkbox"/> Write papers/prepare written reports |
| <input type="checkbox"/> Organize homework assignments to complete on time/organize priorities | |
| <input type="checkbox"/> Turn in completed school work/completed assigned work | |
| <input type="checkbox"/> Supervise younger children/class projects/lead and manage situations and projects | |

What other transferable skills do you have? List your additional skills below.

_____	_____
_____	_____
_____	_____

Personal Attributes or Characteristics: These may be important to an employer. Think about the traits you may have that an employer would find desirable.

Check those that apply and be sure to add to the list. You may wish to use these attributes or characteristics as you develop a summary statement.

- | | |
|---|---|
| <input type="checkbox"/> Works well with others | <input type="checkbox"/> Dependable |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Friendly |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Independent thinker |
| <input type="checkbox"/> Hard worker | <input type="checkbox"/> Follows directions & rules |
| <input type="checkbox"/> Listens well | <input type="checkbox"/> Respectful |
| <input type="checkbox"/> On the Honor Roll | <input type="checkbox"/> Earns good grades |
| <input type="checkbox"/> Gets work done without instruction | <input type="checkbox"/> Asks questions |

Computer Skills or Other Technical Skills: Technical skills, at least basic computer skills are used in jobs at all levels in today's workplace and may be important to an employer. If you need to learn basic computer skills, improve or upgrade your computer skills, review the Valleyworks Career Center Events Workshop Calendar for computer related workshops, or seek assistance from the staff at a Valleyworks Career Center to sign up for our computer training workshops, use our Self-Paced Learning Lab or Stand-Alone Computers in the Resource Room to learn new skills or update your current skills.

Check the computer skills you have and be sure to add to the list.

<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Access	<input type="checkbox"/> Internet
<input type="checkbox"/> MS Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> _____
<input type="checkbox"/> Email	<input type="checkbox"/> Outlook	<input type="checkbox"/> _____

Additional Skills: Everyone has skills. Review job openings and list any other skills you have that may be important to an employer. **List any other skills that might help you on a job.** Review old job descriptions and performance evaluations, ask friends, co-workers, teachers or look up your job title on O*NET at <http://online.onetcenter.org> if you need help to identify your skills.

_____	_____
_____	_____

Summary Statement: It is very important to communicate your value to a potential employer. On your resume a Summary Statement at the beginning of your résumé is an excellent way to demonstrate your value. A Summary Statement consists of several brief sentences that focus the reader's attention on the most important qualities, achievements and abilities you have to offer. Résumés are quickly scanned during the initial review, making it very important that your résumé effectively "sell" your credentials. Writing a powerful summary statement about your accomplishments, qualities, skills and the value you bring to the employer and sharing your experience, transferable skills, or special knowledge related to the job you are targeting helps you stand out and hand the interview. Draft your summary below and answer the question – **what can you do for the employer?**

SUMMARY

Experience: Employers are interested in the type of school experiences you have, or the work you are doing, or have done, as well as the name of the organization or company where you volunteered or worked, when you did the work, and the type of experience you gained. List your most recent volunteer, school, or job experience first.

Be sure to list school activities and volunteer experience as well as paid work experience. If you lack paid work experience, list chores, school activities and volunteer experience that you may have. For example, if you volunteer on Saturday at the animal shelter, you can add that experience to your résumé. You do not have to be paid to count it as experience. List any experience you have below:

Your most recent volunteer, school experience or work experience should be listed first!

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From _____ to: _____
Year (When job started) **Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier volunteer or work experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From _____ to: _____
Year (When job started) **Year** (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Earlier work experience or volunteer experience

Position, Title or Job you did: _____

Company Name: _____

City/State (location where you worked): _____

Dates Employed From _____ to: _____
Year (When job started) Year (When job ended)

List all of the duties you performed, your responsibilities, and what you did each day.

List at least two accomplishments and the results of each accomplishment. A result is how you improved or what things around you were affected because of your actions or as a direct result of your work.

Education: Employers are interested in your education in general terms and as it relates to the type of work you are seeking. If your education has prepared you for work in a specific company, a specific type of business and/or specific industry it will be important to highlight your education and the experience that you have gained in school on your résumé. If you lack work experience your education and volunteer experiences will be very important parts of your résumé. List your highest level of education first.

Special Course or Vocational Training/Education

Current Status or Degree/Certificate Completed: (list year, completed if in the last 3 years, you may also include your expected graduation date if currently in school): _____

Name of School: _____ City/State: _____

Major or Subjects you are Studying: _____

Graduated (list year, if in the last 3 years): _____

Class Standing/GPA (list if relevant to the position or field): _____

Honors, Awards, Achievements or Activities: _____

High School

High School Diploma ☐ Yes ☐ No ☐ GED ☐ currently attending

Current Grade or Last Grade Completed: (list year you expect to graduate if currently in school): _____

Name of School: _____ City/State: _____

Honors, Awards, Achievements or Activities: _____

Other Training or Relevant Activities: Employers are interested in the training you have received in general terms, and as it relates to the type of work you are seeking. This can be a very important section of your resume, if your work experience is limited. Have you received leadership or other specific training in school or as part of a club or volunteer organization? If so, include in this section.

List any school activity, vocational training, on-the-job training, military training, other formal training, student leadership training, sports team, clubs or other specific school courses:

Name of Activity, Vocational or Training School: _____

City/State: _____

Courses taken: _____ Dates from: _____ To: _____

Licenses or Certificates held: _____

School Activities: _____

Volunteer Activities, Service Organizations or Achievements:

List your most important achievement to date: _____

References:

Your references should be work, volunteer or school related. Contact three (3) people who are willing to be a reference for you. You will need to ask each person for their complete name, title, address, phone number and e-mail address. Record the information below.

Your references should be people whom you have worked with or who know you well are willing to speak about the quality of your work and your skills and or your character. Select people such as a current or prior supervisor, a personal reference such as a neighbor, a landlord or someone who lives in your community, a coach or a teacher. **Family members should not be used as references.**

Do not include anyone you have not spoken to ahead of time, or anyone who will not give you a good reference!

Upon completing your résumé send each of your references a letter thanking them for agreeing to be your reference. Be sure to include in the letter information about the type of job you are seeking and enclose a copy of your résumé.

Work Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: _____ Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____

Educational or School Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: _____ Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____

Personal Reference

Name (Mr. Mrs. Ms. Dr.): _____
Job Title: _____
Company Address: _____
City/State: _____ Zip: _____
Phone # Day: _____
Phone # Evening or Mobile: _____
Email Address: _____

Now you are ready to use all the data you have gathered and prepare the information about your experience, school activities and achievements into a one-page skills résumé. Use the résumé draft format on page 9 and fill in the blanks. Select the most important data, accomplishments and skills to communicate your value, skills, and experience a basic résumé format. This is a format accepted by most employers.

The final step in creating your basic skills résumé will be to use a computer and type your basic résumé. With a basic one-page résumé you have the minimum information you need to begin your job search.

To create a more competitive résumé for yourself you can explore other styles, by doing research or attending other workshops to learn more about résumé formats. In the future you can create a plan to keep your résumé up to date and create targeted versions of your résumé that reflect your style, and other résumé formats favored within a particular industry, profession or employer.

Everyone needs a current résumé at all times. If you have questions or need help please let our staff know; we will be happy to assist in your efforts. Be sure the information is **accurate**. Take the time to look up anything you are not sure of: dates, locations, proper titles, spelling, etc. Before you begin page 9 review the tips below.

KEEP IT SIMPLE

- Be sure the job title you use is easily understandable by your reader (i.e., Stock Clerk vs. Clerk III) or provide a one line explanation of your role
- Do not use unfamiliar vocabulary, select familiar words and words that apply to the job and duties you did and words you use when you speak or write
- Use bullet points with short phrases

FOLLOW THE RIGHT FORM

- It is best to write in complete sentences, however you may use short action phrases to list your accomplishments if selecting a list format
- Avoid repeating the same action verb
- **Do not use personal pronouns**
- When describing a current position, use the present tense and use the past tense when describing a past employment
- Keep the length to one or two pages
- Update your résumé every three months, even if you are not actively looking for a job

MAKE IT LOOK GOOD

- Use standard 8 ½" X 11-inch bond paper, 24 lb.
- Use a matching envelope when mailing your résumé
- Typeface should be easy to read (Times New Roman, Arial, and Tahoma). Avoid the fancy script-like fonts
- Use black ink
- Font-size should be 10 -12 points
- Highlight section headers with boldface type
- Be consistent, use single spacing for individual statements and double spacing between sections

Résumé Draft Format

_____ First Name	_____ Last Name	
_____ House number	_____ Street	_____ Apt. #
_____ City, State and Zip Code		
_____ Telephone Number		
_____ Email Address		

Summary

Skills

Work Experience or Volunteer Experience

_____ Job Title	_____ Years Employed YYYY	to _____ to YYYY	
_____ Name of Company or Organization			_____ City and State

_____ Job Title	_____ Years Employed YYYY	to _____ to YYYY	
_____ Name of Company or Organization			_____ City and State

_____ Job Title	_____ Years Employed YYYY	to _____ to YYYY	
_____ Name of Company or Organization			_____ City and State

Education and/or Training

_____ Name of Diploma or Degree	_____ Name of School	_____ City and State
_____ Name of Diploma or Degree	_____ Name of School	_____ City and State

Awards, Achievements, and/or other Activities

**SAMPLE
BASIC RÉSUMÉ**

Jamie Garza

2101 Main Street
Lawrence, MA 01843
978.722.1234
jamiegarza@yahoo.com

Summary

Highly motivated and dedicated Certified Nursing Assistant. Works well in team setting as well as individually, known for being dependable and punctual. Trustworthy sincere individual, who during recent training program demonstrated consistent professionalism and high marks within all clinical evaluations and enjoys assisting and caring for patients.

Skills

Kind and Caring
Deliver Medication
Prepare Food
Serve Food

Feed, Bathe, Dress Patients
Move Patients Safely
Record Vital Signs
Clean Examination Rooms

Change Linens
Complete Reports
Collect Specimens
Work with Others

Work Experience

Certified Nurse Aide (CNA)

ABC Nursing Home, Lawrence, MA

2008 – Present

Volunteer Activities and Service Organization Experience

Cleaning Assistant

Brown House for Seniors, Methuen, MA

Awarded Brown House "Volunteer of the Year"

Summer 2007, 2008, 2009

2008

Education and Training

Nurse Aide Certification - CNA, American Red Cross
Lawrence, MA

American Red Cross Relief Aide Training, American Red Cross
Lawrence, MA

Lawrence High School – Senior
Lawrence, MA

Will Graduate: 2010

**SAMPLE
BASIC RÉSUMÉ
(First Job No Work Experience)**

Fredrick “Freddy” Brown

111 Main Street
Lawrence, MA 01843
978.722.1234
freddybrown@yahoo.com

Summary

Two years experience working with a Master Carpenter, acquired on the job knowledge and training. Performed entry level and advanced tasks including door and window framing. An organized carpenter who pays attention to detail, and follows directions and is known for completing assignments on time and monitoring the worksite for items that need to be prepared for the phase of work; received recognition for exceeding standards for clean work sites and tool preparation.

Skills

Follows Safety Standards	Woodworking	Math Skills
Maintains Clean Worksite	Customer Relations	Good Communicator
Painting	Material Handling	Cost Control
Tile Setting	Solving Problems	Basic Supervision
Using Power Tools	Landscaping	Snow Removal

Computer Skills

Proficient with Microsoft Word, Excel, and PowerPoint, Internet, Email, and Scheduler®

Education

High School, Lawrence High School, Lawrence, MA

Will Graduate: 2010

Experience

Carpenter in Training 2008 – 2009

Worked one weekend a month with a Master Carpenter - John Smith

Performing all assigned work and cleaning worksites. Lawrence, MA

In-School Construction & Woodwork Classes 2008 – 2009

Lawrence High School, Building & Shop Program

Internship with CCC Construction Co., Haverhill, MA

Laborer (after school & weekends) 2007 – 2009

Framing, painting, setting title and cleaning work areas; worked with Sam Brown (Uncle), who was building a new home. Lawrence, MA

SAMPLE
BASIC RÉSUMÉ WITH ACHIEVEMENTS

Ruth Smith

100 East 22nd Street
Methuen, MA 01844
Home 978-555-0000
rsmith@pretend-email.com

Summary

Knowledgeable Library Assistant with two years volunteer experience. Proven ability to access information and retrieve data from the computer system. Strong organizational skills and was chosen to conduct presentations for library patrons on many topics including "How to Write a Research Paper". Received an award for the "Friendliest Library" an honor voted on by library patrons.

Skills

Volunteer Coordination	Recruiting	Developed Training Programs
Problem-solving Skills	Public Speaking	Customer Relations
Organizational Skills	Marketing	New Program Development
Computer Skills	MS Word	MS Excel
MS Publisher	MS Access	Internet Research

Achievements

- Identified method of reorganizing books donated to the library saving twenty-two (22) hours of time setting up the annual "Friends of the Library" fund raising event.
- Conduct presentations to various community groups and schools including 250 attendees over three (3) days for the "Books for Families" program.
- Set up a group of student volunteers to collect books for "Books for Families" in five (5) local schools and increased the total number of books for the program by 15%.

