



PROJECT LIFE

Creating lifelong connections for youth.

A partnership with and funded by VDSS.

Get a Job and Keep It

Youth will gain an understanding of the skills necessary to find, secure, and maintain employment. Some other topics discussed include: common mistakes made on resumes, proper interview techniques, and job maintenance skills.

Career Preparation

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Get a Job and Keep It

<i>Age Range</i>	14+
<i>Skill Focus</i>	Youth will learn job seeking skills, common resume mistakes, proper interview techniques, and job maintenance skills
<i>Group Size</i>	4+
<i>Time Required</i>	60 minutes
<i>Materials Needed</i>	<ul style="list-style-type: none">- <i>Get a Job and Keep It PowerPoint</i>- Computer- Projector- Internet connection- <i>Bad Resume Example</i>- Flipchart/dry erase board and markers
<i>Adapted From</i>	Preparing Adolescents for Young Adulthood (PAYA); Source: Interview Questions and Answers

This workshop will utilize the *Get a Job and Keep It PowerPoint*. Refer to the following notes for each slide:

SLIDE #1: Get a Job and Keep It

Introduce yourself and explain that we will be learning about how to get a job and keep it. Could open up with a question (i.e. Who in here has a job? What is the best job you've ever had? What's the worst job you've ever had?)

SLIDE #2: Learning Objectives

Participants will:

1. Learn job seeking skills
2. Identify some common mistakes made on resumes
3. Explore proper interviewing techniques
4. Discuss job maintenance skills

SLIDE #3: YouTube video of bad interview answers.

Show video to group on what NOT to do during an interview. Have youth make notes during video of things they noticed that you shouldn't do during an interview.

<http://www.youtube.com/watch?v=YtBD-SnwwiU>

After video, have short discussion on what the youth noted during the video.

SLIDE #4: Job Searching

Solicit examples from the youth of some job search tools they have used in the past. Write their answers down on the flip chart or dry erase board. Ask them how successful these tools have been in helping them to find a job.

SLIDE #5: Job Searching

After the discussion show this slide to see if there were any tools that were not mentioned. Discuss the pros and cons of each. Here are some possible ones to assist youth, encourage them to offer more.

Websites/newspapers	Pros	Cons
	Job listing are relatively new/current	Some websites keep jobs on when they could have already been filled
	Usually gives an in depth job description and exact directions for application process	Application goes into digital abyss – No guarantee that application is received and/or seen
	May include direct contact information for hiring manager	Some listings may be scams, e.g. “marketing jobs” that require door to door sales
In Person	Pros	Cons
	Able to make a good first impression	Have to be prepared for possible on the spot interview
	Guaranteed that application is received by someone in the store	There may not be a job opening
Family/Friends	Pros	Cons
	A good word (reference) from a friend or family member can put you in good standing with hiring manager	Pressure to do well at the job as not to make your friend/family member look bad.
Teachers/Guidance Counselors	Pros	Cons
	A reference from a teacher/guidance counselor may care more weight than friends or family They can speak to your abilities and work ethic	Pressure to do well at the job
Volunteer/Intern	Pros	Cons
	Able to make a good first impression	In most cases not being paid

Manager gets direct knowledge of your abilities and work ethic	Sometimes seem to have to do more work than people getting paid to be there
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You get experience and exposure to the job and the culture of the office
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SLIDE #6: Job Applications

The job application is often the hiring person's first impression of you. It is important to make sure that this is a *good* first impression. If you fill out a paper application, get two or three copies in case you make a mistake. For online applications, make sure that you review your information before submitting it. On the following slide we are going to look at some common mistakes and some possible ways to avoid them.

SLIDE #7: Some Common Mistakes...

Sloppy handwriting – If you have poor handwriting you may need to see if there is an online application that you can use instead. If not, take your time. Write clearly and get multiple applications in case of mistakes.

Incorrect contact information – Check your information over to be sure that you have the correct address, phone number, and email address. Keep a record of the jobs you apply to so that if any of this information changes (i.e. you change placements, you change your cell phone number) you can inform that jobs you applied to. Make sure your email is professional sounding (usually best if you just use your name NO NICKNAMES!)

Misspellings – If you do not know how to spell something look it up on Dictionary.com or in a real dictionary. Do not turn your application in without checking the spelling or having someone else look over it for you.

Incomplete data – Do not leave blank spaces on you application unless the information does not apply to you. In those cases put N/A, but do not leave incomplete information.

Not knowing what job – If you are applying you need to know what you are applying for. Ask what positions are open and make a decision on which you want to apply to before submitting your application. The feeling may be that if you put "Any" that shows you are

flexible, but the hiring manager could read this as being indecisive. Make a decision and put that on your application. If during the interview that ask about another position then at this point you can show your flexibility by stating that you would be willing to be hired for a different position than the one you originally applied to.

SLIDE #8: The Resume

Dictionary.com defines “Resume” as: *A brief handwritten account of personal, educational, and professional qualifications and experience prepared by an applicant for a job*

Ask youth: Why is it important? Do you have a resume?

