

JOB HUNTING TIPS

- ✚ **Don't wait for someone to knock on your door and offer you a job!** Good things don't just happen. Successful people go out and make them happen.
- ✚ **It's your job to find a job!** Recruiters, counselors, neighbors, family, etc. may give you a little help, but it is NOT their responsibility to find you a job.
- ✚ **Update your resume!** Add any work, volunteer and leadership experiences, as well as any awards, co-curricular and other items that will spice up your resume.
- ✚ **Use as many sources as possible to locate job options.** Internet job sites, Workforce WV, newspaper, bulletin boards, neighbors and community leaders, at the mall, drive around
- ✚ **Fill out application completely.**
- ✚ **Identify, seek permission, and obtain contact information for references.** Think about who will speak highly of you – teachers, community leaders, etc.
- ✚ **Do NOT take rejection personally!** Look at the lost job as a learning experience. You might ask the employer why he chose not to hire so you can prepare for the next interview. (But remember – the employer won't want to answer you if you are confrontational.)
- ✚ **Adjust your attitude!** You want to convey a positive attitude to a prospective employer. Showing anger or negativity is a big no-no!
- ✚ **Look for a job where you will be happy!** You have to spend a great deal of time at work, so finding a job that makes you happy will make it a more enjoyable experience.
- ✚ **Prepare for your interviews!** You can bet your competitors have rehearsed for their interviews, so you should, too! Think about the kinds of questions you may be asked and how you will answer these questions.
- ✚ **Doing well at an interview is a lot like taking a test!** The same sorts of rules apply. You want to get a good night's sleep, study the material on which you will be asked questions, be on time to the interview, etc.

Types of questions you should be prepared to answer:

- Why did you apply for this job?
- What do you know about this job or company?
- Why did you choose this career?
- Why should this employer hire you?
- What would you do if (usually filled in with a work-related crisis)?
- What are your strengths/weaknesses?
- How would you describe yourself?
- What accomplishment gave you the greatest satisfaction?
- Why did you leave your past job?
- What are your goals?
- What do you hope to be doing in 5 years?
- What courses did you like best or least in school and why?
- What would you change about your past life?
- What are your interests outside of work?