Volunteer Experience

Library Assistant

2007 – Present

Hillside Library, Hillside, MA

Investigate and resolve patrons' computer problem in the library computer lab

Read to children during family reading hours

Make presentations on library services

Complete assigned duties

Organize events for the library

Education

High School Senior, Methuen High School, Methuen, MA

Will Graduate: 2010

**SAMPLE
BASIC REFERENCE PAGE**

Ruth Smith

100 East 22nd Street
Methuen, MA 01844
Home 978-555-0000
rsmith@pretend-email.com

References

Ms. Mariah Fisch
Assistant Vice President
National Steel Corporation
4001 Edison Lakes Parkway
Lawrence, MA 01840-3340
978-555-3200
mfisch@nsc.com

Mr. C. Benjamín Riley
Senior Project Manager
Sprint Corporation
2330 Shawnee Mission Pkwy
Methuen, MA 01844
978-555-2903
riley@sprint.com

Dr. Scott Handy
Math Teacher
Methuen High School
Methuen, MA 01844
561-555-2029
shandy@suny.rochester.edu

Ms. Carol Ledoux
High School Teacher
456 Butterfly Lane
Westfield, MA 12345
413-456-2589
carolonbutterflylane@aol.com

WHERE TO FIND ADDITIONAL ASSISTANCE TO COMPLETE OR IMPROVE YOUR RÉSUMÉ

If you have completed this worksheet and are wondering what to do next, here are a few suggestions:

ATTEND A WORKSHOP

The Santa Clarita Valley WorkSource Center has many options to assist you. You can attend one or all of our workshops about résumés. Review the workshop descriptions online at <http://www.workforcedevelopmentmonth.com/events.asp> Pick up a Workshop and Events Calendar, or ask a staff person to help you select the best workshop to meet your needs.

If you are new to résumé writing or have not written a résumé in many years and need help with a résumé you may want to attend one or all of the workshops on résumés.

Résumé Software

- **RésuméHero™** is an online application designed to empower job seekers in creating their most valuable job search marketing tool – a résumé! In addition to a résumé, RésuméHero™ offers assistance in building other professional documents that job seekers should have prepared for hiring managers when applying to and interviewing for open positions. These documents include cover letters, thank you letters, and reference sheets. This guide will provide instructions on how to register and log in to RésuméHero™, complete your Profile, edit your professional documents and post your completed résumés to CareerBuilder.com to maximize your experience. How Do I Register? There are two ways you can be registered for RésuméHero™. You may be registered on behalf of a third-party such as a RésuméHero administrator, career advisor or case manager. This service is available to registered users of the Santa Clarita WorkSource Center, and has been designed to help give applicants an edge on Applicant Tracking Systems. Access ResumeHero at <https://www.cbresumehero.com>
- **WinWay®** -The WinWay Software is available in our Self-Paced Learning Services Lab. This software helps you create a résumé, cover letters, prepare for an interview and search for job opportunities. This software can be checked out by contacting the Career Visions office.
- **HROP Data Wizard** - Resume Builder. Data Wizard will produce a resume after entering personal information and choosing from several pulldown menus addressing, skills, classes, activities and job objectives. The system has editing capabilities and can be printed. Site offers multiple exploration resources in addition to workforce preparation tools. District password is needed for access. Contact your Career Transition Advisor for more info.
- **California Career Zone – Resume Builder.** The resume builder allows you to create printable resumes that are ready to send to potential employers. You can store as many as you would like so you have the ability to create a different one tailored towards each job opening you apply for. Access CCZ at: <http://cvworks.weebly.com/assessment-resources1.html>

USE Career Visions Career Development Center.

Winway Software is available on selected computers in our Resource Room. Contact the CV office at info@cvworks.org to get started using this software. The software will guide you through the steps to create a résumé, save the résumé to your electronic storage device, print it, and help you create unique cover letters to mail, email or fax with your résumé to possible employers.

REMEMBER TO SAVE YOUR RESUME IN BOTH
FORMATTED AND PLAIN TEXT VERSIONS!

PLAIN TEXT IS BEST FOR UPLOAD WHERE APPLICANT
TRACKING SYSTEMS ARE BEING EMPLOYED!

What is a Cover Letter?

Information on Cover Letters for Jobs and Examples



By Alison Doyle
Job Searching Expert

Creating a Tailored Cover Letter

I've heard from more than a few hiring managers who wonder if cover letter writing is a lost art. One of them told me that he has received a lot of cover letters that are shorter than tweets including a cover letter that just said "Have a nice day." and another that said "Please view my resume."

Cover letter writing is not supposed to be a lost art. Employers still expect them. Hiring managers at the companies surveyed by Saddleback College which require cover letters (53%) want more than just a basic cover letter.

What is a cover letter? A cover letter is a document sent with your resume to provide additional information on your skills and experience.

Employers use cover letters as a way to screen applicants for available jobs and to determine which candidates they would like to interview. If an employer requires a cover letter, it should be listed in the job posting.

What Is Included in a Cover Letter?

A cover letter typically provides detailed information on why you are qualified for the job you are applying for.

Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences.

A cover letter supplements a resume and provides additional information on your qualifications for the job for which you're applying.

Cover Letter Organization and Formatting

As with any business letter, cover letters follow a set structure. From the salutation to the sign off, all the necessary parts of a cover letter should be included in each letter.

When you're writing a cover letter or sending an email message to apply for a job, it's important to include all the required information in your cover letter.

A cover letter is comprised of several parts: contact information, a salutation, the body of the cover letter, an appropriate closing, and a signature.

Parts of a Cover Letter

Contact Information

The first section of a written or uploaded cover letter should include your contact information:

- Your Name
- Your Address
- Your City, State, Zip Code
- Your Phone Number
- Your Cell Phone Number
- Your Email Address

Employer Contact Information

If you have contact information for the employer, list it below your contact information. If not, leave this section off your cover letter.

Email Cover Letter Contact Section

When you send an email cover letter, instead of listing your contact information at the top of the message include your contact information in your signature.

Cover Letter Salutation

It's important to include an appropriate salutation at the beginning of the cover letter or message. If you have a contact person for your letter, be sure to include their name in your letter. Review examples of cover letter salutations.

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. This section of your cover letter should include:

- First Paragraph - Why you are writing
- Middle Paragraphs - What you have to offer the employer (*be specific*)
- Final Paragraph - How you will follow-up

Cover Letter Closure

When you're writing a cover letter or sending an email message to apply for a job it's important to close your letter in a professional manner. Review examples of cover letter closings.

Cover Letter Signature

What is included in a cover letter signature and the format of your signature depends on whether you are sending or uploading a cover letter document or using an email message as your cover letter.

Your Contact Information
Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Employer Contact Information
Name
Title
Company
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Respectfully yours,

Handwritten Signature *(for a mailed letter)*

Typed Signature

This cover letter template outlines the information you need to include in the cover letter you submit with your resume.

Types of Cover Letters

Here's information on five types of cover letters and when and how to use each when you're job searching.

When you are job hunting, it's important to choose a type of cover letter that is appropriate for how you are applying for a job or requesting job search assistance.

There are different types of cover letters including application letters, letters of interest, and networking letters. The cover letter you use will be determined by whether you are applying directly for a job or seeking job search help.

General Types of Cover Letters

- **Application Letter.** An application letter is written to apply for a specific job opening.
- **Referral Cover Letter.** A referral cover letter mentions the name of a person who referred you to a job.

- **Letter of Interest.** A letter of interest, also known as a prospecting letter, inquires about possible job openings at a company.
- **Networking Letter.** Networking letters request job search advice and assistance.
- **Value Proposition Letter.** A value proposition is a brief statement explaining what makes the candidate unique.

Resource cited:

<http://jobsearch.about.com/od/jobsearchglossary/g/coverletter.htm>

Sample Job Application Letter

John Donaldson

8 Sue Circle

Smithtown, CA 08067

909-555-5555

john.donaldson@emailexample.com

Date

George Gilhooley

XYZ Company

87 Delaware Road

Hatfield, CA 08065

Remember to tailor your cover letter for each position you submit an application, using keywords noted in the job posting. Applicant Tracking Systems (ATS) screen for these keywords!

Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume, and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

Signature (for hard copy letter)

John Donaldson

WHERE TO FIND ADDITIONAL ASSISTANCE TO COMPLETE OR IMPROVE YOUR COVER LETTER

If you have completed your cover letter worksheet and are wondering what to do next, here are a few suggestions:

ATTEND A WORKSHOP

The Santa Clarita Valley WorkSource Center has many options to assist you. You can attend one or all of our workshops about résumés. Review the workshop descriptions online at <http://www.workforcedevelopmentmonth.com/events.asp> Pick up a Workshop and Events Calendar, or ask a staff person to help you select the best workshop to meet your needs.

If you are new to résumé writing or have not written a résumé in many years and need help with a résumé you may want to attend one or all of the workshops on résumés.

Résumé Software

- **RésuméHero™** is an online application designed to empower job seekers in creating their most valuable job search marketing tool – a résumé! In addition to a résumé, RésuméHero™ offers assistance in building other professional documents that job seekers should have prepared for hiring managers when applying to and interviewing for open positions. These documents include cover letters, thank you letters, and reference sheets. This guide will provide instructions on how to register and log in to RésuméHero™, complete your Profile, edit your professional documents and post your completed résumés to CareerBuilder.com to maximize your experience. How Do I Register? There are two ways you can be registered for RésuméHero™. You may be registered on behalf of a third-party such as a RésuméHero administrator, career advisor or case manager. This service is available to registered users of the Santa Clarita WorkSource Center, and has been designed to help give applicants an edge on Applicant Tracking Systems. Access ResumeHero at <https://www.cbresumehero.com>
- **WinWay®** -The WinWay Software is available in our Self-Paced Learning Services Lab. This software helps you create a résumé, cover letters, prepare for an interview and search for job opportunities. This software can be checked out by contacting the Career Visions office.
- **HROP Data Wizard** – Cover Letter Builder. Data Wizard will produce a cover letter after entering personal information and choosing from several pulldown menus addressing, skills, classes, activities and job objectives. The system has editing capabilities and can be printed. Site offers multiple exploration resources in addition to workforce preparation tools. District password is needed for access. Contact your Career Transition Advisor for more info.
- **California Career Zone – Cover Letter Builder.** The cover letter builder allows you to create printable cover letters that are ready to send to potential employers. You can store as many as you would like so you have the ability to create a different one tailored towards each job opening you apply for. Access CCZ at: <http://cvworks.weebly.com/assessment-resources1.html>

USE Career Visions Career Development Center.

Winway Software is available on selected computers in our Resource Room. Contact the CV office at info@cvworks.org to get started using this software. The software will guide you through the steps to create a résumé, save the résumé to your electronic storage device, print it, and help you create unique cover letters to mail, email or fax with your résumé to possible employers.

REMEMBER TO SAVE YOUR COVER LETTER IN BOTH
FORMATTED AND PLAIN TEXT VERSIONS!

PLAIN TEXT IS BEST FOR UPLOAD WHERE APPLICANT
TRACKING SYSTEMS ARE BEING EMPLOYED!

Cover Letter Worksheet

Your Address

Contact Person's Address

Name/Title_____

Company_____

Street_____

City, St, Zip_____

Dear _____,

Paragraph One (Prepare a sentence on the following topics)

1. Why are you writing this letter? What's your objective in contacting this person?
2. Mention any source(s) you received information from regarding this organization or opportunity.
3. Present how a position within this organization would greatly enhance your career path and that your resume is enclosed for review and consideration.

Paragraph Two (Prepare a sentence on the following topics)

1. State your current educational status and that you feel it has prepared you for this opportunity.
2. Cite any practical experience you may have obtained outside the classroom, on or off campus.

3. Mention how all your past work experience has allowed you to develop certain marketable skills. Describe them.
4. Summarize your personal attributes and illustrate how they would allow you to contribute to this organization and/or optimally perform in the workplace.

Paragraph Three (Prepare a sentence on the following topics)

1. Mention the enclosed resume provided.
2. State that you will follow-up with the employer within two weeks to see if additional information is needed.
3. Provide a phone number that you can be reached at if the employer wants to reach you first.
4. Thank the employer for their time.

What Are Professional References?



By Alison Doyle
Job Searching Expert

Professional references are references from individuals who can attest to your skills, qualifications, and abilities. Professional references can include managers, colleagues, clients, business contacts, and others who can recommend you for employment.

These differ from personal or character references because the writer is only speaking to the applicant's employability and work-related qualities, as opposed to their personal or academic pursuits.

A personal reference, also known as a character reference, is a reference provided by an individual who knows you and can vouch for your character and abilities.

Unlike professional references, these individuals do not necessarily need to be people that you have worked under directly. A personal reference should be someone who knows you well enough to provide good insight into your personality and overall character.

A character reference will include basics like the relationship the writer has with you and how long you have known them. Ideally, the letter will be positive and illustrate your strongest skills and characteristics so you can stand out amongst the crowd.

In general, anyone who can vouch for your work ethic, reliability, and your ability to achieve in an employment or academic setting can give you a personal reference.

Neighbors and acquaintances may be willing to write a reference for you. Business acquaintances, teachers, professors or academic advisors, volunteer leaders, religious worker, friends, advisors, coaches, can also all provide a personal reference.

Be sure to contact your potential references before you give out their information to ensure that they are comfortable and willing to take on such a role. Sending a thank you note or email for taking the time to write the reference is also a nice gesture to show your gratitude.

Employers may request one or both of these types of references.

When you provide a professional reference to a prospective employer include the person's name, job title, company, address, phone number and email address. Be sure that you have the person's permission to use them as reference before you give out their contact information.

Web reference:

<http://jobsearch.about.com/od/jobsearchglossary/g/professional-reference.htm>

Work References

The Keys to Choosing and Using the Best Job References in Your Job Search

by Randall S. Hansen, Ph.D.

