

“How to Get the Job You Want”

“Your Road to Success”

Below are steps you can complete to help you get a job:

Step 1 – Please answer these questions:

- How do you like to spend your free time?
- What kind of work do you like to do?
- Do you have work experience?

What work conditions do you like? Check the boxes below. List other conditions you can think too.

- | | |
|--------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> 1a. Indoors | <input type="checkbox"/> 1b. Outdoors |
| <input type="checkbox"/> 2a. Alone | <input type="checkbox"/> 2b. With others |
| <input type="checkbox"/> 3a. With people | <input type="checkbox"/> 3b. With things |
| <input type="checkbox"/> 4a. Moving around | <input type="checkbox"/> 4b. Sitting still |
| <input type="checkbox"/> 5a. Lively places | <input type="checkbox"/> 5b. Quiet place |
| <input type="checkbox"/> 6a. Uniform | <input type="checkbox"/> 6b. Dressy clothes |
| <input type="checkbox"/> 7a. Same tasks | <input type="checkbox"/> 7b. Different tasks |
| <input type="checkbox"/> 8a. Unskilled | <input type="checkbox"/> 8b. Semi-skilled |
| <input type="checkbox"/> 9a. Supervised | <input type="checkbox"/> 9b. Not supervised |
| <input type="checkbox"/> 10a. One place | <input type="checkbox"/> 10b. Travel around |
| <input type="checkbox"/> Others _____ | <input type="checkbox"/> Others _____ |

- How much money will you need to make on your job?

Step 2 – Choosing a Job

To get more information about the jobs you are interested in, do this:

- Check with the job counseling service of your school, Department of Rehabilitation, and community
- Ask owners, managers, or employees of places that have the kinds of jobs that interest you
- Ask relatives or friends who may know something about these jobs

Step 3 – Filling Out an Application

Your Application Gets You in to Make the Sale!

- Have a copy of an application already filled out
- Read the whole application before you start filling it out to know what is being asked for
- Follow instructions
- Have all necessary information with you:
 - Social Security Numbers
 - phone numbers
 - addresses and zip codes
- Be brief but answer questions clearly
- Be specific about the job you are applying for
- Be flexible about the hours and shifts you are willing to work
- Fill in the employment history including workshop experience, on-the-job training, and volunteer work
- Sign and date the application

Remember...this application form represents you – so be sure it is putting your best foot forward

Step 4 – Selling Yourself

Know yourself and the things about you that will make someone want to hire you

Ask yourself these questions and write down the answers:

- What jobs have I had?
- What job duties did I have?
- What did I like about them?
- What didn't I like?
- What skills do I have?
- What kind of job would be right for me?

When you have finished all these questions, take a hard look at your answers Start thinking about how you will talk to an employer about yourself during an interview

Now, make a list of 10 reasons why someone should hire you

Examples:

1. I'm Positive
2. Self- Motivated
3. Creative
4. Willing to work hard
5. Team Player
6. Professional
7. Friendly
8. Learn quickly
9. Good skills for the job
10. Desire to succeed

Remember...Employees say they are looking for:

- Ability
- Dependability
- Initiative
- Reliability
- Good Attendance

- Efficiency
- Loyalty
- Cheerfulness
- Helpfulness
- Cooperation

Now, you are ready to sell your product – YOU!!

Becoming a Successful Job Hunter

People you should talk to so they can help you get a job: relatives, friends, friends of the family, neighbors, and any previous co-workers

Below is a list of some available resources that can help you during your job hunt:

- Newspapers
- Yellow Pages of the Phone Book
- Radio, Television, Billboards
- Church officials, Social Clubs
- Employment Development Department
- City, County, State Employment Offices
- Community Based Organizations

Good Phone Techniques

Developing good phone techniques is important to make the best of your personal contacts and employer contacts

Smile during the phone process – you'll present yourself better

Follow these steps:

1. Identify yourself
2. Explain why you are calling
3. Tell them what you can do
4. Ask about employment openings
5. Ask if you can come in and talk to someone

Preparing for the Interview

Listen carefully to the questions

Listed below are sample questions employers sometime ask

1. What type of position will you be applying for?
2. What makes you think you are qualified for the position?
3. Why do you think you would like to work for the company?
4. Why do you think you would like this kind of work?
5. Do you get along well with others?
6. What are your strengths and weaknesses?
7. Tell me something about yourself.
8. Why should I hire you instead of someone else?
9. Do you have any questions?

Getting Ready to Sell Your Product – YOU!!

- Be sure to get up early enough so you do not have to rush.
- Eat a good breakfast.
- Pay special attention to personal hygiene. Bathe, use toothpaste, deodorant.
- Take great care about your appearance.

The Interview “In Front of the Employer”

These are certain things that should be done during the interview.

DO’s

- Do greet the interviewer by Mr. or Ms. And their last name if you know it.

- Do smile, shake hands firmly, look the employer in the eye when talking to them, and watch your body posture so you look comfortable and confident.
- Do listen carefully.
- Do ask relevant questions.
- Do discuss matters related to the job only.
- Do stress your skills and your interest in the job.
- Do thank the interviewer for their time.
- Do find out when you may receive a call or

**Getting the Job You Want
“Your Road to Success”**

You have all the tools you need to find the job you want.

BE POSITIVE!