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WORK FORCE

HOW TO GET AND KEEP A JOB

After you identify a job you might like, you must contact the employer and apply for the position. The ad announcing the job will tell you how to go about applying for the job. Some businesses want you to apply in person. Some businesses want you to call to make an appointment to meet with someone in person. Some businesses want you to first write a letter.

If a business is interested in hiring you, they will interview you and ask you about your work experience and skills. They will also ask you to fill out an application form. To fill out the form, you will need information about yourself, your schooling, your skills, and your work experience. It's important that you have all the information with you (with correct names and spellings) so you can fill out the application form while you are there.

HERE'S HOW TO APPLY FOR A JOB

How to respond in person

Be sure to wear clean, neat clothing. If you are applying for a sales or office job, wear the kind of clothes that match the job you are seeking. If you are applying for a factory or construction job, you may wear good casual clothes. If you are applying in person, ask to see the person in charge of hiring. If you are applying in an office, look for a receptionist. If you are applying somewhere that doesn't have an office — a store, restaurant, small business — look for any employee and ask who you should talk to about applying for the position.

When you are introduced to the person who does the hiring, say:

"Hello. My name is _____. I'd like to talk to you about the position of _____ that you advertised."

If you are responding to a Help Wanted sign that you saw in a window, say:

"Hello. My name is _____. I'd like to talk to you about your job opening."

WHAT CAN YOU DO ?

Complete the checklist "All About Me." Write it out on a piece of paper so that you have all your important information in one place.

All About Me

- First, middle, and last name
- Complete address
- Phone number (or phone number where someone will take a message for you)
- Date of your birth
- Social Security Number
- Name and city of the high school you attended
- Year you graduated from high school or took the G.E.D.
- School name and location of any additional education (college, vocational training, etc.) and the years you attended or graduated
- All the places you worked in the past — including the company's name, address, dates you worked, and your job titles
- Any special skills you have
- Any special machinery you can operate
- Three people who can give you a reference — list the name, address, phone number, and how you know that person

FOLLOW-UP

Take the checklist with you when you go to apply for a job. This way you will have all the correct details and spellings that you might need.



INTERVIEWING TECHNIQUES

If an employer is very interested in you, you will be asked to go in for an interview. Usually the Human Resources Manager will talk to you.

Here are some suggestions for your interview:

- Dress as well as you can. Men should wear suits or sport coats. Women should wear dresses or nice slacks and a matching blouse. Do not wear a lot of jewelry or glittery clothing. Dress conservatively.
- Show up 10 to 15 minutes before for the interview. Often the employer will ask you to fill out some paperwork before you talk to the Human Resources Manager. This is when your "All About Me" checklist will come in handy.
- Find out what the company does before you go in for your interview. The employer will be impressed if you took time to learn about the company.
- When you meet the interviewer, introduce yourself and firmly shake his or her hand. Maintain friendly eye contact throughout the interview. Look as though you are interested in the company and the job.
- Think of some questions you can ask about the company to show that you are interested. The more interest you show in the company, the more the interviewer will be interested in you.
- Be prepared to answer questions about where you worked before. An employer may want to know why you left your previous job.
- Be prepared to talk about your experiences outside of the workplace. Talk about any volunteer work or contributions you have made to your community. Your interviewer may be interested in hearing about the skills you developed outside of the workplace.
- Ask what your job responsibilities will be.
- Ask about company pay and benefits packages.
- After the interview, thank the interviewer for taking time to meet with you. Right before you leave, shake hands again. Tell the interviewer that you are interested in the job and you hope that you will be seriously considered for the position.
- Mail a thank-you note to the person who interviewed you. Thank the interviewer for the time he or she spent with you. Write that you are very interested in the company and that you would like to be seriously considered for the position.



What's Coming Up
Next Month

You Have The *Power*

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