If you're like most job-seekers, you may not have put much thought into whom you'll want to use as references when potential employers request them. We're often so busy polishing our resumes and cover letters, researching the companies, and preparing for interviews, that we neglect a very important part of the job search process -- requesting people to be references.

How can this article assist you? By helping you see the importance and value of choosing the "right" people to be references, by providing examples of how to develop a references page, and by offering you other keys to using references strategically in your job search.

Perhaps you're saying to yourself, "references don't really matter." And while it's true that most employers will not conduct a detailed background search on you, many employers will at least contact at least one or two of your references. Do not underestimate the power of your references. Remember, the employer is preparing to make a big investment in hiring you, and wants to be sure you are who you say you are. Having a few good references can be the deciding factor in your getting the job offer. Similarly, having one bad -- or lukewarm -- reference could cost you the job.

So what are the keys to using job references? Here's one list of the eight keys to choosing and using the best job references in your job search.

1. Don't even bother with those generic "letters of recommendations."

Employers don't want to read letters written in the past to "whom it may concern." Employers want to be able to contact and communicate (via phone or email) with a select group of people who can speak about your strengths and weakness and fit for the job you are seeking. (See sidebar.) Plus, these letters don't have much credibility because anyone who would write a letter for you would likely say only good things about you.

2. Never, ever list names of references on your resume.

References belong on a separate sheet of paper that matches the look and feel of

your resume, but is simply titled "References" or "Reference List." And never give references to employers until they request them, but do be sure and keep a list of references with you when interviewing so that you can be prepared to present them when the employer asks. If you have a job-search portfolio, keep the list in your portfolio. [See these two sample reference lists.](#)

3. Think strategically about reference choices.

What kind of reference do you want? You want the people who will make the strongest recommendations for you. Former supervisors do not have to be references, especially if they did not know all your accomplishments or you fear they will not have glowing things to say about you. Sometimes former co-workers, or supervisors in other departments who know your work, make the best choices. Again, the key is people who know your strengths and abilities -- and who will say positive things about you.

4. Consider different categories of references.

Overall, you ideally want about three to five references - people who can speak highly of your accomplishments, work ethic, skills, education, performance, etc. For experienced job-seekers, most references should come from previous supervisors and co-workers whom you worked closely with in the past, though you may also choose to list an educational (mentor) or personal (character) reference. College students and recent grads have a little more flexibility, but ideally you should have several references from internships or volunteer work in addition to professors and personal references. Avoid listing family members; clergy or friends are okay for personal references. Former coaches, vendors, customers, and business acquaintances are also acceptable.

5. Get permission to use someone as a reference.

Before you even think of listing someone as a reference, be sure and ask whether the person would be comfortable serving as a reference for you. Most people will be flattered -- or at least willing to serve as a reference -- but you still need to ask to be sure. Be prepared for a few people to decline your request -- for whatever reason.

6. Collect all the details for each reference.

Make sure to get complete information from each reference: full name, current title, company name, business address, and contact information (daytime phone, email, cell phone, etc.).

7. Keep your references informed (and perhaps coached).

Make sure each reference always has a copy of your most current resume, knows your key accomplishments and skills, and is aware of the jobs/positions you are seeking. Again, the best references are the ones who know who you are, what you can accomplish, and what you want to do.

8. Be sure to thank your references for their help.

Don't forget to thank your references once your current job search is complete. Some companies never contact any references, some only check the first one or two, and some check all. Regardless, these people were willing to help you, and thanking them is simply a common courtesy.

Questions a potential employer might ask one of your references:

- Can you please describe how you know the candidate? And for how long?
- How would you rate the candidate's skills in _____?
- Can you describe the candidate's communications abilities?
- How well does the candidate work under pressure?
- Can you describe the candidate's attitude toward work?
- How well does the candidate take constructive criticism?
- How well does the candidate interact with co-workers?
- Is the candidate a team player?
- How would you describe the candidate's honesty and integrity?
- Can you describe the candidate's key strengths and weaknesses?
- How receptive is the candidate to new ideas and procedures?
- Given a description of the position the candidate is applying for, do you think the candidate is a good match?
- If you were in a position to hire this candidate for a similar position, would you do so?
- Can you describe the candidate's leadership, managerial, or supervisory skills?
- Do you have any additional information or comments that might help us make a better decision about this candidate?

One final note: If you are really unsure of what your references will say about you, you have the option of hiring one of several job reference companies. For a fee, the company will contact each of your references and report back to you what they said about you. Ideally, though, you should not need to use these services. Go to our [Job References & Portfolio Services](#) section of Quintessential Careers.

Web reference: http://www.quintcareers.com/printable/job_references.html

Job References Worksheet

Completing a **job references worksheet** is an important part of preparing for new employment. Ideally, you should prepare your list of references prior to sending out any job application information to potential employers. Doing so gives you a chance to contact people to make sure you have permission to use them as references.

Different companies may require different types of references. Some companies will want only personal or professional, and others will want a combination of both. Your best bet is to gather information for 3-4 personal references and 3-4 professional references on a master reference list.

You can use the worksheet below to gather information on each contact.

Name	
Address	
Telephone	
Position/Title	
How Long Known	
Notes	
Reference Type	<input type="checkbox"/> Personal Contact <input type="checkbox"/> Professional Contact
Name	
Address	
Telephone	
Position/Title	
How Long Known	
Notes	
Reference Type	<input type="checkbox"/> Personal Contact <input type="checkbox"/> Professional Contact
Name	
Address	
Telephone	
Position/Title	
How Long Known	
Notes	
Reference Type	<input type="checkbox"/> Personal Contact <input type="checkbox"/> Professional Contact

Remember, your contacts should be people who know you well, have an understanding of what your skills and expertise are, and how you would be of benefit to the potential employer.

Section III, Unit 8

Interview Awareness

Job Interview Strategies for Teens: Part I -- Interview Preparation

by Katharine Hansen, Ph.D.

As much as you'd like to be earning some money, the idea of job-hunting can be pretty intimidating. If you're feeling shy and lacking confidence about getting out there and talking to employers, you are far from alone, according to many career counselors. "Many of the students I counsel are so nervous during an interview that they come across as a bit withdrawn, which may translate into lacking self-confidence or lacking interest and enthusiasm for the position," observes Lisette Ruiz, a career counselor.

- Know yourself. Before you even start the job-hunting process, take some time to put yourself under the microscope. The more self-aware you are, the more comfortable and confident you will be in job interviews. Ruiz suggests making a list of your strengths and abilities. Make another list of your achievements. Teen girls in particular may need to work on building confidence. "My experience with teenage girls, including a daughter, is that they tend to be very shy -- or painfully modest -- about their achievements," says Phil Hey, director of career services at Briar Cliff University. "Nobody expects a teenage girl to have started a million-dollar company or won a world championship, but even 'ordinary' achievements show good performance and other career values," Hey notes. Sarah Bigham, director of Career Services at Hood College, suggests practicing saying positive things about your skills and abilities.
- Know about the job you'll be interviewing for. Maureen Crawford Hentz, who formerly hired teens for specific jobs at the New England Aquarium, liked to test applicants' interview preparation. "If an applicant came in to interview for an Aquarium Guide position and told me that she thought she would be feeding the animals and 'stuff,' I knew that she has not read the job description," Hentz says.
- Think about yourself in relation to the job. "Read through the job description thoroughly so you know what they are looking for and the skills you possess that match," suggests Gail Fox, assistant director of career services, University of Wisconsin-Whitewater. "Then think about your personality and ask family and friends what they particularly like about you. Bring this information into the interview as well. It shows that you prepared yourself, that you are thoughtful and cared enough about the employer to bring them your best." Laura Yu of the career-

services office at Virginia Tech advises asking yourself, "What do I have that would make someone want to hire me for this job?"

- Understand what employers are looking for. "The primary concerns for most employers talking to teens are these: Will you be here as scheduled? If we are willing to teach you, are you willing to learn?" says Gale Montgomery, former career-services coordinator at Simpson College. "With this in mind, I encourage teens to respond to the questions with frequent reassurances of reliability and capabilities to learn quickly, but with a willingness to ask questions for clarity." Recent grad-school graduate Jeanie Collins notes that the interviewer is not out to get you. "The interviewer is looking for a person with ordinary qualifications who has the attitude to do an extraordinary job," Collins observes.
- Practice. Ask friends and family members to conduct practice interviews with you. You can find many lists of commonly asked interview questions on the Internet, including our site's list of questions, or in interviewing books. Also practice your body language and handshake.
- Plan to dress nicely and appear well groomed. Dress more conservatively than you normally would and even a bit more conservatively than the typical dress at the workplace at which you're interviewing. Emily Hamvay, who interviewed for many jobs as a teen, describes the preferred mode of interview attire as "like Sunday church gear." Among the "don'ts" mentioned by career counselors are heavy makeup, open-toed shoes, revealing clothing, short skirts, visible piercings, tattoos, clingy tops, platform shoes, huge earrings, wrinkled clothing, and hair in your face. Carol Yoannone, student performance director at the Community College of Allegheny County, PA, describes a particularly unfortunate fashion choice she once observed at a job fair: "A young woman walked in with a spaghetti-strap evening dress." Read our article, [When Job-Hunting: Dress for Success](#).
- "Have an 'old' person approve your proposed interview outfit before you buy it or wear it to an interview," advises Hood College's Sarah Bigham, who notes that she sees "way too many short skirts, low-cut tops extravagant fingernails, etc." Bigham also cautions against jewelry that clangs and makeup that glitters. "Anybody who is old enough to be your mother should look you over before you leave the house," Bigham suggests. She also advises that teens wear their interview outfits and shoes before the interview -- for more than a few minutes. "You want to be comfortable on your big day!"
- Be prepared to be interviewed even when you're not expecting to. If you're cruising the mall filling out job applications, don't be surprised if some employers want to

interview you on the spot. The nature of the jobs that teens typically seek makes impromptu interviews more likely than they are for other age groups, and they are especially likely if the store has a "help-wanted" sign in the window. Since you could be interviewed at any time, you should dress appropriately when you go out to fill out applications. Also be mentally prepared, and don't balk if an employer asks to interview you on the spot.

- Consider enlisting moral support. Hamvay describes her unusual approach to interviews as a teen. "To help with the butterflies, I would ask my mom to go to the interview with me and stay in the car while I was interviewing." The Mom-in-the-car plan works well, Hamvay says, because "if you don't do so well or you don't get the job, you have a easy escape plan. Or if you forget something, such as a pen, references, safety pins, moms are famous for being prepared with all of the essentials." Hamvay says mom is also crucial for providing the all-important "good-luck smooch," and she might just buy you ice cream after the interview.
- Set realistic expectations about salary. Let's face it; most teen jobs pay minimum wage. You should certainly be aware of what the current minimum wage is so you're not surprised and so you don't ask for less than minimum wage. If the situation seems right, you could even consider asking for more, as attorney Trinity Hundredmark Fitzpatrick did as a teen. "One thing I learned on my interview at a local retail store was to ask for more than I thought I was going to get," Fitzpatrick recalls. "Everyone had told me that I was going to get minimum wage because of my age no matter what I did. I threw caution to the wind and decided to ask for more, telling my interviewer that the store could hire someone at minimum wage, or they could take me for a little more money, but much better work. The manager chose me, even at the higher price. Don't underestimate your worth."
- Know what hours you can work, and prepare to be flexible. Consider school, homework, extracurricular activities, sports -- anything that takes up your time. Be able to clearly articulate to the employer the hours you are available to work. If the employer needs more availability, and you really want the job, consider giving up a nonessential activity.

Web reference: http://www.quintcareers.com/teen_job_strategies.html

INTERVIEW PREPARATION

COMMON INTERVIEW QUESTIONS

These are some of the most commonly asked questions.

Put some thought into your answers and practice them prior to your interview!

- Tell me a little about yourself.
- Have you ever worked before? If so, tell me about your job(s).
- If I called your employer or contacted your teacher right now, what would they say about your work habits?
- If I hired you today, how long do you plan on working for our company?
- How are you going to get to work every day?
- Can you work after school? What time? How about nights / weekends?
- Do you prefer to work alone or as part of a team?
- Let's say you are confronted by an angry customer, how would you handle the situation?
- I have many applicants for this opening, why should I hire you?
- What are some of your personal strengths?
- How about weaknesses? What are some areas you struggle with?
- What are your plans for after high school?
- If I was to hire you today, when can you start?
- Do you have any questions regarding the position or work environment?

MOCK INTERVIEW EVALUATION

Use this form to review the candidate's performance after an interview. This will provide feedback in areas where you feel the candidate could improve as well as highlight their strengths.

CRITERIA	RATING				
	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 1
1. Positive introduction (shake hands, smile)					
2. Appearance (Dress agreement)					
3. Facial expression (smile, maintain eye contact)					
4. Demonstrate a positive attitude					
5. Posture/body position/mannerisms					
6. Self-Confidence/ comfort level					
7. Effectiveness in describing strengths, skills, and abilities in relation to the job					
8. Responded well to questions and willing to volunteer information					
9. Asked questions					
10. Overall evaluations					

Notes/Comment:

Would you hire this student for your company?

(Circle One) YES NO MAYBE

Explanation:

Interview Evaluation Form

Name: _____ Position Desired: _____ At: _____
Interview (Circle one): Practice Final

Professional Appearance

Clothing, hair, body odor/cologne,
jewelry, make-up, nail length and design

Strengths: _____

Suggestions for Improvement: _____

Self Expression/Body Language

Introduces self with full name, maintains
eye contact, smiles, articulate, uses profess-
ional language, listens attentively, alert
posture, ask questions.

