AM I READY FOR MY INTERVIEW/JOB FAIR?

Do I have a presentable resume?
  o NO? See Ms. Denise and/or Ms. Kennee
    ❖ FOR A JOB FAIR, TAKE 15-20 COPIES OF YOUR RESUME

Do I know my 30-Second Elevator Speech?"

  ✓ Do I have a 30 second "elevator speech?"
    o NO? See Ms. Denise and/or Ms. Kennee
    o What is a "30-Second Elevator Speech?"
      • Who I am? (First and Last Name)
      • What have I done? (Worked in housekeeping/factory)
      • What am I looking for? (Housekeeping/factory work)
        o Think of the person hearing your speech
          ▪ What's in it for the employer
          ▪ How can I add value to company

  ✓ Have I practiced my "30-Second Elevator Speech"?
    • Have I practiced it in front of the mirror so I won't be nervous?
    • Have I practiced it with Ms. Denise/Ms. Kennee/Staff person?

How should I dress for the Interview/Job Fair?

  ✓ Are my clothes clean?
  ✓ Do they reveal too much of me?
  ✓ Am I wearing too much jewelry, make-up, and natural-looking hair?
    *** I want the employer to focus on what I have to say ** *

  ✓ Should I go to the Boutique?
    • Do you want that Perfect Interview Look?
      • MS. DENISE, MS. KENNEE OR ANY PROGRAM STAFF
        WILL BE HAPPY TO ASSIST YOU

What Should I take to the Interview/Job Fair?

  ✓ Do I have extra copies of my resume?
  ✓ Do I have a pen, paper, the addresses and phone number of my references?
  ✓ Do I have some mints/gum?

Do I Have A Plan for Getting to the Interview/Job Fair?

  ✓ Did I plan to arrive at the Interview/Job Fair 15 minutes early?
  ✓ Have a looked up the RTA routes?
  ✓ Do I have a bus ticket? NO? See Ms. Denise and/or Ms. Kennee
CHECKLIST FOR WHAT TO DO BEFORE THE INTERVIEW

What kind of first impression will I make?
✓ Did I get there 15 minutes early?

✓ Did I smoke a cigarette recently?
  o Did I eat a mint afterwards?
  o Am I chewing gum? (I need to spit it out!)

✓ Is my phone in my pocket and/or purse?
  o Is it on vibrate, mute or did I shut it off?

✓ Did I check my appearance before entering the reception area?

CHECKLIST FOR WHAT TO DO WHEN I WALK IN FOR AN INTERVIEW

✓ Have I introduced myself to the receptionist?
  o First and last name, person you are waiting for
    ▪ HINT – the receptionist will be asked how you behaved while waiting in the reception area while you were waiting.

    ▪ While you are waiting
      ➢ DO NOT get on your phone
      ➢ DO NOT pace and sigh if you get impatient
      ** YOU ARE BEING OBSERVED!!!! **

✓ If I am asked to fill out paperwork, will I look organized?
  o Do I have a copy of an application form with all my information?
AM I READY FOR MY INTERVIEW/JOB FAIR?

Do I have a presentable resume?
✓ TAKE 15-20 COPIES OF YOUR RESUME TO A JOB FAIR

Do I know my 30-Second Elevator Speech?"
✓ Do I have a 30 second "elevator speech?"
  ○ What is a “30-Second Elevator Speech?”
    • SEE WORKSHEET ONLINE
✓ Have I practiced my “30-Second Elevator Speech”?
  ❖ Have I practiced it in front of the mirror so I won’t be nervous?
  ❖ Have I practiced it with another person who can give me honest feedback?

How should I dress for the Interview/Job Fair?
✓ Did I ask the person who invited me for an interview?
✓ Are my clothes clean?
✓ Do they reveal too much?
✓ Am I wearing too much jewelry, make-up, and natural-looking hair?
  *** I want the employer to focus on what I have to say ** *
✓ If I don’t know, I should dress conservatively, in a suit.

What Should I take to the Interview/Job Fair?
✓ Do I have extra copies of my resume?
✓ Do I have a pen, paper, the addresses and phone number of my references?
✓ Do I have some mints/tissues?

Do I Have A Plan for Getting to the Interview/Job Fair?
✓ Do I know where the Job Fair is?
✓ Have I made a plan to arrive at the Interview/Job Fair 15 minutes early?
✓ Have a looked up the RTA routes?
✓ Do I have transportation/a bus ticket?
CHECKLIST FOR WHAT TO DO BEFORE THE INTERVIEW

What kind of first impression will I make?
✓ Did I get there 15 minutes early?

✓ Did I smoke a cigarette recently?
  o Did I eat a mint afterwards?
  o Am I chewing gum? (I need to spit it out!)

