



LOOKING FOR A JOB: STEP BY STEP

CHECK YOUR PROGRESS

STEP 1

Looking for a job is a job! To be successful at finding a job, you need to learn new skills. Even if you are not looking for a job right now, it is good to be prepared. Below is a checklist of job search skills that you will learn. After you work on each activity, come back to this checklist.

Check **DONE** if you have finished the activity. If you are not quite ready, “check” **NEEDS WORK**. Then keep practicing. It is best to look for a job **AFTER** you have checked **DONE** for all or most of the activities.

DONE	ACTIVITY	NEEDS WORK
<input type="checkbox"/>	#2 Made my fact sheet	<input type="checkbox"/>
<input type="checkbox"/>	#3 Listed my good work qualities	<input type="checkbox"/>
<input type="checkbox"/>	#4 Arranged my references / transportation	<input type="checkbox"/>
<input type="checkbox"/>	#5 Checked out child care	<input type="checkbox"/>
<input type="checkbox"/>	#6 Decided where to look for jobs	<input type="checkbox"/>
<input type="checkbox"/>	#7 Learned to look my best	<input type="checkbox"/>
<input type="checkbox"/>	#8 Practiced taking phone messages	<input type="checkbox"/>
<input type="checkbox"/>	#9 Wrote my résumé	<input type="checkbox"/>
<input type="checkbox"/>	#10 Practiced filling out applications	<input type="checkbox"/>
<input type="checkbox"/>	#11 Prepared for interviews	<input type="checkbox"/>
<input type="checkbox"/>	#12 Discovered extra steps for success	<input type="checkbox"/>
<input type="checkbox"/>	#13 Thought about balancing my life	<input type="checkbox"/>
<input type="checkbox"/>	#14 Reviewed keeping a job	<input type="checkbox"/>



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MAKE A FACT SHEET

STEP 2

When you are looking for a job, your first step is to get your personal information together. You will need it in order to fill out applications. The best way to gather your information is to make a personal fact sheet. You can make a fact sheet by writing your information on a piece of paper.

NAME (first/given name & last/surname)

ADDRESS (where you live now)

PREVIOUS ADDRESS (where you lived before)

DATE OF BIRTH (DOB – month, day, & year of your legal birthday)

TELEPHONE NUMBER (where you can be reached)

SOCIAL SECURITY NUMBER (SS# – US Government identification number)

CITIZENSHIP INFORMATION (if not a citizen – work visa / green card)

VOLUNTEER EXPERIENCE (time or work given with no pay)

HOBBIES, SPECIAL INTERESTS (activities done in free time)

EDUCATIONAL RECORD

High schools attended (name, address, dates attended)

Other programs/schools attended (name, address, dates, courses studied)

FORMER EMPLOYERS

Company name/employer – (who hired and paid you)

Address

Telephone number

Your boss's name – (who watched you work)

Boss's title – (his/her position in company)

Your duties – (what you did at work)

Dates of employment – (month-day-year)

From – (first day of work)

To – (last day of work)

Reason for leaving – (why you left)

Salary/rate of pay/wage – (amount paid – hourly, weekly, or monthly)

Carry the worksheet with you when you are looking for a job. When you need to fill out applications or talk to an employer, you will be ready. Preparing your fact sheet is the start of your job search.



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LIST YOUR WORK QUALITIES

STEP 3

You will need to know your good work qualities. Everyone has them! Employers will usually ask about yours. Good work qualities are the strengths that you have to offer an employer. They come from your life, past jobs, education, and what you do in your spare time. Even if you have not had a job, you have good work qualities.

You can identify your good work qualities by thinking about the *things you are good at*. You might be good at taking care of children, fixing broken items, or helping others. Write down the things you are good at. They will give you clues to your good work qualities. Then, make a list of your good work qualities.

If you are *GOOD AT* taking care of children...
your GOOD WORK QUALITIES might be:

- FRIENDLY
- RELIABLE
- GOOD SENSE OF HUMOR

If you are *GOOD AT* farm work...
your GOOD WORK QUALITIES might be:

- STRONG
- ABLE TO GET ALONG WITH OTHERS
- HARD WORKING

Add your list of GOOD WORK QUALITIES to your fact sheet. You can be proud of them! You can talk about them with an employer.