Strengths: _____

Suggestions for Improvement: _____

Work History

Explains duties, relates experience to
position desired, provides reasons for leaving
past jobs, explains gaps, requires little
prompting to elaborate responses.

Strengths: _____

Suggestions for Improvement: _____

Recommendation:

____ Additional Practice Recommended

____ Ready to Interview

Education

Relates classes/activities to position desired,
explains gaps, little prompting to elaborate,
For GED-appropriate reason for leaving school.

Strengths: _____

Suggestions for Improvement: _____

Skills and Strengths

Identifies specific strengths, provides examples,
relates strengths to position desired with little or
no prompting.

Strengths: _____

Suggestions for Improvement: _____

Weaknesses

Identifies appropriate weakness, provides solution
with little or no prompting.

Strengths: _____

Suggestions for Improvement: _____

Additional Comments (use reverse side if
necessary): _____

Interviewer's Name: _____

Section III, Unit 9

Interview Awareness

Job Interview Strategies for Teens: Part II -- During and After the Interview

by Katharine Hansen, Ph.D.

Here in Part II we provide guidance in handling yourself at the interview and what to do afterwards to increase your chances of being hired:

Expert Tips for Teens... At the Job Interview

- Punctuality and reliability are a matter of show and tell. Obviously, you can show your punctuality by arriving 5 to 15 minutes early for the interview. But you can also tell about your punctuality and reliability based on your performance in previous jobs. "If someone's gotten up at 6 a.m. since she was 10 to deliver newspapers, I know that she's probably not going to be late in the mornings coming to work," observes Maureen Hentz, who formerly hired teens for specific jobs at the New England Aquarium. Similarly, if you have a stellar attendance record in school, you can cite that.
- "Remember you are making an impression from the first moment you walk in the door," cautions Amy Brenengen, youth program/GirlVenture manager for WomenVenture in St. Paul, MN. "Chances are the receptionist or the first person you see will tell the hiring manager if your behavior before the interview isn't as respectful and optimistic as when you meet the manager for the interview."
- Don't chew gum. Gum chewing is a major turnoff for employers, as it was for photographer Jeanie Collins when she interviewed a young woman for a campus job while in grad school. "When she opened her mouth to respond to my first question," Collins recalls, "a bright pink piece of bubble gum flew out of her mouth and hit my notepad."
- Don't downplay your previous experience, no matter how lowly it seems. "I'm amazed by the number of teens who say 'well, I've never really worked before, other than babysitting or being a camp counselor or mowing lawns," notes Maureen Hentz. "These are jobs where promptness and responsibility are key."

If she's been babysitting for the same family every Saturday night for three years, this tells me that she does a good job, has built rapport with the kids, and is trusted by the family. If she's gotten a babysitting certificate from the Red Cross, I know that she is interested in learning more about her job. All of these are transferable experiences. Transferable skills from any of these jobs could include being flexible, creative, a good communicator, promptness, handling money, responding to customer feedback, setting and keeping a schedule, as well as balancing schoolwork with other activities." Echoes Amy Brenengen: Volunteer work, babysitting, and working at Mom's, Dad's, auntie's, or a neighbor's office all count as work history when you are applying for a job.

- "Fill out every part of the application and use your best handwriting," advises Brenengen. "Use complete sentences when you are asked an open-ended question on the application. Brenengen adds that a resume is always impressive, especially for a teen. "However, it doesn't replace the application; it is just a 'special bonus,'" she notes. "Resumes can be very simple, and you can use templates in Word to help create yours."
- Avoid peppering interviews with "um" and "like." The best way to get past overusing these "pause words" is practice. As you conduct practice interviews with friends and family, have them flag you if you start inserting too many "um's" and "like's" into your interview responses.
- Make eye contact. It's extremely important for connecting with your interviewer. When asked a question, don't look up at walls and ceiling as if searching for answers. Don't cast your eyes downward. One expert, recognizing that eye contact is hard to maintain in a one-on-one situation, says to look at interviewer's nose.
- Be yourself. Emily Hamvay remembers how her trademark wackiness and humor paid off for her when she interviewed for a job as a hostess at a restaurant. "The interviewer asked me why I wanted to work at the restaurant," Hamvay recalls. "Without even a blink of eye I retorted with, 'Sir, I have a terrible addiction'... pause ... a look of bewilderment came across his face ... 'I just can't get enough of the chicken Marsala at this place. I figure, I better start working here or take out a loan.' After a few more chuckles, he hired me on the spot."
- Be memorable. Hamvay's humor certainly made her memorable, but Jeanie Collins offers another trick for sticking in the interviewer's consciousness. "Always have a visual trademark. I always used to wear a conservative suit with

a lapel pin in the shape of a dragonfly. You could find a pin that represents a hobby you have, such as a sailboat or a tennis racket. Then, when the interviewer asks what kinds of pastimes you enjoy, you can link the pin into the conversation. Later, when the interviewer is narrowing down the herd, you are sure to stand out."

- Show your enthusiasm. Employers list lack of enthusiasm as their No. 1 turnoff in interviewees. The best way to show enthusiasm? A big smile throughout the interview. But, as Hamvay puts it, "not one of those psycho smiles, but one that looks like you are singing Christmas carols at a home for the elderly."
- Project confidence. The scary world of job interviewing is new to teens, but overcoming the fear and appearing confident is a great way to stand out. Teen girls are especially vulnerable to appearing timid in interviews because they sometimes lapse into "little girl" voices. One of the best ways to show confidence is with a strong, forceful voice. No matter how shaky you may feel inside, try your best to show a confident attitude. "A strong, confident, charming young woman can often win over everyone, both men and women alike," notes law student Trinity Hundredmark Fitzpatrick.
- Ask questions. Interviewers almost always invite you at the end of the interview to ask questions. Asking questions shows your enthusiasm for the job, so have a couple prepared, but don't ask about things like salary or vacation time. Recent college graduate Colleen Holuk suggests asking questions like: How long have you been working here? What's the best part of your job?
- Close the sale. If you want the job, say so. Conclude the interview by thanking the interviewer and making a statement that conveys your enthusiasm for the position. You could also ask if the interviewer has any questions or concerns about your ability to do the job. If the interviewer expresses any reservations, you can address them and try to ease the employer's qualms. Gail Fox, assistant director of career services, University of Wisconsin-Whitewater, further suggests that you always find out when the employer will be making a hiring decision and how the hiring manager will communicate that to you -- or if you need to follow up.

Expert Tips for Teens... After the Job Interview

- Write a thank-you note. It's just common courtesy to thank people for their time, and since very few teens exercise this little gesture, you'll stand out if you do it. If the interviewer has a business card, ask for one to ensure you spell his

or her name correctly. One teen job-seeker we know interviewed for a job at Kmart. As soon as she got home, she wrote a thank-you note and turned right around and went back to Kmart to hand-deliver it. She got the job.

- If you haven't heard a hiring decision by the time you expected to, call the interviewer to check on your status. Don't make a pest of yourself, but do follow up.

Resource : http://www.quintcareers.com/printable/more_teen_job_strategies.html

INTERVIEW PREPARATION

COMMON INTERVIEW QUESTIONS

These are some of the most commonly asked questions.

Put some thought into your answers and practice them prior to your interview!

- Tell me a little about yourself.
- Have you ever worked before? If so, tell me about your job(s).
- If I called your employer or contacted your teacher right now, what would they say about your work habits?
- If I hired you today, how long do you plan on working for our company?
- How are you going to get to work every day?
- Can you work after school? What time? How about nights / weekends?
- Do you prefer to work alone or as part of a team?
- Let's say you are confronted by an angry customer, how would you handle the situation?
- I have many applicants for this opening, why should I hire you?
- What are some of your personal strengths?
- How about weaknesses? What are some areas you struggle with?
- What are your plans for after high school?
- If I was to hire you today, when can you start?
- Do you have any questions regarding the position or work environment?

MOCK INTERVIEW EVALUATION

Use this form to review the candidate's performance after an interview. This will provide feedback in areas where you feel the candidate could improve as well as highlight their strengths.

CRITERIA	RATING				
	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 1
1. Positive introduction (shake hands, smile)					
2. Appearance (Dress agreement)					
3. Facial expression (smile, maintain eye contact)					
4. Demonstrate a positive attitude					
5. Posture/body position/mannerisms					
6. Self-Confidence/ comfort level					
7. Effectiveness in describing strengths, skills, and abilities in relation to the job					
8. Responded well to questions and willing to volunteer information					
9. Asked questions					
10. Overall evaluations					

Notes/Comment:

Would you hire this student for your company?

(Circle One) YES NO MAYBE

Explanation:

Interview Evaluation Form

Name: _____ Position Desired: _____ At: _____
Interview (Circle one): Practice Final

Professional Appearance

Clothing, hair, body odor/cologne,
jewelry, make-up, nail length and design

Strengths: _____

Suggestions for Improvement: _____

Self Expression/Body Language

Introduces self with full name, maintains
eye contact, smiles, articulate, uses profess-
ional language, listens attentively, alert
posture, ask questions.

Strengths: _____

Suggestions for Improvement: _____

Work History

Explains duties, relates experience to
position desired, provides reasons for leaving
past jobs, explains gaps, requires little
prompting to elaborate responses.

Strengths: _____

Suggestions for Improvement: _____

Recommendation:

____ Additional Practice Recommended

____ Ready to Interview

Education

Relates classes/activities to position desired,
explains gaps, little prompting to elaborate,
For GED-appropriate reason for leaving school.

Strengths: _____

Suggestions for Improvement: _____

Skills and Strengths

Identifies specific strengths, provides examples,
relates strengths to position desired with little or
no prompting.

Strengths: _____

Suggestions for Improvement: _____

Weaknesses

Identifies appropriate weakness, provides solution
with little or no prompting.

Strengths: _____

Suggestions for Improvement: _____

Additional Comments (use reverse side if
necessary): _____

Interviewer's Name: _____

Section III, Unit 10

Interview Awareness – Attire

When Job-Hunting: Dress for Success

by Randall S. Hansen, Ph.D.

It's probably one of the most overused phrases in job-hunting, but also one of the most underutilized by job-seekers: dress for success. In job-hunting, first impressions are critical. Remember, you are marketing a product -- yourself -- to a potential employer, and the first thing the employer sees when greeting you is your attire; thus, you must make every effort to have the proper dress for the type of job you are seeking. Will dressing properly get you the job? Of course not, but it will give you a competitive edge and a positive first impression.

Should you be judged by what you wear? Perhaps not, but the reality is, of course, that you are judged. Throughout the entire job-seeking process employers use short-cuts -- heuristics or rules of thumb -- to save time. With cover letters, it's the opening paragraph and a quick scan of your qualifications. With resumes, it is a quick scan of your accomplishments. With the job interview, it's how you're dressed that sets the tone of the interview.

How should you dress? Dressing conservatively is always the safest route, but you should also try and do a little investigating of your prospective employer so that what you wear to the interview makes you look as though you fit in with the organization. If you overdress (which is rare but can happen) or underdress (the more likely scenario), the potential employer may feel that you don't care enough about the job.

How do you find out what is the proper dress for a given job/company/industry? You can call the Human Resources office where you are interviewing and simply ask. Or, you could visit the company's office to retrieve an application or other company information and observe the attire current employees are wearing -- though make sure you are not there on a "casual day" and misinterpret the dress code.

Finally, do you need to run out and spend a lot of money on clothes for interviewing? No, but you should make sure you have at least two professional sets of attire. You'll need more than that, but depending on your current financial condition, two is enough to get started and you can buy more once you have the job or have more financial resources.

Hints for Dress for Success for Men and Women

Attention to details is crucial, so here are some tips for both men and women. Make sure you have:

- clean and polished conservative dress shoes
- well-groomed hairstyle
- cleaned and trimmed fingernails
- minimal cologne or perfume
- no visible body piercing beyond conservative ear piercings for women
- well-brushed teeth and fresh breath
- no gum, candy, or other objects in your mouth
- minimal jewelry
- no body odor

Finally, check your attire in the rest room just before your interview for a final check of your appearance -- to make sure your tie is straight, your hair is combed, etc.

Dress for Success for Women -- For the Job Interview

The standard job interviewing attire for women is a conservative dark navy or gray skirted wool blend suit.

Other conservative colors -- such as beige or brown -- are also acceptable. Red is a power color. A blazer with blouse and skirt is a possible second choice to a suit. You should always wear a jacket.

Skirt length should be a little below the knee and never shorter than above the knee -- no nightclub attire here. Avoid wearing a dress (unless accented with a jacket). Blouses should be cotton or silk and should be white, or some other light color. Shoes should be low-heeled.

Make-up should be minimal, with conservative tones for lipstick and nail polish. Pantyhose should be flawless (no runs) and conservative in color. Avoid body odor and do not wear excessive cologne.

You should opt for a briefcase rather than a purse.

So, what are some sample outfits for women?

Here are some *dress for success* examples:



Sample skirted suit dress attire



Sample pantsuit dress attire



Sample skirted suit dress attire



Sample combination suit dress attire



Sample skirted suit dress attire



Sample pantsuit dress attire



Sample pantsuit dress attire



Sample skirted casual attire

Dress for Success for Men -- For the Job Interview

The standard job interviewing attire for men is a conservative dark navy or gray two-piece business suit (of natural fibers, such as wool, if possible), a white long-sleeved button-down dress shirt, a conservative silk tie (that matches the colors in your suit), and nicely polished dress shoes.

If you do not own a suit, or the company is a bit more informal, then you should wear a conservative sports coat (no plaids or wild patterns and preferably a dark color), nicely pressed dress slacks, a white long-sleeved button-down shirt, a conservative silk tie, and nicely polished dress shoes.

