



# LOOKING FOR A JOB: STEP BY STEP

## 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.