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REFERENCES & TRANSPORTATION

STEP 4

Early in your job search, you will want to identify people who are willing to say good things about you and/or your work. These people are called references. When you apply for a job, you will be asked for references. Usually, you will need 2-3 people.

You need to choose people who have a responsible position. You might choose your former boss, parents of children you babysit or migrant education staff. It is best **NOT** to choose a friend or relative. This is the information you will need about your references. Make sure that the information is correct.

- name
- position/title
- telephone number
- address
- how long they have known you

You **SHOULD** ask the people you choose for permission to use their names. This gives them time to think about you. You may ask your references to write a letter about you. You can carry the letter with you when you look for a job. People that say good things about you can be a powerful help in getting a job. Whom can you choose? Make a list of the people you might ask to be your references:

-
-
-

To get and keep a job you must have transportation. You will need a way to pick up applications and go to interviews. Your transportation must also get you to work every day and on time.

Think about how you can get to a job - by car, bus, a ride with someone else, a bicycle, or walking. You must be able to use your transportation whenever you need to get to work. Make a list of the ways you have to get to a job:

-
-
-

Look for jobs only at places you can get to with your transportation. If you must walk, you should look for jobs close by. If you have a car, you can look for a job much farther away. A car must also be reliable. Being late or absent because of car trouble will not be good.

Do not look for a job before you plan your transportation. Plan it now! Then you will be ready when you find a job.



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CHECK OUT CHILD CARE

STEP 5

If you have children, you need to plan for their care while you are working. At work you must have your mind on your job. You cannot worry about your children.

Plan for child care now. Then you will be ready when you find a job. Your child care should be at a place that makes you and your child happy.

Here is a checklist that will help you choose child care. Read these questions. Think about your plan. Check **YES** or **NO** for an answer.

	YES	NO
1. Is it easy for me and my child to get there?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do the hours of care fit my working hours?	<input type="checkbox"/>	<input type="checkbox"/>
3. Can I pay the price charged?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the children happy and playing with each other?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are good, healthy meals given?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the children carefully watched?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is it clean and safe?	<input type="checkbox"/>	<input type="checkbox"/>
8. Can I visit to look it over?	<input type="checkbox"/>	<input type="checkbox"/>
9. Can my child play and rest?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does it have toys, books and art materials?	<input type="checkbox"/>	<input type="checkbox"/>

If the plan is a good one, you will have checked **YES** to all of the questions. If you checked **NO**, or if you are uneasy about the child care...**STOP!** Look somewhere else!

You will also need to have an emergency child care plan. You will need it for times when you cannot use the usual plan, but still need to be at work.

Remember, when your child is safe and happy, it is easier to be a good worker. Decide on a plan that will work for you.



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DECIDE WHERE TO LOOK

STEP 6

Remember, *looking for a job is a job!* It is up to you. YOU need to find the job openings. The jobs do not come to you. You will need to get out into your community and LOOK. Check out these job sources:

- State Employment/Job Service Centers – usually have the largest list of job openings for your state... and the service is free.
- Family, friends and anyone you know who is working – many jobs are found this way.
- HELP WANTED signs – small businesses often use them – be ready to fill out an application and have an interview.
- Newspaper and shopper's guides ads – will give you an idea of the kinds of jobs available...but only 15% of jobs show up in ads, the rest are not listed.
- The Internet has become a popular tool for employers to advertise jobs. Many companies list jobs on their websites.
- Company's personnel office – will have job listings for the entire company.
- Yellow Pages – look here for employers that might have not listed jobs. The Yellow Pages can help you decide which employers are close to where you live.
- Work-study programs – earn while you learn, usually located at vocational schools/community colleges.
- Schools, colleges, hospitals, churches and libraries often have not listed jobs. Call them. Visit them.
- Small/home businesses are good sources for part-time jobs.

Make a list of places where you can look for a job. Remember that the job you look for should match your transportation. The job also needs to match your education, interests, and skills. Places where I can look for a job are:

-
-
-

Find out information about companies/businesses. Most have websites or other information posted on the Internet. Be informed about the work of the company/business. Employers are impressed when applicants show some knowledge of their work.