Your belt should always match your shoes.

If you have a beard or mustache, your facial hair should be neatly trimmed. If you have any visible body parts pierced, most experts recommend removing all jewelry, including earrings. Avoid body odor and do not wear excessive cologne.

So, what are some sample outfits for men?

Here are some *dress for success* examples:

Sample formal business attire



Sample formal business attire



Sample formal business attire



Sample formal business attire



Sample casual business attire



Sample casual business attire



Sample casual business attire

What Should I Wear Worksheet

Instructions: Your job is to read each business scenario and match it with the most appropriate attire choice.

Business Scenarios

1. You are going to meet a new client for the first time. This client lives on a ranch in Southern Texas and lives in a very casual environment. By the way, you will be visiting this client in early July.
2. You have a lunch meeting with your department colleagues in the cafeteria at work.
3. You have a meeting in the boardroom with company directors and the company CEO.
4. You are going to a four-hour staff meeting for a planning session.
5. You have a phone conference call from your home at 6:00 A.M.
6. You have a telephone job interview with a local company and they are going to call you at home.

Attire Choices

1. Your pajamas and fuzzy, pink bunny slippers.
2. The best suit you own, with a white shirt and a solid-color tie.
3. Business casual, polo shirt and casual slacks—the shirt should be short sleeved.
4. Your regular, everyday business attire as dictated by the company rules.
5. Shirt and tie, so you look professional but not too dressed-up.
6. Wear a nice suit, just for the feel of being professional. Since you won't actually be seen, the colors don't matter, but you do have to "feel" professional.

Web resource: https://chooseyourfuture.cps.edu/sites/default/files/lesson10-4-s4_0.pdf

Name: _____

Date: _____

Dress for Success

Using the word bank at the bottom of the page and the article you just read write the correct answers into the blanks provided in each sentence. When you are finished, turn in this sheet for credit.

1. The first thing an employer sees is your _____.
2. Dressing _____ is always the safest route.
3. It is important that your outfit is _____ and _____.
4. One way to find out the proper way to dress for a job is to _____.
5. It is important that you have _____ teeth and _____ breath.
6. Take off any _____ including body piercings.
7. The day of the interview be sure to take a _____ and wash your _____.
8. Put on _____ so that you won't have any body odor.
9. Go get a _____.
10. Do not wear too much _____ or _____.
11. Clean and _____ fingernails.
12. No _____ or _____ in your mouth.

shower
make-up
gum
attire
conservatively
fresh

hair
cologne
candy
clean
visit
deodorant

haircut
trim
jewelry
ironed
brushed

MOCK INTERVIEW EVALUATION

Use this form to review the candidate's performance after an interview. This will provide feedback in areas where you feel the candidate could improve as well as highlight their strengths.

CRITERIA	RATING				
	Excellent 5	Above Average 4	Average 3	Below Average 2	Poor 1
1. Positive introduction (shake hands, smile)					
2. Appearance (Dress agreement)					
3. Facial expression (smile, maintain eye contact)					
4. Demonstrate a positive attitude					
5. Posture/body position/mannerisms					
6. Self-Confidence/ comfort level					
7. Effectiveness in describing strengths, skills, and abilities in relation to the job					
8. Responded well to questions and willing to volunteer information					
9. Asked questions					
10. Overall evaluations					

Notes/Comment:

Would you hire this student for your company?

(Circle One) YES NO MAYBE

Explanation:

Interview Evaluation Form

Name: _____ Position Desired: _____ At: _____
Interview (Circle one): Practice Final

Professional Appearance

Clothing, hair, body odor/cologne,
jewelry, make-up, nail length and design

Strengths: _____

Suggestions for Improvement: _____

Self Expression/Body Language

Introduces self with full name, maintains
eye contact, smiles, articulate, uses profess-
ional language, listens attentively, alert
posture, ask questions.

Strengths: _____

Suggestions for Improvement: _____

Work History

Explains duties, relates experience to
position desired, provides reasons for leaving
past jobs, explains gaps, requires little
prompting to elaborate responses.

Strengths: _____

Suggestions for Improvement: _____

Recommendation:

____ Additional Practice Recommended

____ Ready to Interview

Education

Relates classes/activities to position desired,
explains gaps, little prompting to elaborate,
For GED-appropriate reason for leaving school.

Strengths: _____

Suggestions for Improvement: _____

Skills and Strengths

Identifies specific strengths, provides examples,
relates strengths to position desired with little or
no prompting.

Strengths: _____

Suggestions for Improvement: _____

Weaknesses

Identifies appropriate weakness, provides solution
with little or no prompting.

Strengths: _____

Suggestions for Improvement: _____

Additional Comments (use reverse side if
necessary): _____

Interviewer's Name: _____

INTERVIEW PREPARATION

COMMON INTERVIEW QUESTIONS

These are some of the most commonly asked questions.

Put some thought into your answers and practice them prior to your interview!

- Tell me a little about yourself.
- Have you ever worked before? If so, tell me about your job(s).
- If I called your employer or contacted your teacher right now, what would they say about your work habits?
- If I hired you today, how long do you plan on working for our company?
- How are you going to get to work every day?
- Can you work after school? What time? How about nights / weekends?
- Do you prefer to work alone or as part of a team?
- Let's say you are confronted by an angry customer, how would you handle the situation?
- I have many applicants for this opening, why should I hire you?
- What are some of your personal strengths?
- How about weaknesses? What are some areas you struggle with?
- What are your plans for after high school?
- If I was to hire you today, when can you start?
- Do you have any questions regarding the position or work environment?

Section III, Lesson 11

Interview Preparation – Common Interview Questions

Objective: Students will investigate the internet job search resource - Glassdoor.com, research, and document interview questions being asked by 5 local employers of interest. Internet access required. Registration is not required.

Students will complete the research worksheet and discuss their findings as a class.

Access Glassdoor.com using the following thread:
Cvworks.org > Student Home > Find a Job

Welcome to Glassdoor!

Our Mission

To help people everywhere find jobs and companies they love.

What is Glassdoor?

Glassdoor is the world's most transparent career community that is changing the way people find jobs, and companies recruit top talent.

Glassdoor holds a growing database of 6 million company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos and more. Unlike other jobs sites, all of this information is entirely shared by those who know a company best — the employees. Add to that millions of the latest jobs — no other community allows you to see which employers are hiring, what it's really like to work or interview there according to employees, and how much you could earn. Glassdoor is also available via its mobile app on iOS and Android platforms.

For employers, Glassdoor offers effective recruiting and employer branding solutions via Glassdoor for Employers. We help more than 2,000 clients and partners promote their employer brand to candidates researching them and advertise their jobs to ideal candidates who may not be aware of them. What differentiates Glassdoor from other recruiting channels is the quality of job candidates we deliver and our influence on candidates' decisions as they research jobs and companies.

Name _____

Date _____

Glassdoor Worksheet

Instructions: Access the web resource Glassdoor.com, select the 'interview' tab on the main screen, enter a business of interest and local zip code. Research, and document interview questions from 5 local businesses as posted by real interviewees. Document your reply as well, and be prepared to share with the class.

1. Company _____

Question of interest:

How would you respond?

2. Company _____

Question of interest:

How would you respond?

3. Company _____

Question of interest:

How would you respond?

4. Company _____

Question of interest:

How would you respond?

5. Company _____

Question of interest:

How would you respond?

Section III, Unit 12

Video Taped Interviews

Contact the Career Visions office to arrange all student interviews. Please note that approximate time spent with each student will be 30 minutes. Students should come dressed for success, with completed job application, resume, and cover letter.

Students MUST complete a video-taped interview prior to release for paid employment.

10 Tips for Writing a Post Interview Thank-You Letter

by Randall S. Hansen, Ph.D.

Many job-seekers put so much energy and focus on succeeding in the job interview that they overlook a key element that comes right after the interview -- writing thank-you letters to each person you interact with during your visit with the employer.

Here are 10 tips to help you write successful and effective interview thank-you letters.

1. Just do it -- and do it quickly. You should shoot for sending out your thank-you letters within 24 hours of your interview -- and no longer than about two or three days afterward. If you have a hard time composing letters and are tempted to not write any, fight that urge and force yourself to write something. Studies continue to show that the vast majority of job-seekers do NOT send thank-you letters and that by doing so, you WILL stand out from the other applicants who do not send thank-you letters. As for style and delivery method -- where speed is of utmost importance, either email your thank-you letters or drop them off the next day. As for handwritten or keystroked -- it's more a matter of personal preference, though some feel a typed letter is more professional than a hand-written one.

2. Compose (and personalize) thank-you letters to each person you met. Each thank-you letter you write does not need to be completely different -- you can develop a few paragraphs that may be basically the same in each letter -- but you should always try and personalize elements of each letter, typically to something specific from your meeting (such as a shared interest or acquaintance or a key skill mentioned). Make certain each person's name, spelling, and title is correct before sending. (Collecting business cards during the interview is helpful, but if it's too late for that, you can always call the department receptionist/assistant and ask for assistance in getting everyone correct.)

3. Be genuine in your appreciation. Write your thank-you note from the heart. Everyone values authentic communications, so rather than using a boring

thank-you letter template from the Web, use your own words and feelings to compose your letter. Find a way to express your genuine feelings of appreciation and connection with the interviewer. One word of caution: Don't go overboard with (fake) praise and appreciation; keep it honest and simple. (In terms of looking for examples, certainly feel free to review our sample thank-you letters for style and technique, but then compose your letters in your own words.)

3. Reinforce your interest and enthusiasm in the position and employer. One of the first things your thank-you letter should do is stress your interest in the employer and the job you are seeking. Make it clear that you are excited about the possibility of working with the organization. A great way to show your enthusiasm is emphasizing something positive you discovered about the employer during the interview -- or from your research.

4. Highlight your key selling points and fit. One of the main goals of an employment interview is to determine if there is a good fit between the interviewee (you, the job-seeker) and the employer; thus, one of your key goals in your thank-you letter should be to clearly express your strong fit with the organization. At the same time, it's also good to mention a few of your key selling points -- points that match exactly to the needs/requirements of the position you are seeking. Even a thank-you letter is a chance to market yourself (and add distance to your competition).

5. Address any weaknesses or misunderstandings. In the best of job interviews, an interviewer can question some element of your qualifications -- perhaps not quite enough experience or not quite the right experience, or perhaps not having the right education or certifications. If any questions about your qualifications were raised in the interview -- and even if you addressed them well in your response -- carefully reiterate in your thank-you letter that you have all the qualifications (and ideally more) than the employer seeks. Don't go overboard here, but make your case.

6. Add content/points not addressed in interviews. Job interviews are stressful situations and even with excellent preparation, we can sometimes forget to mention something that may be a key selling point. If that happened to you, no worries, as you can add the point in your thank-you letter. As you are summarizing your fit with the position and employer, you simply add the additional point you forgot to make in the interview.

7. Keep thank-you letters short, concise. Like cover letters, your thank-you letter should be fairly short and concise -- unless you feel you need to add information or reinforce a question that arose about your qualifications. Most thank-you letters will be about a page long -- about four paragraphs in total -- whether hand-written, keystroked, or emailed.

8. Close your thank-you letter with repeated thanks and appreciation. End your thank-you letter with a short paragraph thanking the person again for taking the time to meet with you and expressing your strong interest in the position and your hope and interest in seeing him/her again soon.

9. Carefully proofread/edit. One of the worst things you can do is to write an amazing thank-you letter, but realize after you sent it that it had a typo, misspelling, or poor construction. Especially check and double-check the spelling of the person and name of the employer. Write a draft of your letter and come back to it later to edit and polish it. Read it aloud to hear how it flows. Have someone else read it for errors. Review your final version carefully before sending it. While first impressions are certainly critical, remember too that final impressions matter as well.

10. Remember to thank everyone. A job interview starts the moment you arrive and ends when you leave, thus anyone you spend time with during the day -- whether in a traditional interview or over a meal -- needs an individualized thank-you for spending time with you. And, of course, once your job-search is over, it's also a nice gesture to thank everyone else who helped you get the position, such as your references.

Help seal the deal with a thank-you note/email to each interviewer.

Nothing puts an exclamation on your job application than a post-interview thank-you note.

Once the interview is over, go home and compose a thank-you note -- that you can either drop off at the employer or email to the interviewer.

Key Tip: At some point in the interview, make sure you get the correct name and spelling for your interviewer(s). Feel free to ask for a business card -- or use your time prior to the interview to get the correct contact information.

Your thank-you note does not need to be -- and should not be -- very long. Your main goal is to thank the interviewer for taking the time to interview you.

Key Tip: If you asked a question about what makes an ideal employee, it's neat trick to put in a sentence or two highlighting the qualifications you have (that fit what make an ideal employee).

Web resource: http://www.quintcareers.com/thank_you_letter-tips.html

Job Interview Thank-You Letter Formula

by Randall S. Hansen, Ph.D.

Note: Here's a secret only a handful of job-seekers seem to know... employers and recruiters appreciate job candidates who send thank-you letters after the job interview.

Why don't more job-seekers write thank-you letters? Some say it's simply too hard. Nonsense. It's not any harder than writing your resume or preparing for the interview. More importantly, it's one of your last chances to sell the employer that you are the perfect person for the job!

Job-seekers should ideally send thank-you letters within 24 hours after a job interview -- and certainly no later than about 2 days after the interview. You may even want to ensure that the interviewer has your thank-you letter in hand no later than end of the next day.

Thank-you letters can be mailed, dropped off, or emailed. They can be typed or hand-written. The key element is to take the time to write them.