This is one of the most important documents when it comes to getting a job. Some jobs ask for a resume in lieu of or in conjunction with an application. The application asks for basic information. The resume gives you the opportunity to explain and talk up your skills and abilities. You may have some skills and abilities that you acquired through volunteering or school that is not asked for on the application. Use the resume to talk up these skills and abilities.

If you do not have a resume it is important that you create one. Even if you have never had a job you may be able to create a document that highlights your skills and abilities. Seek out your advisor, counselor, mentor, parent, or other adult who could help you create a resume.

SLIDE #9: Resume Activity

Hand out the first page of the *Bad Resume Example* and review it as a group. Have youth raise their hands to indicate where they see errors on the resume and what the writer would need to do to correct them. After going over the errors, hand out the rest of the worksheet with the corrections and resume tips.

SLIDE #10: Interview!! Now What?

Now that you have secured the interview what are your next steps? Solicit answers from the youth.

SLIDE #11: Before the Interview...

Practice – Mock interview are great tools for helping to be prepared for the real thing. Most interviewers ask very similar questions.

Examples:

1. What is your main strength/weakness?
2. Why do you want to work for our company?
3. Give me an example of a time when you dealt with a difficult situation.

It is important to have answers ready for these questions so that you are not stumbling over your words or searching for the correct words. If you can create a basic outline for you answer to these questions it will make it easier during the real thing.

Homework – Don't walk into a job interview with zero knowledge about the business with which you are interviewing. Research the company beforehand -- visit its website, follow it on social media sites such as Facebook and Twitter, and do some simple Google searches to see what you can find out about its history and its leadership team. Be sure to showcase your newfound knowledge during your interview. This will boost your credibility with the interviewer and will help you to formulate intelligent questions to ask him or her.

Source: <http://www.allbusiness.com/tips-preparing-job-interview/16669932-2.html#ixzz1wefaf8q7>

Make a Plan – Have a plan for the day of the interview. Know in advance how you are going to get to the interview, what time you need to arrive to be early, know what you are going to wear (have it ironed and laid out the night before if possible). Follow up with your ride if you are relying on someone else for transportation.

Get the inside scoop – If you know someone that works at the employer ask them about the atmosphere and culture of the work environment. Will you fit in? Will you have to adjust some of you own behaviors or attitudes to fit in better?

Bring a pen and pad, portfolio, or folder – Bring something to write with and on. You may be required to refill out your application or other paper work. You may also be given some paperwork or information to take home to review.

SLIDE #12: Suzie's Kitchen

Read over the job description for Suzie's Kitchen. Before going to the next slide, have the youth indicate the key words in the description that the candidates need to be focused. What qualities are they looking for?

SLIDE #13: Suzies's Kitchen

Let the youth see the words that they should be focused on and discuss what this means.

SLIDE #14: Mock Interview Activity

Ask for two volunteers for the mock interview. Each will be a candidate for the job we just went over. Instruct the youth to answer the questions honestly as though they were actually candidates for the job.

Sample questions and possible answers:

Tell me about yourself.

- I'm a people person. I really enjoy meeting and working with a lot of different people.
- I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.
- I'm a creative thinker. I like to explore alternative solutions to problems and have an open mind about what will work best.
- I'm efficient and highly organized. This enables me to be as productive as possible on the job.
- I enjoy solving problems, troubleshooting issues, and coming up with solutions in a timely manner

What is your greatest weakness?

When you're asked what your greatest weakness is, try to turn a negative into a positive.

- When I'm working on a project, I don't want just to meet deadlines. Rather, I prefer to complete the project well ahead of schedule.
- Being organized wasn't my strongest point, but I implemented a time management system that really helped my organization skills.

- I like to make sure that my work is perfect, so I tend to perhaps spend a little too much time checking it. However, I've come to a good balance by setting up a system to ensure everything is done correctly the first time.

What do you expect from a supervisor?

- I appreciate a work environment where supervisors try to make personal connections with their employees.
- In my last job, I liked the fact that management did not show favoritism and they were understanding of employees needs, as well as their strengths. Of course, these things take time to know, but I would want my supervisor to try to know me in that way.
- I would like to be able to go my manager if I have an issue or idea and to be able to feel comfortable to expressing my thoughts. I would also expect my supervisor to be open and honest with me and to let me know if there is anything I could do to improve upon or do differently in my work.

*Source: Job Interview Questions and Best Answers
By Alison Doyle, About.com Guide*

Have the youth critique the interviewees. First have the youth give positive feedback and then areas for improvement.

SLIDE #15: Interview Do's

Here are some additional positive things you can do during an interview to put your best foot forward.

Be prepared to fill out paperwork – When you come in for an interview be prepared to possibly have to fill out paperwork or another application.

Act interested – Do not look bored and try not to look uncomfortable. Body language is very important it often says much more than what your words say. If you answer the question well but look like you don't care or as though you are uninterested in what they are saying then that will say much more than your verbal answer.

