



You have the skills needed to *do* the job, but do you have the skills needed to *get* the job? Below are tips to help develop your job search skills and increase your chances of getting the job you want.

FOLLOW DIRECTIONS

You must follow employers' instructions when applying for job openings.

Otherwise, employers may assume you will not follow instructions on the job.

- If instructions say 'no phone calls,' do not, under any circumstances, call them.
- If instructions say 'apply online,' 'e-mail a resume,' 'complete a company application,' etc., submit the appropriate materials accordingly.

JOB APPLICATIONS

The job application creates the first impression a potential employer has of you.

Follow these tips to make a positive impression.

- **Carry a master application with you.**
A Personal Data Record is available from Job Service. This document contains all information needed to complete an application, including your job history with dates and duties, education information, and information about your references.
- **Be prepared to interview.**
If you enter a business to pick up an application, always be dressed properly and ready to interview in case the employer wants to do so immediately.
- **Read through the entire application before you start filling it in.**
Reading through helps you know what information you will need.
- **Use black ink.**
Black ink is best, unless the application asks you to use something else.
- **Print neatly.**
If an employer cannot read your writing, you will not get an interview.
- **Fill in all the blanks.**
Write 'N/A' (not applicable) in any blank that does not apply to you.
- **Never put 'See Resume' anywhere on the application.**
Completing the application as if you are not attaching a resume shows that you do a thorough job and do not take shortcuts.
- **Give complete information, especially about your duties, skills, and abilities. Be factual. Don't exaggerate.**
Make sure you mention those skills you possess that are listed in the job announcement (examples: Microsoft Word proficiency, problem-solving, blueprint reading, team player).
- **Proofread the application.**
Check for spelling and grammatical errors. Ask a friend or family member to look it over.
- **Make sure your application form is clean.**
If you spill something on the application, fill out a new one. Also, do not use correction fluids such as Wite-Out®.
- **Sign and date the application form.**
Many employers will not consider unsigned and undated applications.

INTERVIEWS

The interview is your chance to convince the employer why they should hire you. Follow these tips to help you have a successful interview.

- **Research the company.**
Check out the company's website and other sources so you know what the company does. During an interview, you may be asked what you know about the company.
- **Arrive early.**
Arrive at the interview office 10 minutes early to allow yourself time to relax and prepare.
- **Be pleasant to everyone.**
You never know who has input into the hiring decision.
- **Turn your cell phone off, not just on etiquette mode.**
Your attention should be fully on the interview, not on the phone 'buzzing' in your pocket. The caller can leave a message.
- **Do not bring food, beverages, friends, or family; do not smoke; and always remove your cap.**
These things give a more professional appearance.
- **Greet the interviewer with a smile, handshake, and eye contact.**
Doing this portrays self-confidence and makes a connection with the other person.
- **Talk about what you can do for the employer – not what they can do for you.**
A better time to talk about what the employer can do for you is after you are offered the job.
- **Ask questions.**
Asking questions shows interest in the company.
- **Never ask about wages.**
If the employer doesn't bring up the subject of wages, neither should you. Discuss wages when you get the job offer (and before accepting the job).
- **Show enthusiasm.**
Showing enthusiasm shows the employer you are excited about working for them.
- **Thank the interviewer(s) for their time.**
This is an act of common courtesy and acknowledges that their time is valuable.
- **Thank you.**
Write/type and mail a thank you note immediately after every interview. This gives you a chance to tell the employer again that you are interested in the job.

HYGIENE AND APPEARANCE

You want a potential employer to remember you because of your positive qualities. Follow these tips so you are not remembered for other reasons.

- **Dress appropriately for the position for which you are applying.**
- **Take a bath or shower.**
- **Brush your teeth and use mouthwash.**
- **Keep your hair clean, combed, and styled appropriately.**
- **Do not wear much, if any, cologne or perfume.**
- **Keep clothes and shoes clean and free of stains and rips.**
- **Remove your piercing jewelry and cover your tattoos until you know if an employer allows them.**

VOICE MAIL, CELL PHONE, E-MAIL, & SOCIAL NETWORKING SITES

- **Your voice mail message and cell phone ringback should not contain language or music that may be offensive to potential employers.**
- **If your email address is not appropriate for job searching, create one specifically for that purpose.**
- **Many employers look at social networking sites (e.g. MySpace, Facebook) prior to making hiring decisions. If you have one, what would an employer see?**