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LEARN TO LOOK YOUR BEST

STEP 7

Employers and others form ideas about you from what they see the first time you meet. Your appearance speaks for you. It is called *creating a first impression*.

A first impression is made within 30 seconds. It is lasting. You do not get a second chance. A first impression depends upon you:

- **GROOMING** – Bathe, shampoo your hair, use deodorant, brush your teeth, clean your fingernails, and style your hair neatly.
- **MAKE UP (women)** – Keep it simple...do not add extra for your job search.
- **CLOTHING** – What you wear is very important. You will need to dress nicely, but simply. The employer is looking for a worker, not someone to go to parties or the beach. Think about the kind of work to be done. Dress to match the work. Look carefully; you will probably find just what you need in your closet. Be sure that your shirt is tucked in. Remove your hat or cap when inside.

Do not wear...

- jeans, if possible
 - tee shirts, especially with ads or messages
 - tight or see-through clothing
 - big, flashy jewelry
 - low cut tops or very short skirts
 - wild fashions
- **EYE CONTACT** – Look directly into the eyes of the people who are talking with you. Making eye contact shows your interest. It is expected. Practice eye contact whenever you talk with people. Eye contact also shows that you are confident and eager to please.
 - **POSTURE** – Stand/sit up straight and pay attention. It shows that you really want the job.

Do not take an interpreter if you need to speak English for the job. You do not get a second chance to make a first impression. You must do it right in the first 30 seconds. Follow the hints above to make a **GREAT** first impression.



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PRACTICE FOR PHONE MESSAGES

STEP 8

You have learned how to create a good first impression when you meet someone face-to-face. You need to make a good phone impression, too! A phone call may be the answer to your job search. You or anyone else who answers the phone will need to be polite and ready to take a message.

To make a good phone impression, you need to:

- Leave your **CORRECT** phone number with the employer. If you must leave a friend's number, make sure your friend knows he/she will be taking messages for you.
- **REQUEST** a letter from an employer if you do not have a phone number where you can be reached.
- **TELL** your family that you are looking for a job. They can be ready for your calls.
- If you go out, let everyone know what time you will **RETURN**. The caller may want to call again.
- **TEACH** anyone taking your calls what information you need. Use the form below as a guide.
- **PRACTICE** with anyone taking your calls.
- **ALWAYS** have **PENCIL** and **PAPER** near the phone.

MESSAGE INFORMATION

Message for _____ Date _____ Time _____

Name of caller _____ Phone # _____

Company _____

Message _____



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WRITE A RÉSUMÉ

STEP 9

A résumé (**rez oo mā**), is a written outline of your personal facts. It describes what you can offer an employer. The goal of your résumé is to get job interviews. You can attach your résumé to an application. It can be mailed along with a letter introducing yourself to an employer at a company where you would like to work. You may also leave copies of it with the local job service office. Start your résumé by using the information on your fact sheet. Divide your facts into the following areas:

- HEADING – name, address, phone number
- EMPLOYMENT EXPERIENCE – list your last job first
- EDUCATION – the grade levels you have completed
- ACTIVITIES – skills, volunteer activities and hobbies...
especially if they relate to the job you want
- AWARDS – special honors

You may add a WORK GOAL (the kind of job you want) and anything special about yourself. Do not include your height, weight, health, age, marital status, or photographs.

Be sure your résumé is one page...typed (if possible)...positive and honest...checked for spelling...and begins all statements with action words (typed, built, sold). Follow the sample below to write your own résumé.

SAMPLE RÉSUMÉ

	First & Last Name
	Address
	Phone Number
<u>GOAL</u>	– To work in a clerical position using typing and phone skills
<u>EMPLOYMENT EXPERIENCE</u>	
December 2010 – present	FAMOUS PRODUCE COMPANY Address Packing Clerk – Packed produce and received phone orders
November 2009 – August 2010	RED STRAWBERRY FARM Address Cashier – weighed produce and worked cash register
January – May, 2009	ANYTOWN HIGH SCHOOL Address Student Typist – typed for yearbook
<u>EDUCATION</u>	
May 2010	Anytown High School Address Completed 11 th grade Major – office skills
<u>ACTIVITIES</u>	
October 2010 – present	MIGRANT DAYCARE Address Volunteer – recorded weekend attendance and typed letters
<u>REFERENCES</u>	(Refer to Step 4)



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FILLING OUT JOB APPLICATIONS

STEP 10

Usually you must fill out an application before you can be considered for a job. Many employers require that the application be obtained and/or completed online.