What should be in a thank-you letter? And how long should it be?

Most job-seekers write a thank-you letter that reinforces their fit with the position and employer, but there may be times when you feel you need to add a key element you forgot to mention in the interview, to reinforce a question that arose about your qualifications, or to attempt damage control over an interview gone bad.

Remember to address the thank-you letter with the correct spelling and title of the interviewer, as well as the proper spelling of the organization.

Fundamentals of a General Thank-You Letter

First Paragraph

Use the first paragraph of your thank-you letter to show your genuine appreciation for the job interview and to reinforce your interest and fit for the position.

Use words like thank you, thanks, appreciate, excited, and enjoyed.

Example opening paragraph: Thank you so much for taking the time to discuss the assistant brand manager position at Kraft Foods with me. After meeting with you and the other members of the marketing department, I am further convinced that my background and skills are perfect for the position.

Second Paragraph

Use the second paragraph to showcase some of the key elements of your background that match exactly what the employer is seeking in candidates.

Use words like convinced, ability, experience, achieve, collaborate, and contribute.

Example second paragraph: I am eager to bring my previous marketing experiences, strategic problem-solving skills and passion for your brands to your department. I am convinced the knowledge, skills, and experience I've already achieved make me the best candidate for the job.

Third Paragraph

Use this optional paragraph to reinforce a point you perceived as a possible weakness during the interview or to play up a key strength the employer seeks -- or to mention something you forgot to state in the interview.

Example third paragraph: As for your concern about my sales experience, I want to reiterate that my having been new member recruitment chair at my school's chapter of the AMA, along with outstanding grades in my professional selling classes, qualify me nicely.

Fourth Paragraph

The fourth and final paragraph of your thank-you letter should again thank the recipient for the interview and for being considered for the position, and mention that you are looking forward to the next step in the process and hearing back shortly.

Example fourth paragraph: I look forward to hearing from you regarding your hiring decision. I know I am the perfect candidate for the position. Finally, thank you again for your time and consideration.

Final Thoughts

Remember that this formula is just an outline of a thank-you letter. While the content is important, it's just as important to write it and get it into the interviewer's hands as quickly as possible. Listen and write from your heart.

Web reference: http://www.quintcareers.com/thank-you_letter.html

Job-Seeker Job Interview Thank You Letter Sample

7 Greenway Court
Eugene, OR 97401
503-555-0303

Mr. Archie Weatherby
California Investments, Inc.
25 Sacramento Street
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that California Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley

Web Resource: http://www.quintcareers.com/sample_thankyou_letter.html



Post-Job-Interview Thank-You-Letter Worksheet

Be sure to send a thank-you letter after every job interview to *every person* with whom you interview. It's just common courtesy to thank people for their time. Using this worksheet, though, will enable you to add value to your thank-you letter by building on the strengths and minimizing the weaknesses of your interview.

Review this worksheet *before* you go on an interview so you're attuned to the aspects of the interview that you can integrate into your thank-you letter.

I. Details of Interview:

Name of employer organization: _____

Name of principal interviewer: _____

Employer's contact information (postal address, email address, phone number):

Date of interview: _____

Names of everyone with whom you interviewed:

☐ Check here after you have verified spellings against the business cards you collected at the interview or contacted the interviewer(s)' assistant(s) to verify spellings.

II. Aspects of the interview to consider integrating into your letter:

Your fit with the organization. What indications did you get during the interview that you would be a good fit with the prospective employer's team? What aspects of your past experience fit in well with the employer's culture and expectations for the person filling this position?

Sample paragraph emphasizing fit: I felt a wonderful rapport, not only with you, but also with the entire Tappan Zee School Health Clinic staff. I am more convinced than ever that I will fit in beautifully as a member of the team and contribute my skills and talents for the benefit of children in the Tappan Zee district.

Building on the strengths of the interview. What aspects of you and your background did the interviewer(s) seem excited about in the interview? What did you say that you felt worked especially well and that you might want to restate? What aspects seemed especially important to the interviewer(s)? Now that you know more about the employer, how can you emphasize the match between you and the organization and position?

Sample paragraph emphasizing strengths of the interview: I'm so pleased that you agree that my recent seismology project work provides me with excellent experience for this position. I am eager to bring my passion for seismology to the research-assistant position, and I am convinced the knowledge and experience I've already cultivated make me the best researcher for the job.

Mentioning afterthoughts, forgotten content. Was there something important you had planned to say in the interview but forgot? Did you think of something afterward you wish you'd said?

Sample paragraph mentioning interview afterthoughts: I meant to mention during the interview that last summer, I attended a three-week intensive seminar on the SPSS market-research software. I know the job description mentions the ability to use SPSS, and I wanted to make sure you knew that I am extremely well versed in the use of this software. Please contact me if you have any questions about my SPSS abilities or about any of my other qualifications.

Initiating damage control. What, if anything, went wrong in the interview? Did you sense any negative reactions from the interviewer(s) about anything you said or about your qualifications?

Sample paragraph initiating damage control: After our interview, I'm convinced that I offer the three ingredients you're looking for in your workshop/seminar leaders. I know you expressed some concern in our meeting that I have not worked in an HR department. I want to stress, however, that I have participated significantly in the hiring process in my current job and offer a solid record of achievement during HR training classes.

Transmitting additional materials. What additional materials, if any, did the employer ask for? Examples include transcripts, writing samples, and references. Or, what materials could you send on your own initiative that would bolster your candidacy? Example: Your action plan for the first 90 days on the job.

Sample paragraph accompanying additional materials: I've attached the list of references and writing samples you asked for. I'm confident that both the samples and my references will confirm the skills I spoke of during our meeting. My writing demonstrates an excellent grasp of the English language, and my references will attest to my attention to detail and organizational skills.

Restating your enthusiasm for the job. What did you learn about the employer and the job that especially excited you?

Sample paragraph enthusiasm for the job: I cannot tell you how excited and enthusiastic I am about the possibility of parlaying my admissions experience into a full-time position with my alma mater after graduation. I truly enjoyed talking with you and hearing about your plans for your tour of duty as dean of student life. I was impressed with your ideas, especially since you have developed them so early into your tenure.

Restating your understanding of the next step in the process. What did the interviewer say would happen next in the hiring process?

Sample paragraph restating understanding of the next step in the process: My understanding from our meeting is that the next step is for me to meet with your Vice President for Research and Development, Dr. Fairchild. I can meet with her any time it's convenient and am very much looking forward to speaking with her.

III. See more about thank-you letters at
http://www.quintcareers.com/thank-you_letters.html
and sample thank-you letters at
http://www.quintcareers.com/sample_thank-you_letters.html.

WHERE TO FIND ADDITIONAL ASSISTANCE TO COMPLETE OR IMPROVE YOUR THANK YOU LETTER

If you have completed the Thank You Letter worksheet and are wondering what to do next, here are a few suggestions:

ATTEND A WORKSHOP

The Santa Clarita Valley WorkSource Center has many options to assist you. You can attend one or all of our workshops about résumés. Review the workshop descriptions online at <http://www.workforcedevelopmentmonth.com/events.asp> Pick up a Workshop and Events Calendar, or ask a staff person to help you select the best workshop to meet your needs.

If you are new to Thank You Letter writing or have not written a Thank You Letter in many years and need help with a Thank You Letter you may want to attend one or all of the workshops on business communication.

Thank You Letter Software

- **RésuméHero™** is an online application designed to empower job seekers in creating their most valuable job search marketing tool – a résumé! In addition to a résumé, RésuméHero™ offers assistance in building other professional documents that job seekers should have prepared for hiring managers when applying to and interviewing for open positions. These documents include cover letters, thank you letters, and reference sheets. This guide will provide instructions on how to register and log in to RésuméHero™, complete your Profile, edit your professional documents and post your completed résumés to CareerBuilder.com to maximize your experience. How Do I Register? There are two ways you can be registered for RésuméHero™. You may be registered on behalf of a third-party such as a RésuméHero administrator, career advisor or case manager. This service is available to registered users of the Santa Clarita WorkSource Center, and has been designed to help give applicants an edge on Applicant Tracking Systems. Access ResumeHero at <https://www.cbresumehero.com>
- **WinWay®** -The WinWay Software is available in our Self-Paced Learning Services Lab. This software helps you create a résumé, cover letters, prepare for an interview and search for job opportunities. This software can be checked out by contacting the Career Visions office.
- **HROP Data Wizard** - Resume Builder. Data Wizard will produce a resume after entering personal information and choosing from several pulldown menus addressing, skills, classes, activities and job objectives. The system has editing capabilities and can be printed. Site offers multiple exploration resources in addition to workforce preparation tools. District password is needed for access. Contact your Career Transition Advisor for more info.
- **California Career Zone – Resume Builder.** The resume builder allows you to create printable resumes and business letters that are ready to send to potential employers. You can store as many as you would like so you have the ability to create a different one tailored towards each job opening you apply for. Access CCZ at: <http://cvworks.weebly.com/assessment-resources1.html>

USE Career Visions Career Development Center.

Winway Software is available on selected computers in our Resource Room. Contact the CV office at info@cvworks.org to get started using this software. The software will guide you through the steps to create business letters, save documents to your electronic storage device, print it, and help you create unique cover letters to mail, email or fax with your résumé to possible employers.

REMEMBER TO SAVE YOUR THANK YOU LETTER IN BOTH
FORMATTED AND PLAIN TEXT VERSIONS!

PLAIN TEXT IS BEST FOR UPLOAD WHERE APPLICANT
TRACKING SYSTEMS ARE BEING EMPLOYED!

Section III, Unit 14

Objective: Students will gain knowledge regarding legal documentation needed for work in the United States. Students will complete a practice I9 and Request for Work Permit form in preparation for paid employment.

Legal Documents Needed for Employment

Before you are able to apply for a job or job training program, there a number of documents or identifications that you will need in order to apply and be hired.

Below is information on how to obtain documents that are generally required in order to obtain employment, however, some programs may require additional information such as valid Permanent Resident/Alien Registration Card (if applicable), proof of family income, residence, grades, etc.

To get a job or to participate in a job training program, all youth must have:

- Social Security Card (signed original, not a copy)
- Birth Certificate (proof of age is required if photo ID does not include date of birth)
- Picture ID (CA Driver's License or ID, Current School ID, Passport)
- Work Permit (if under 18 years old)
- Selective Service Registration (when required)

How to Obtain a Social Security Card

To obtain a Social Security card, follow the directions below, or visit www.socialsecurity.gov for more information.

Complete an application for a Social Security Card (Form SS-5) and show the Social Security office the following original documents or copies certified by the issuing agency verifying:

- U.S. citizenship or immigrant status (including Department of Homeland Security permission to work in the United States)
- Age (birth certificate or other required documentation)
- Identity (driver's license, state-issued identification card, or U.S. Passport)

Take your completed application and original documents to the Santa Clarita

Valley Social Security Administration Office.

3RD FLOOR, STE 320
27200 TOURNEY RD
VALENCIA, CA 91355

Social Security Phone (Nat'l) : 1-800-772-1213

TTY : 1-800-325-0778

Social Security Office Hours : MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM; SAT & SUN: CLOSED

How to Obtain a Birth Certificate

If you cannot find your original birth certificate, the steps you will need to take in order to obtain a certified copy of your birth certificate will vary depending on the state you were born in. If you were born outside of California, you will need to visit your state's official website to find information on requesting a copy.

If you were born in California, visit the California Department of Public Health website for more information at:

<http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/default.aspx>

It is often quicker to obtain a copy from the county in which you were born. If you were born in Los Angeles County, visit the County of Los Angeles Department of Vital Records website for more information at:

<http://publichealth.lacounty.gov/dca/dcabirth.htm>

How to Obtain a California ID

To obtain a California ID you must visit any Department of Motor Vehicles (DMV) office. Info for the Santa Clarita location as follows:

**24427 Newhall Avenue
Newhall, CA 91321
(800)777-0133**

Monday, Tuesday, Thursday, and Friday: 8:00am – 5:00pm
Wednesday: 9:00am – 5:00 pm

How to Obtain a Work Permit

All youth under age 18 must have a work permit in order to be employed, unless the minor has graduated from high school or has passed the California High School Proficiency Examination. Work permits must be renewed at the start of each school year and at the start of the summer.

1. Obtain a Work Permit Application

You can get a work permit application several ways.

- Check with your school counselor
- Pick up a "Request for Work Permit" form at your school's work permit office.

2. Complete the Work Permit Application

Once you receive your application, make sure to complete all sections. Your prospective employer and your parents will have to complete a section.

3. Collect the following documents

- Social Security card (original or copy)
- Verification of current school enrollment (school ID card)

4. Submit work permit application and documents in person to your school's work permit designee.

How to Register for Selective Service

For some job training programs funded with state or federal funds, males over the age 18 will have to register with Selective Service. Learn more at: <http://www.sss.gov/default.htm>

Web Resource: <http://www.workforcedevelopmentsf.org/youthservices>

**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–
CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

A “STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT–CERTIFICATE OF AGE” form (CDE B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

*(Print Information)***Minor’s Information**

Minor’s Name (First and Last)		Home Phone	
Birth Date		Social Security Number	Grade
Home Address		City	Zip Code

School Information

School Name	School Phone
School Address	City
	Zip Code

To be filled in and signed by employer. (Please review the General Summary of Minors’ Work Regulations on reverse.)

Business Name or Agency of Placement	Business Phone	Supervisor’s Name
Business Address	City	Zip Code
Describe nature of work to be performed:		

In compliance with California labor laws, this employee is covered by worker’s compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer’s Name (Print First and Last)	Employer’s Signature	Date
--	----------------------	------

To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.

