

Top 5 keys to Getting the Job

1 Make a positive first impression

- **Dress appropriately:** Make sure your attire is not outdated, too tight, revealing, or flashy, and your overall appearance is not sloppy. Hide all piercings and tattoos.
- **Arrive 10 minutes early for all appointments.**
- **Respect everyone around you.**
- **Turn off your cell phone.**
- **Make sure your online profiles are professional.**

Visit your local job/career centers for job search and interviewing assistance.

(See locations on reverse side)

2 Complete application materials

- **Complete the entire application and submit on-line if required:** Answer all questions with correct and honest information.
- **Make sure work references are appropriate and are willing to provide a positive recommendation.**
- **Use proper grammar, and spelling:** Do not use slang, abbreviations and/or texting jargon.
- **Have basic computer skills:** Have general knowledge of internet and email to complete online applications and other common workplace requests. Include appropriate email address and ensure your voice mail greeting is professional.

3 Prepare for interview

- **Before the interview**
 - Learn about the company and the responsibilities of the position.
 - Bring 2-3 questions to ask about company or position (do not inquire about pay/benefits at initial interview).
 - Practice interview questions out loud.
- **Use proper body language and show confidence:** sit up straight, do not fidget, maintain eye contact, smile, use a firm (but not forceful) handshake, and be an active listener.
- **Create a self-introduction to use during any employer interaction:** Be able to respond to the request "Tell me a little bit about yourself and why you are interested in working for the company." Instead of personal information, focus on your professional skills, experience and goals. Speak about the value you can bring to the organization.
- **Display a positive attitude and always go above expectations:** Remain positive when answering all questions including discussions about past or current employers. Do not discuss politics, personal views, or religious topics.

4 Follow up

- **Send a thank you note for their time and interest:** Reference 1-2 points that were discussed during your interview.
- **Check email daily for company responses and reply promptly.**

5 Get and keep your job

- **The best way to get a better job is to have a job!** Attendance, positive communication, and exceeding expectations is key.
- **Avoid the use of drugs, alcohol, and tobacco products before and during all workplace interactions.**