Applications can be tricky. Each company will have a special application form. You will need the same information for most applications. Every company will arrange the questions on the application in a different order.

Most of the information will be on your fact sheet. (Step 2) Copy the information NEATLY from your fact sheet onto the application. You may also need the information below.

DATE AVAILABLE FOR WORK (when you can start work)

SCHEDULE/SHIFT AVAILABLE (days and time when you can work)

POSITION (kind of job you are interested in)

SALARY/RATE OF PAY/WAGE EXPECTED (how much you want to be paid...
if you are unsure...write OPEN)

PERSON TO NOTIFY IN EMERGENCY (friend/close relative)

REFERENCES (Step 4)

PHYSICAL LIMITATIONS (medical condition limiting work)

FELONY CONVICTIONS (criminal offense)

When filling out applications remember:

- take your fact sheet with you
- take your valid Social Security card and personal identification
- read through the application before you answer questions
- take and use a pen...print neatly...tell the truth
- do not leave blank spaces...if a question does not apply to you, write N/A
- use "WILL DISCUSS" rather than "fired" or "quit" as a reason for leaving a job
- look your best even when you ask for applications
- ask to fill out applications at home – then you can practice

Remember that you need to fill out applications to get jobs. Fill out many applications at many different places. Then you will have a better chance at finding a job.



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PREPARE FOR INTERVIEWS

STEP 11

An interview is a meeting between the person applying for the job and the employer. The employer will be deciding if the applicant will be good for the job and the company. An interview is your chance to convince the employer to hire you.

Every interview will be different. Some will be long and others short. Some employers will be very friendly. Others will not. Most interviews usually go like this.

INTRODUCTION:

- Introduce yourself
- Smile and give a firm handshake (women, too!)
- Tell the interviewer why you are there
- Sit down when asked

WHO ARE YOU? The employer will always ask questions about you. Usually the questions cannot be answered by reading your application and /or résumé. You might be asked questions like these:

- Why do you want to work here?
- What can you tell me about yourself?
- What would you like to be doing in five years?
- What good work qualities do you have?
- What do you know about this company?
- Why should I hire you?

JOB INFORMATION: The employer will talk about the details of the job. Listen carefully during this time. You will want to know exactly what the job is about. Most likely you will learn about work duties, pay, hours, training, benefits (health and life insurance, retirement plans), vacation, and weekend/night work.

CLOSING: This is a good time to ask questions about any part of the job that is unclear. You might ask:

- What is a typical day like on the job?
- What kind of training will I receive?
- Who will be my supervisor?

Remind the employer of your good work qualities (Step 3). Finish the interview by saying THANK YOU and shaking hands. You may ask when you can call back about the hiring decision.

FOR EVERY INTERVIEW YOU SHOULD...

- learn about the company before you arrive for the interview; then you can tell the interviewer why you want to work there.
- plan your transportation, parking, and clothing ahead of time. GO ALONE!
- make a good impression (review Step 7).
- be friendly and eager to work.
- bring your fact sheet, résumé (if you made one – Step 9), a pen, Social Security card, and identification.
- NEVER: smoke or chew gum, be late, or miss an interview.



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EXTRA STEPS FOR SUCCESS

STEP 12

You will be a step ahead of everyone else looking for a job if you take these extra steps. Follow them and you will have a better chance of finding a job.