Parent or Legal Guardian’s Name (Print First and Last)	Parent or Legal Guardian’s Signature	Date
--	--------------------------------------	------

For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Proof of Minor’s Age (Evidence Type)				Check Permit Type:			
Verifying Authority’s Name and Title (Print)				<input type="checkbox"/> * Full-time			
Verifying Authority’s Signature				<input type="checkbox"/> ** Workability			
				<input type="checkbox"/> Restricted			
				<input type="checkbox"/> General			
				<input type="checkbox"/> *** Work Experience Education, Vocational Education, or Personal Attendant			

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

Copy–District or County Superintendent; Employer; Parent or Legal Guardian

(Over)

STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—**CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

General Summary of Minors' Work Regulations

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*

- **If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)**
- Employers of minors required to attend school must complete a "Statement of Intent to Employ a Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (*EC 49162*)
- Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (*EC 49161*)
- Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (*EC 49164*)
- A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (*EC 49164*)
- A day of rest from work is required in every seven days, and shall not exceed six days in seven. (*LC 551, 552*)
- **Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (*LC 1294.1 and 1294.5, 29 CFR 570 Subpart E*)**
 1. Explosive exposure
 2. Motor vehicle driving/outside helper
 3. Roofing
 4. Logging and sawmilling
 5. Power-driven woodworking machines
 6. Radiation exposure
 7. Power-driven hoists/forklifts
 8. Power-driven metal forming, punching, and shearing machines
 9. Power saws and shears
 10. Power-driving meat slicing/processing machines

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 th grade to work while school is in session. (<i>EC 49112</i>)	Must have completed 7 th grade to work while school is in session (<i>EC 49112</i>)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (<i>LC 1285–1312</i>)

School In Session

4 hours per day on any schoolday (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per schoolday outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on any non-schoolday No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per schoolday and a maximum of 4 hours per week. (<i>EC 49112</i>)
---	---	--

School Not In Session

8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)
--	--	--

Spread of Hours

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
--	---	---

For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

Web Resource: <http://www.dir.ca.gov/dlse/dlseformb1-1.pdf>

Section III, Unit 15

Objective: Students will gain knowledge regarding the Career Visions work training contract, student timesheet and pay schedule. Students will complete a practice contract, time sheet, and review the department's pay schedule in preparation for paid employment. Contact your school's Career Transition Advisor if assistance is needed with this lesson.

Materials needed:

Career Visions Work Training Contract
Student Timesheet
Career Visions Pay Schedule
Paid Work Scenarios

WILLIAM S. HART UNION HIGH SCHOOL DISTRICT



Career Visions On-The-Job Training Contract

The purpose of this contract is to provide the student-client with on-the-job work-related training

Revised 11/07

I. Student Responsibilities

As a student-client in the OJT program, I agree to:

- A. Follow the program rules and regulations established by the school and the employer.
- B. As needed, arrange for my own transportation and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. (If 18 years of age or older) Provide self with ample insurance coverage while traveling to and from school, as well as, to and from the training site.
- D. Maintain regular attendance and punctuality in school and at on-the-job training, or I will not be allowed to participate in OJT. I will not participate in OJT, on days that I am absent from school. If I have above average absences on non-workdays, my participation in OJT may be limited.
- E. Notify my Career Transition Advisor within one day if I am released from my training.
- F. Notify my work-training site and Career Transition Advisor before I am due at work if an illness or an emergency prevents me from working.
- G. Consult with my Career Transition Advisor if I should find it necessary to terminate my on-the-job training before the agreed upon date.
- H. If receiving a pay-incentive, obtain a social security card, any other required identification (and a work permit, if under 18 years of age).

II. Business/Training Site Responsibilities

As a training site resource in the OJT program, I agree to:

- A. Not use the student-client to replace a paid employee position.
- B. Inform the student-client and job coaching staff of rules, regulations, and duties expected of the student-client trainee.
- C. Supervise the student-client trainee, assist in improving the on-the-job training performance of the student-client, and assign the student-client to more responsible duties or positions if openings occur for which the student is qualified.
- D. Plan an appropriate variety of on-the-job training tasks/responsibilities.
- E. Abide by state and federal laws/regulations pertaining to employment and/or students on training/job sites.
- F. Confer with the school job coaching/staff regarding the student-client's training progress and/or need for additional help.
- G. Evaluate the training performance of the student-client with the school job coaching/staff through written evaluation every eight (8) weeks.
- H. Consider student-client for part time employment if economically feasible, after completion of fifty (50) subsidized work hours, and satisfactory eight (8) week worksite performance evaluation.
- I. Inform the school job coaching/staff when planning to terminate a student-client's training.

III. School District Responsibilities

The William S. Hart Union High School District, agrees to:

- A. Monitor progress of the student-client while the student-client is participating in the OJT program.
- B. Act as employer of record for the student-client while the student-client is participating in the OJT program, and is receiving a pay-incentive.
- C. Abide by state and federal laws/regulations pertaining to employment/training, and/or students.
- D. If the student-client is receiving a pay-incentive, pay the student-client _____/hr.
- E. Provide State Worker's Compensation Insurance coverage under the School District's policy for student-clients while they are at the work site.
- F. Enroll the student-client only in an approved OJT site as defined by the local School District and supported by a plan of operation approved by the California State Department of Education.
- G. Inform the student-client (and the parent/guardian if the student-client is under 18 years of age or conserved), of program rules and regulations.
- H. Monitor the student-client's training site and activities, and consult with the employer regarding the on-the-job training performance of the student-client.
- I. Assist in the resolution of the student-client's school or work training site-related problems that are affecting on-the-job training performance and the student-client.
- J. Communicate with the student-client regarding on-the-job training performance via written performance evaluation every eight (8) weeks.
- K. Provide the employer with the objectives of the student-client's experience.
- L. Indemnity ("Hold Harmless") Statement

(On-the-Job Training [O.J.T.] Site), its trustees, employees and agents from and against any physical damage to tangible property, bodily injury, sickness, death or other claims caused by the negligent acts, omissions or willful misconduct of Hart District agents, employees or students arising out of this Agreement; provided, however, that nothing contained herein shall require the Hart District

(O.J.T. Site) for physical damage to tangible property of a party, or bodily injury, sickness, or death to a party arising out of the negligent acts, omissions, or willful misconduct of

(O.J.T. Site), its agents or employees.

IV. Parent/Guardian Responsibilities (If student-client is under 18 years of age or conserved)

As a parent/guardian of a student-client in the OJT program, I agree to:

- A. Encourage the student-client to effectively carry out the duties and responsibilities of the program at school and at the training site.
- B. Arrange transportation for non-school hours for the student-client and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation that is used.
- C. Provide the student-client with ample insurance coverage while traveling to and from school, as well as, to and from the training site.

Student-Client's Printed Name

Student-Client's Signature

Date

Parent/Guardian's Printed Name

Parent/Guardian's Signature

(If student is under 18 years of age or conserved)

Date

Business/Training Site Name

Business/Training Site Address

Business/Training Site Representative's Printed Name

Business/Training Site Representative's Signature

Date

School District Representative's Printed Name

School District Representative's Signature

Date

Career Visions Timesheet

As a Career Visions Student Worker and temporary employee of the WS Hart UHSD, your supervisor will be informed of the maximum hours per day and per week that you may work. You and your supervisor will keep a daily log of these hours on the time sheet provided by Career Visions. Other time sheets or records may not be used. You, your supervisor and your Career Transition Advisor (CTA) will sign the time sheet. The signatures indicate that all agree that the information on the time sheet is accurate and correct. You may not work overtime under any circumstances.

Time Sheet Requirements

How to fill in your time sheet correctly and get paid on time

- Use a pen to enter time worked. Pencil and correction fluid may not be used on timecards.
- Make sure your Supervisor's signature, CTA, and that of the participant is on the time sheet.
- The date of both supervisor and participant signatures must be on or after the last day of work.
- The youth participant must always receive a copy of the completed/signed time sheet.
- If time sheets are not properly signed and dated, the participant will not be paid.
- Use standard time only. Do not use ditto marks or military time.
- No hours are to be entered for days the participant was absent.
- No paid sick leave or holidays.
- Please round off the time to the closest 1/4 hour (15 Minutes). That means 7 minutes or less, round up. 8 minutes or more, round up.
- Work time must always be recorded after the work is performed, never before.
- Correction on the time sheet must be initialed by both the Supervisor and the participant. This authorizes the corrections and eliminates confusion.
- Payments will not be made on incorrect time sheets. Time sheets which violate the above rules will be sent back to the work site for correction.
- Participants may work an average of 50-100 hours.
- You may not work more than 8 hours in any given work day.

- If you work longer than 3 hours in any given work day, you are entitled to a 15 minute work break. This break is paid.
- If you work longer than 5 hours in any given work day, you are entitled to a 15 minute work break and a 1 hour break for lunch. Your 15 minute break is paid. Your lunch break is not paid and must be recorded separately.
- If you work a full 8 hours in any given work day, you are entitled to two 15 minute work breaks and a 1 hour break for lunch. Your 15 minute breaks are paid. Your lunch break is not paid and must be recorded separately.

Review the following training scenario and record your work time on the CV Timesheet provided. Submit completed timesheets to your CTA or CV Work Prep Instructor for review when complete.

Scenario

Pay Period : 1st-15th

Work Site: TJ Maxx

Student: Joe Santos

July 3rd – Joe is scheduled for work at 8am, reports on time and works until 2pm that day. Record Joe's time worked for the day.

July 5th – Joe is scheduled for work at 8am, reports at 8:09am, and works until 3pm that day. Record Joe's time worked for the day.

July 6th – Joe is scheduled for work at 10am, reports on time and works until 6pm that day, taking lunch at 230pm. Record Joe's time worked for the day.

July 10th – Joe is scheduled for work at 8am, reports on time and works until 5pm that day, taking lunch at 230pm. Record Joe's time worked for the day.

July 12th – Joe is scheduled for work at 11am, reports at 11:20am and works until 6pm that day, taking lunch at 230pm. Record Joe's time worked for the day.

July 14th – Joe is scheduled for work at 7am, reports on time, but has to leave at 11am. He returns to work at 1pm and works until 4pm that day. Note: students working split shifts are not entitled to a lunch break. Record Joe's time worked for the day.



WILLIAM S. HART UNION HIGH SCHOOL DISTRICT
Career Visions OJT Timesheet

☐ **WorkAbility I** ☐ **TPP** ☐ **WorkAbility I MS** ☐ **TRAILS**

Funding Source (Check One)

DATE	IN	OUT	TOTAL HOURS	LUNCH
1ST				
2ND				
3RD				
4TH				
5TH				
6TH				
7TH				
8TH				
9TH				
10TH				
11TH				
12TH				
13TH				
14 TH				
15 TH				

MONTH: _____ YEAR: _____

NAME OF TRAINEE: _____

C.T.A. _____

SCHOOL SITE: _____

FAX # (Career Visions Office): **(661) 250-9753**

***Please compare to typical average employee when scoring**

	EXCELLENT	GOOD	ACCEPTABLE	POOR
ATTENDANCE				
PUNCTUALITY				
APPEARANCE				
COOPERATION WITH OTHERS				
WORK HABITS				
JUDGEMENT				
INITIATIVE				
RESPONSIBILITY				
ATTITUDE				
WORK PLACE BEHAVIOR				

- **Do not work more than 8 hours in one day.**
- **Do not work more than 40 hours in one week.**
- **When you work more than 6 hours, you must take a 30 minute lunch break.**
- **You must keep track of your total hours.**
- **Initial all changes. No "White Out".**

Employee Signature

Worksite Location

Worksite Supervisor Signature

Career Transition Advisor Signature

TOTAL HOURS: _____

WorkAbility I / TPP Payroll Processing

Please adhere to this unless you hear from the CV office otherwise!

If your work was on:

Jan. 1-15	Due by Jan. 17	Paid on Feb. 10
Jan. 16-31	Due by Feb. 02	Paid on Feb. 25
Feb. 1-15	Due by Feb. 17	Paid on March 10
Feb. 16-28	Due by March 02	Paid on March 25
March 1-15	Due by March 17	Paid on April 10
March 16-31	Due by April 02	Paid on April 25
April 1-15	Due by April 17	Paid on May 10
April 16-30	Due by May 02	Paid on May 25
May 1-15	Due by May 17	Paid on June 10
May 16-31	Due by June 02	Paid on June 25
June 1-15	Due by June 17	Paid on July 10
June 16-30	Due by July 02	Paid on July 25
July 1-15	Due by July 17	Paid on Aug 10
July 16-31	Due by Aug. 02	Paid on Aug. 25
Aug. 1-15	Due by Aug. 17	Paid on Sept. 10
Aug.16-31	Due by Sept. 02	Paid on Sept. 25
Sep. 1-15	Due by Sep. 17	Paid on Oct. 10
Sep. 16-30	Due by Oct. 02	Paid on Oct. 25
Oct. 1-15	Due by Oct. 17	Paid on Nov. 10
Oct. 16-31	Due by Nov. 02	Paid on Nov. 25
Nov. 1-15	Due by Nov. 17	Paid on Dec. 10
Nov. 16-30	Due by Dec. 02	Paid on Dec. 25
Dec. 1-15	Due by Dec. 17	Paid on Jan. 10
Dec. 16-31	Due by Jan. 02	Paid on Jan. 25

Section III, Unit 16

Objective: Students will gain knowledge regarding strategies to help navigate their first day of work. Students will complete OMB's 'First Day on the Job' (modified) checklist in preparation for paid employment. Contact your school's Career Transition Advisor if assistance is needed with this lesson.