Maintain Eye Contact – Maintaining eye contact relays confidence. Be sure to look the interviewer in the eyes when answering questions.

Listen and Ask Questions – Listen closely to what the interviewer is saying and ask follow up questions.

Thank the employer – This seems simple but common courtesy can go a long way. Be sincere in thanking them for the opportunity.

SLIDE #16: Interview Don'ts

Below are a list of things you should NOT do during an interview:

Chew Gum or Smoke - Chewing gum or eating candy while in your interview would be very disrespectful and unprofessional. Also, do not smoke before, during, or right after the interview as this may give a bad impression.

Use Your Cell Phone – Turn your phone completely off so it doesn't go ring or vibrate. Most interviews are no longer than an hour so anyone who needs to reach you can leave a message and wait for you to get back to them.

Ask about Salary, Benefits, or Vacation Time - These questions should not be asked until after you are given a job offer. These questions are inappropriate for the interview.

Bring up Personal Issues – Keep your answers about the job and not about your personal life. Give examples of past skills you have learned about in your other jobs or valuable skills that you bring to this position.

Talk Negatively about an Employer – Never talk negatively about prior employers or co-workers. If you are having a bad day or have had a bad experience, do not bring that into the interview with you.

Use Too Many Filler Words –It is important to try to speak clearly without too many pauses. Saying “um” and “uh” can make you sound as though you do not know what you are talking about.

Ask the youth for volunteers to play the “Don't Say ‘Umm’ Game”. Ask the volunteer to talk for 90 seconds without saying “um” or “uh”. Have them discuss the difficulty of talking about something they know versus what it would be like to answer interview questions.

SLIDE #17: Dressing for Success

It's important that you look the part when you go in for your interview. So let's take a look at what you want to look like.

SLIDE #18: You want to look like this

Ask the youth to describe what is good about how the people in the slide are dressed.

SLIDE #19: Look like this continued

Neat hair – This does not mean you have to have close cut hair. You can have dreads or long hair as long as it is neatly tied back or groomed for the interview.

Warm Smile – Show that you are happy to be there.

Neatly Shaven – If you have facial hair keep it neatly trimmed. You do not have to be clean shaven.

Clothes – Iron your clothes! Do not go to an interview with dirty, torn, or un-ironed clothing. Women do not wear tight fitting or revealing clothing. Clothes should be fitted but not skin tight. Men and women should also avoid clothes that are too loose fitting. Do not allow your clothes to sag. Your employer does not want to see your underwear.

SLIDE #20: ...Not like this

Discuss with the youth what is wrong with the pictures.

During the interview, you should not wear:

- Shorts
- Short Sleeved Shirts
- Tennis Shoes
- Short Skirts
- Baggy pants
- Sweatshirts
- Hats

SLIDE #21: Social Media

How many “friends” do you have on Facebook? How many “followers” do you have on Twitter? Do you know every one of them well enough to invite them to your house? Would you gather these people together in an auditorium and announce to them the things you post on your FB or Twitter account?

Keep up your professional appearance

This goes for all social networks where you have a presence. Use a consistent and professional photo for your profile picture across all networks. Make sure you delete any unprofessional wall comments that friends may have left.

Source: <http://latino.foxnews.com/latino/lifestyle/2012/07/17/career-tip-tuesday-dont-let-your-love-social-media-ruin-interview/#ixzz20t4MT887>

Did you know that 37 percent of employers currently use social media to research job candidates and a further 11 percent plan to start doing this soon?

SLIDE #22: So You Just Had the Interview...What's Next?

The interview is not the end of the process. Follow up is a very important part of the interview process.

SLIDE #23: Follow up

You want to be sure to thank everyone for their time and for the interview. Ask for a business card so that you can send a thank you note to each person you met with, either through email or a snail mailed note. Use proper spelling and grammar.

SLIDE #24: Thank you Note

Here's an example of a thank you note. You want to be sure to have the manager's name and to include something to continue show that you are a good candidate for the job.

SLIDE #25: Congrats!

Ask the youth: How many of you have or have had a job? If you have lost a job why do you think you lost your job or why did you leave your job? – *write the answers on a flip chart*

What could you have done differently? – *write answers on the flip chart and discuss*

SLIDE #26: How to Keep Your Job

Be on time - To an employer, time is money (think of yourself-hair stylist, an appointment)

Show initiative – Ask questions and volunteer for tasks.

Always be willing to learn - Think about the job as a stepping stone. You won't be there forever. Learn as much as you can while you are there. Don't only know your job, but try to know the jobs of those around you. This increases your value.

Network - Know your surroundings outside your immediate team members (depending upon work environment)

Develop your reputation - How do you want to be remembered or viewed? This job can help you get your future jobs. Your current boss and/or employee could serve as a reference for you in the future.

SLIDE #27: Questions

Ask the youth if they have any questions about anything we discussed today. Reiterate that if the youth have questions later on, they should seek out an adult mentor, advisor, parent, etc. who can help them during their job search and while they are employed.