- **WHENEVER** you visit an employer...even just to ask for an application, you are making a lasting impression. Look and be at your best. You do not get a second chance to make a first impression.
- **GO ALONE** when you visit an employer.
- **WHEN** you visit an employer **DO NOT** ask, "Are you hiring?" Instead...politely ask to fill out an application. Ask the employer to keep it for the future. Then your application will be ready when the employer needs help.
- **FIND OUT** the name of the person who does the hiring. He/she is your link to a job. Write down his/her name for your records. Sometimes you must give your application to someone else. Let the person who does the hiring know that your application has been filled out and returned.
- **WHEN** you ask about a job, you may be interviewed right away. Be ready! An "instant interview" can be a success if you have:
 - made a fact sheet (Step 2)
 - thought about your good work qualities (Step 3)
 - learned why you want to work at the company (Step 11)
 - are looking your best (Step 7)
- **GO** back to employers you visited. Talk with them again. Remind the hiring person that you are still interested in working there. The employer will know you really want to work.
- **ANSWER** in the language in which the interviewer asks the question. The interviewer may be testing to see if you are bilingual.
- **WRITE** a thank you note after each interview. Applicants who write thank you notes are more likely to be hired.
- **SMILE** throughout the interview.
- **KEEP** eye contact with the interviewer, but do not stare. Look away every so often.
- **REMEMBER**, looking for a job is a job! You may need to apply at many employers before you find a job. Do not apply at only two or three and then wait. Keep applying. Do not give up...your hard work will be worth it!



LOOKING FOR A JOB: STEP BY STEP

BALANCE YOUR LIFE

STEP 13

When you make a change (new job, school) in your life, it affects many people. You know the change is a good one. But you, your family, and your friends may feel confused about it. It may affect people in different ways.

You may feel stressed and tired. You may wonder if you have time for everything. You might even feel guilty about trying something new.

Your partner may feel that he/she will lose you or that you will change.

Your friends may not understand, either. Maybe they would like a new job, too! They might think you will not have time for them.

You can begin to balance everything going on in your life and help others feel good about it if you:

- EXPLAIN to everyone that your new job is only a small part of your life. You are not changing as a person. You will continue to be a parent, a partner, a daughter/son, or a friend. You will try to give time to everyone.
- PLAN ahead. Make a list of the things that need to be done. Do them!
- SHARE your change with your family. Show them where you work or go to school...tell them why you like it.

Taking time to explain will help everyone know how much the change means to you. It will help everyone feel good. If you think that problems might come up, here is what you can do. Make a list of the things that might be a problem. Decide what you can do. Write it down. Do it!

MY PROBLEM MIGHT BE:

- My family will miss me
- It will be difficult to leave my child
- My problem _____

WHAT I AM GOING TO DO:

- EXPLAIN that you will spend your day off with the family
- Choose good child care...plan special time to be with your child
- My answer _____

Remember, it will be easier to balance everything going on in your life if you talk things over and plan ahead.



LOOKING FOR A JOB: STEP BY STEP

KEEP YOUR JOB

STEP 14

Keeping a job depends upon you. You need to be on time every day. Honesty is needed at all times. And, you need to be able to get along with others.

You also need to have good work habits to keep your job. Good work habits will help you move on to better jobs and more training. You need to:

- DO all the tasks you are paid to do
- KEEP busy when your work is done...look for new tasks to do
- LEARN the rules...how to dress...when to take a break
- LEARN new tasks...take new training
- KEEP a good attitude...be willing to do any jobs needed
- STAY away from troublemakers and gossipers
- FIND OUT what you need to learn if you make a mistake...then do it!

What if you have a problem on the job? Talk only to your supervisor, NOT to other workers. Or, what if you get angry on the job? Getting angry often means saying and doing things that you will regret. When you are angry or have a problem, you need to:

- REMOVE yourself from the problem as soon as you can
- COOL down...take some deep breaths
- THINK about what happened
- DECIDE what might be done...by you or your supervisor
- ASK for time to talk with your supervisor when you have cooled off
- STAY cool!
- TRY the solution you and your supervisor work out...give the solution time

Keeping a job is a job! You have to work at it. You will feel good about yourself. And, your employer will know you as a good worker!

CONGRATULATIONS! Now you have a good idea of what you have to do to look for a job. Make sure you go back to the checklist (Step 1). Look it over again. How are you doing? Have you checked **DONE** for most of the activities? If you have some skills that **NEED WORK**, keep practicing. Remember, looking for a job is a job!