Starting a new gig?

Here's your "first day at a new job" checklist.

Being new is never easy. The first day at a new job tends to be one where you're stumbling between projects and people, asking where the bathroom is, and treading as lightly as possible so as not to immediately destroy the possibility of being liked or taken seriously in your new office. We all want to be liked, and we all want to be good at our jobs – and on our first day of work, neither one of these things is certain yet.

Part of the reason first days are so hard is because you and your new team have no context for each other; you don't know how they work or what they're like, and they know even less about you.

So the first day is your first opportunity to begin to build that context, and you have the power to make it good from the start, if you are prepared. You can work better together once you begin to understand each other, so you want to do as much as possible to make that first interaction smooth and positive.

In an effort to the "first day at new job" process just a little bit less stressful, we've created a checklist of things to do to help you conquer the many elements of a good first impression at work.

Research

Most of us want to hit the ground running on the first day, but many of us end up rushing blindly throughout the day, confused and disorganized. How can you knock your new team's socks off with your calm, organized demeanor? By being prepared.

Find out some basics in advance. If you can, email the hiring manager before your first day (a few days before, ideally) and ask if there's anything you need to know for your first day.

Good topics to cover: getting to the building or getting inside on the first day. Is there employee parking? Where should you go when you arrive – will someone meet you, or should you check in at reception? Is there any equipment or work you'll need to bring? Will you be going into any meetings you should prepare for?

First days are full of surprises, so the more you can minimize unnecessary ones, the more smoothly your day will go.

Get the office phone number. It's a good idea to put contact information for the office (or building reception staff) into your phone in advance. Many offices require a badge or key to enter, and you most likely won't have one on your first day. If you have to call to have someone to let you in, it will be much easier if you already have the number in your phone.

Think about what you need to know. Whatever your new role, spend some time in the days before thinking about what kinds of knowledge you'll need to bring. The more prepared you are, the better first impression you'll make, because you'll be speaking the same language as your peers and demonstrating to them that you take the job seriously enough to know your stuff on Day One.

Spend some time reading up on the industry or company history that will help you speak confidently and knowledgeably with your new coworkers right away.

Clothing and appearance

Knowing what to wear on your first day of work is where a lot of people get hung up; it feels minor, but your clothes send an immediate, loud message about who you are and so it matters that you be decisive and smart about what you wear on Day One.

Humans are visual creatures; we have evolved to use sight as a way to quickly assess danger around us. As such, we make quick first impressions of people based on how they look – including what clothes they wear – as well as the state of their hair, face, etc.

So how can you make the best possible visual impression on your first day? Follow a few basic rules:

Find out the expected level of dress for your company. When you interviewed, you likely got a peek at what most people around the office were wearing. If you didn't, try looking online to see what people at the company typically wear. If they have a website or Facebook page, they may have shared candid shots from around the office that you can study.

In general, you want to match or slightly exceed the level of formality that's expected in the office. Especially on your first day, dressing to meet their level demonstrates a basic understanding of social norms, which is an important quick-read clue that you are someone who will fit in. It is subtle, but makes an impact on the first day, when people know very little else about you other than what they can see.

Don't wear something brand new or uncomfortable. On your first day, you have no idea what you'll be doing. You could be sitting in meetings all day, or you could be climbing underneath your new desk to plug in your phone. It's a good idea to wear something you already know is versatile and comfortable, so you don't have to be distracted by itching tags or ripped seams when there are much more important things going on.

Do wear something that makes you feel great. We all have clothes that make us feel confident and radiant, whether it's a whole outfit or just a favorite pair of shoes. Make sure you pick something that gives you a little oomph. It is so easy to feel lost and awkward on the first day, so fight back by wearing something that gives you confidence.

Do basic maintenance on teeth, hair, hands, etc. These are all little things that add up to a lot in a first impression – remember, people assess you quickly based on small clues, even if you think they are minor. So brush your teeth, and if you drink coffee on the way to the office, have a mint before entering (and don't chew gum to freshen your breath – you don't want to be chewing through all your introductions).

Keep your hair brushed and in a style that won't require a ton of your attention throughout the day. Make sure your hands are dry and clean when you walk through the door; you'll likely be doing a lot of handshaking on the first day,

Arrival

It goes without saying that you don't want to be late for your first day; however, when you are stressed or nervous, it's easy for schedules to slip away. Nobody wants to come into the office late, or show up disheveled and disorganized from rushing in at the last minute. Here's how you can make sure you arrive on time and stress-free, so you make the best entrance possible:

Wake up early. Wake up earlier than you think you'll need, even in a worst case scenario situation. That is, if you think the longest it will take you to shower and get dressed is one hour, block out at least an hour and a half for that. Plan for things to take too long.

Leave the house early. If you think it will take you 20 minutes to drive to the office, plan for 40 minutes. Give yourself padding to account for the hiccups that always occur on first days.

After all, you're going somewhere you've likely only been to once or twice before! What if you can't find parking and have to walk 10 minutes? What if your bus is late? Give yourself tons of time so that you don't add to the stress or nerves you'll already have.

Pause before you enter the building. Another benefit of leaving yourself a little time to get to the office is that you can take a moment to collect yourself before walking inside for the first time as an employee. Take a breath; remember why you were excited to take this job. Smile and remind yourself why you deserve to be there – then open the door and walk in!

Body language

As we mentioned earlier, first impressions are all about subtle visual clues. This means body language is especially important in first meetings, so here are some of our best tips for making sure your posture and stance send the right message.

Stand tall. It's common for us to kind of shrink when we feel nervous, so make an effort to stand up straight and exude confidence when you first meet people. It will put you on an even playing field and set the tone that you deserve to be there.

Make eye contact. Eye contact is one of the ways that we connect to new people, so it is crucial for making a good first impression. If people can't catch your gaze, they'll feel something is off about you – whether or not that is the case – so make an effort to look people in the eye when you shake hands and make introductions.

Smile and keep your posture open. Don't cross your arms when talking to people; it closes you off, and has the opposite effect of building initial connections. Similarly, make an effort to smile at people when you first meet.

If someone approaches you while you're sitting at your desk, stand up to greet them so you are meeting on the same level. Put down any work you have in your hands so you demonstrate that you are giving them your full attention.

Put away fidget triggers. Many of us play with our phone, pick at our fingernails, play with our hair, and do any number of other things unconsciously when we are bored or nervous. These things don't seem like much to us, but they can make other people feel like you are more distracted or nervous than you may really be, so make an effort to reduce these behaviors.

Keep your phone in your purse or pocket, and try to keep your hands still. The more calm you appear, the more smooth your initial interactions will be.

Conversations and conduct

On your first day of work, you get tired fast. You are taking in so much new information and tend to be so keyed up for so many hours in a row, that you can

easily lose touch with how you are conducting yourself around all these new people.

Making a good first impression is all about being intentional, but when you are tired and overwhelmed, you start to just react rather than be decisive about your communication. (Tweet this!)

Here are a few strategies for making sure that you are still making a good impression, even if you don't have the time or energy to focus deeply on every conversation you have.

Carry a notebook and write things down. With all the work information you're taking in during a first day, conversations you have with coworkers can tend to slip in one ear and out the other.

But whereas you may be feeling frazzled and unfocused, the other person is simply having a normal conversation with a new coworker, and so expects that you are listening to them as closely as they are to you. To make sure you follow up on any important questions or points that come up in your conversations, jot down a few notes on your conversation to make sure you can revisit it later and close the loop on anything that needs it.

Try to give everyone some of your time. Again, when you are feeling frazzled, you may get frustrated or overwhelmed by people stopping by your desk to say hello. However, remember that they are just trying to be friendly and that giving them some of your time now is one of the best ways to make a good first impression, even if it means you don't get your computer set up right away.

If you are really in a rush, make conversation for a few minutes and then explain that you have to rush back to _____ but that you really appreciated them stopping by, and you hope to chat with them again soon. Most people will be understanding and leave you be, but you will have already made them feel connected and positive towards you since you took the time to get to know them first before jumping back to work.

Don't be too self-deprecating or unwilling to accept help. Not knowing how to do anything is one of the worst parts about a first day, and we all react to it

differently. Some of us shut down and refuse to accept help, since we are embarrassed about needing so much of it; other people make jokes at their own expense in an effort to brush off bashfulness about being new.

However, in almost every case it is better to just accept help and say “thank you”. People want to help you, and so reacting politely is the most effective way to make a good impression. They help you, and you give them a warm, appreciative feeling for doing so.

Trying to make it more complicated than by joking or avoiding help that will only tend to rub people the wrong way, even if your intention is to make things easier for them. You don’t want to give people a reason to think you are rude or not serious about the job, especially first thing.

Better to create simple positive reactions than ones that could be read the wrong way.

Keep it positive. All of your interactions on the first day should skew positive; this means, rather than saying, “My first meeting was so overwhelming; there was so much I didn’t know” you should instead try “My first meeting was so interesting; there is so much I am looking forward to learning about this team”.

Even though the first version of that sentence wasn’t overtly negative, it still sends a kind of defeated, negative message. And that’s something you want to avoid when making first impressions. You want to convey to people that you are happy to be there, not that you are having doubts or that you don’t like it or think you don’t belong.

If you’re not sure you can do that instinctively, pick out a few positive things you can say in advance. If the office has a great view, for example, make that your backup conversation plan. That way, you won’t accidentally head down a negative path that can make new team members think you’ve got a bad attitude when you don’t.

Web Resource : <https://popforms.com/first-day-at-new-job/>

Checklist for starting a new job

Use this checklist to help you make sure you have all the information you need when starting a new job. It's a good idea to fill this out before you start work so you are ready to go on your first day.

If you are not sure of the answer, speak to your new boss or contact your Career Transition Advisor.

Your first day

- Where do you need to go on your first day?

- What time do you start on your first day?

- Who do you need to report to on your first day?

I need to report to

Paperwork

- Have you signed and completed all of the paperwork you need to give your employer?

- ☐ Letter of offer /employment contract
- ☐ Tax File Number declaration form
- ☐ Superannuation choice form

The ATO can provide you with more information about taxation and superannuation at www.ato.gov.au

- ☐ Other (e.g. deductions, policies):

- What information do you need to take on your first day?

- ☐ Bank account details
- ☐ Tax file number
- ☐ Licences e.g. Drivers Licence, Forklift Licence, RSA
- ☐ Passport and visa (if you are visiting and working in Australia)
- ☐ Proof of age (if you are under 21)
- ☐ Qualifications and/or school records
- ☐ Apprenticeship or traineeship papers
- ☐ Emergency contact details
- ☐ Other:

Uniform

- Do you have to wear a uniform for work?
- ☐ Yes, my employer has already provided it/will provide it on my first day
- ☐ Yes, I need to buy the uniform
- ☐ No, but I understand the dress code

Tools

- Do you need tools for work?
- ☐ Yes, my employer has already provided them/will give them to me on my first day
- ☐ Yes, I need to bring/buy my own tools

Employment type

- What type of employee are you?

Select those that apply to you:

- ☐ Full time
- ☐ Part time
- ☐ Casual
- ☐ Junior
- ☐ Apprentice/trainee
- ☐ On-going (permanent)
- ☐ Fixed Term

Probation

- Do you have to complete a probationary period?
- ☐ Yes, my probation period is from:

 to

- ☐ No, I do not have a probationary period

Duties

- What are the main duties of your job?

Pay

- What is your hourly rate of pay?

My rate of pay is \$ _____

- How you will be paid?

- ☐ Direct deposit
- ☐ Check
- ☐ Cash

- When is your first pay date?

My first pay date is _____

- How often will you be paid?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Other: _____

- How will you be given your payslip?

- ☐ Hard copy
- ☐ Email
- ☐ Mail
- ☐ Other: _____

ASIC have free Be MoneySmart online training modules to help apprentices and VET school students manage their money and learn skills that will help them in the future. For more information refer to their website at www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet

Hours and shifts

- What are the minimum hours you will work each week?

☐ _____ hours per week

- What are your rostered days and hours?

- ☐ My work schedule is:

Mon	_____
Tues	_____
Wed	_____
Thur	_____
Fri	_____
Sat	_____
Sun	_____

- ☐ My working hours will be variable(casual)

- Where will you find your timesheet?

Meal and rest breaks

- What meal and rest breaks am I entitled to?

Tip: It's a good idea to keep your own diary to record:

- the dates you worked,
- the time you started and finished
- your break times
- the name of your supervisor on your shift
- any leave you take.

Fair Work Information Statement

- Have you received a Fair Work Information Statement from your employer?

- ☐ Yes
- ☐ No, I need to follow this up with my employer

Flexible Work

Do you need to request flexible working arrangements from your employer? If yes, record the details here:

Leave

- Do you know what leave you are entitled to? Select those that apply to you:

- ☐ Annual leave
- ☐ Personal/carer's leave
- ☐ Compassionate leave
- ☐ Community service leave

Things to find out on your first day at work

- ☐ Anything that you have not been able to answer above!
- ☐ Where should you store your personal items i.e. bag, wallet?
- ☐ What do you do if there is a fire or other emergency?
- ☐ What the rules are about making personal calls, using social media, or having visitors at work?
- ☐ Who should you contact if you are sick or running late?
- ☐ Who should you ask if you have questions about your job?

Web resource

<http://www.fairwork.gov.au/ArticleDocuments/715/Starting-a-New-Job-Checklist.docx.aspx>.

For more information about starting a new job, see our 'Starting a new job' online learning course at www.fairwork.gov.au/learning

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.