

Skills for Living

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Topic 9-2

Finding a Job

- In this topic, you will learn about the steps you need to take to find a job, as well as
 - ❖ **Finding job openings**
 - ❖ **Applying for a job**
 - ❖ **The job interview**
 - ❖ **Creating your own job**

Finding a Job

Objectives for Topic 9-2

After studying this topic, you will be able to

- describe sources used to find job openings
- complete a job application form neatly and accurately
- prepare for a successful job interview
- list the advantages and disadvantages of being an entrepreneur

Topic 9-2 Terms

❖ personal fact sheet

❖ references

❖ resume

❖ entrepreneur

Finding Job Openings

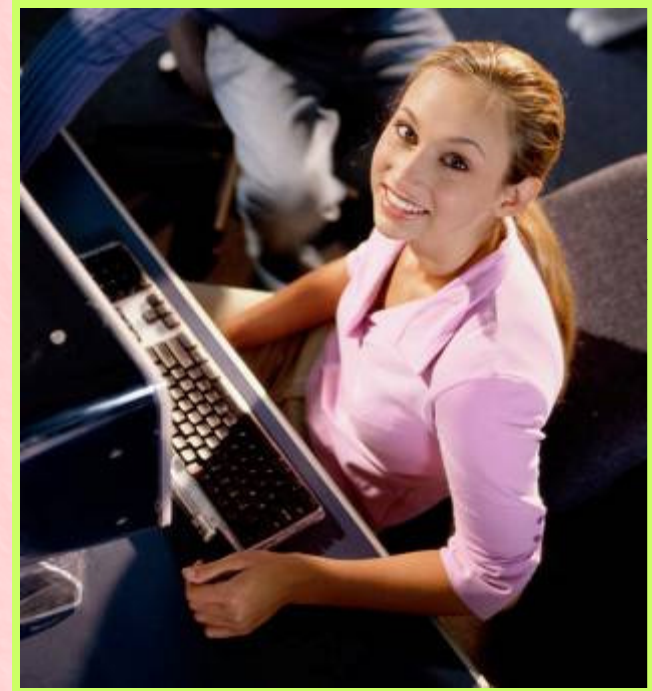
- How do you find an employer who is looking for a worker with your qualifications?
 - ❖ People—tell everyone you know that you are looking for a job
 - ❖ School—contact the job placement program, a counselor, a teacher, or the person in charge of community relations
 - ❖ Want ads—look at the want ads in the local newspaper

Finding Job Openings

- ❖ The Internet—check out company Web sites and online newspaper want ads
- ❖ Employment agencies—investigate state and federal agencies, which provide free employment services to job seekers, or private agencies, which charge a fee
- ❖ Direct contact—contact the head of the company or the personnel director

Activity

- Search the Web sites of companies where you would like to work
 - ❖ Are there are any job openings that might interest you?
- What are the requirements for these openings?
- What is the procedure to apply for those openings?



Applying for a Job

- A *personal fact sheet* contains personal information, education, work experience, skills, honors and activities, hobbies, and interests
- *References* are people who can vouch for your good work

Sending a Letter of Application and Resume

- A letter of application expresses your interest and qualifications for the job
 - ❖ It should be sent to the person in charge of hiring
- A *resume* is a brief account of your education, work experience, and other qualifications for employment

Applying by Telephone

- State your name and position that interests you
- Have a list of questions you want to ask ready before you call
- Take notes
- Be courteous



Filling Out a Job Application

- Read through the entire application before writing anything
- Read specific directions for filling out the form
- Use your personal fact sheet or resume as a reference when filling out the form
- Be sure to answer all questions
- Give accurate information
- Have all information about previous employers and references

Activity

- Imagine you are interested in applying for a summer job as a playground aide, babysitter, camp counselor's aide, or child care center aide
 - ❖ Express your interest and qualifications for the job
 - ❖ List your education, work experience, and other qualifications for the position you selected

The Job Interview

- The job interview is the opportunity to make a favorable impression on the interviewer
- For a successful interview
 - ❖ be prepared
 - ❖ look your best
 - ❖ show confidence
 - ❖ have a positive attitude
 - ❖ send a follow-up letter



Be Prepared

- Do some research related to the company to which you are applying
- Talk to people who work there
- Find out all you can about the job opening
- Review your qualifications for the job
- Be ready to answer the interviewer's questions

Look Your Best

- Make sure your hair is clean and neatly styled
- Wear minimal makeup and jewelry
- Clean hands and fingernails thoroughly
- Choose clean, appropriate clothes
- Avoid dressing in ways that can invite criticism



Show Confidence

- Come to the interview alone
- Arrive five minutes early
- Greet the interviewer with a firm handshake
- Use good posture
- Speak positively about yourself, your abilities, interests, and career goals

Have a Positive Attitude

- Act interested in what the interviewer is saying
- Be enthusiastic about the job
- Be completely honest
- Ask questions
- Be flexible when discussing salary
- Thank the interviewer for considering you for the job

Sending a Follow-Up Letter



- A *follow-up letter* is a brief letter written in business form that thanks the interviewer for talking with you
- If the interviewer does not contact you, follow up with a phone call

Brainstorm

- State possible questions that you might ask during a job interview about specific job duties
- Think of questions that an interviewer might ask regarding your work experience, abilities, and interests

Creating Your Own Job

- *Entrepreneurs* start and manage their own businesses



Entrepreneurship: Pros and Cons

■ Advantages

- ❖ You are your own boss
- ❖ You create your own work schedule
- ❖ You have the potential to make a lot of money through hard work

■ Disadvantages

- ❖ It is a big responsibility that takes hard work and dedication
- ❖ An entrepreneur must work many hours to make the business succeed
- ❖ The business may not make a profit for the first year

Getting Started

- Make a list of your interests and skills
- Survey your market
- Make a list of people who might pay for your product
- Consider the start-up costs
- Check to make sure you have needed equipment and space
- Decide what to charge and estimate profits
- Find ways to promote your business

Summary for Topic 9-2

- Resources that can help you find job openings include
 - ❖ people
 - ❖ want ads
 - ❖ agencies
- Applying for a job opening may involve
 - ❖ sending a resume
 - ❖ calling the employer
 - ❖ applying in person

Summary for Topic 9-2

- A job interview is your chance to make a favorable impression on the interviewer
- After the interview, send a follow-up letter to the interviewer
- Another option is to create your own business by becoming an entrepreneur