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✓ If I am asked to fill out paperwork, will I look organized?
  o Do I have a copy of an application form with all my information?
CHECKLIST FOR WHAT TO DO DURING THE INTERVIEW

✓ What to do at the Beginning of the INTERVIEW?
  • Shake hands with the interviewer
  • Introduce yourself with first and last name?
  • Use good eye contact throughout the interview?
  • Present your 30-second elevator speech?
  • Do I have a specific answer for what kind of job I am looking?
    ❖ Clerical work, Receptionist, Secretary, Factory Work, Culinary
    ** ! NEVER SAY I WILL DO ANYTHING! **

✓ When asked to describe myself, my work habits, do I use action words/verbs?

✓ Describe your hard skills
  ❖ I can operate a multi-line phone system
  ❖ I have experience with Microsoft Excel, Powerpoint, Word
  ❖ I am able to safely operate Hoyer lift
  ❖ I always met daily quotas

✓ Talk about times when you used your skills at work

✓ Avoid buzz words like:
  ❖ I am dependable
  ❖ I get along with people
  ❖ I can multi task

CHECKLIST FOR CLOSING THE INTERVIEW

✓ At the end of the interview, did I ask for feedback?
  • “I would really like this job and I am wondering whether there is anything else you would like to know about me and why I would be a great match for this job?”

✓ Did I shake hands and thank the interviewer/job fair person for their time?
✓ Did I ask for the interviewer's business card?

✓ Did I ask about keeping in touch?
  - “If I don’t hear from you in a week, may I call you?”
  - “I am leaving this message for Ms./Mr. ___ about the ___ position. Please feel free to call me back at ___. If do not hear from you in the next 2 days, I will phone again. Thank you.”

✓ Did I write a Thank You note?
  - Did I reference a topic we discussed during the interview
    - “I am so glad we had a chance to discuss the Cav’s next season”
    - “I also watch the - cooking show”
    - “How great that we both played soccer in school”

✓ Have I kept in contact, according to the directions of the interviewer?
Reason for Leaving

When completing an application, you will be asked to state the reason for leaving a job. There are two parts to the reason for leaving a job: 1) “How” and 2) “Why.” Please review the list below for some possibilities. To determine the appropriate statements for your situation, it is important to think through your individual circumstances and if necessary have a discussion with a TE staff person. The goal is to convey honesty while presenting yourself in a positive manner.

1. How: (How explains the way in which you actually left the job)
   - Resigned
     - Definition: You have given your employer written or oral notice that you are leaving your position
   - Laid Off
     - Definition: There was no more work, the position was temporary or seasonal
   - Separated from position
     - Definition: You were fired from a position, you quit without notice, or you were released from incarceration

2. Why: (Explains the reason behind the way you left a job)
   - For new employment
   - Unable to meet company standards
   - Contract fulfilled
   - Term ended
   - Relocated / moved
   - Seasonal position
   - Temporary position
   - Seeking advancement
   - Professional growth
   - Limited work schedule
   - Career change
   - Became a full time homemaker
   - Injury (no longer a problem)
   - To attend school
   - Pursue new career/job
   - Assignment ended
   - Business closed
   - Company downsized
   - Economy slowed
   - Reduction in workforce
   - Company relocated
   - New management
   - Change of policies
   - Not eligible for full time status
   - Volunteer position
   - Internship
   - Temporary health problem
   - Health situation-now resolved
   - Legal issues, now resolved

Examples:
1. Reason for leaving?
   How: Resigned  Why: Pursue new career
2. Reason for leaving?
   How: Laid off  Why: Seasonal position
3. Reason for leaving?
   How: Separated from position  Why: Health situation-now resolved
A survey shows 25 WAYS CANDIDATES STRIKE OUT WHEN INTERVIEWING

A recent survey of 153 companies, who were questioned as to why they did not hire a qualified applicant, resulted in the following answers:

1. Poor personal appearance
2. Lack of interest and enthusiasm
3. Over-emphasis on money
4. Criticism of past employers
5. Failure to have good eye contact with interviewer
6. Poor handshake
7. Late for the interview
8. Failure to express appreciation for interviewer’s time
9. Does not ask enough detailed questions about position
10. Lacks sufficient detail when responding to questions asked by the interviewer
11. Overbearing, over-aggressive attitude
12. Inability to express oneself clearly
13. Lack of planning for career; no purpose or goals
14. Lack of confidence
15. Lack of factual information
16. Lack of manners, courtesy
17. Lack of maturity
18. Lack of energy
19. Indecisive
20. Merely shopping around
21. Cynical
22. Lacks a strong work ethic
23. Intolerant
24. Inability to take criticism/not open to being mentored
25. High pressure type
GENERAL DRESS FOR SUCCESS TIPS

MEN:
- Wear a conservative suit in dark blue or dark gray with dark shoes and a long-sleeved white shirt. The tie should be conservative but in-style.
- Jewelry should be minimal.

WOMEN:
- A business suit in a subdued color is best for first interviews.
- A conservative dress or suit is fine for additional interviews.
- Jewelry should be minimal.