



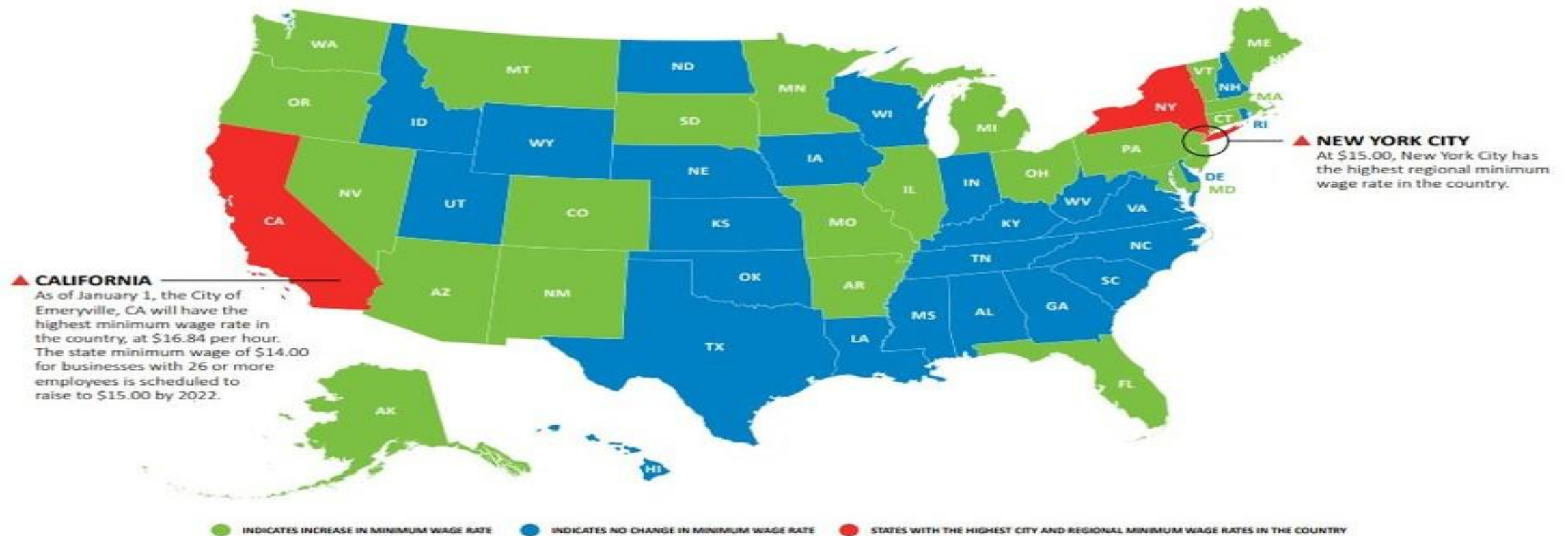
# JOB INTERVIEWING + APPLICATIONS 2021

## SKILLS & TECHNIQUES FOR SUCCESS

Prepared for: Nicole Fisher Texas School for the blind & Visually impaired (12<sup>th</sup> Grade)

Prepared by: [Pets4People.Org](https://www.pets4people.org) - Jan 2021

# EMPLOYEES IN HALF OF U.S. STATES TO SEE INCREASE IN MINIMUM WAGE IN 2021



**RESEARCH or KNOW those companies that appeal to you** and appear to be a great fit. If you don't know about the company or if you don't really want to work there, it typically shows in a conversation. If you are excited about the potential of working for the company and you have clearly done your research that will make you extremely appealing and different from the rest!

**Go online and do a little research on the company before the interview.** You do not have to memorize a ton of facts, but it is important to have a good idea of what the company does, how it makes money, and the details of the job for which they are applying. **If the job is at a restaurant or store, visiting in advance to get a feel for the atmosphere is a good idea.** I suggest that you practice interview questions with references to what the company does, if appropriate.

**For example,** you could slip in “I saw on your website that you are launching *a new product* next month. It looks really cool. Will I have the opportunity to work with this product?”

## RESEARCH IS IMPERATIVE!

### BEFORE THE INTERVIEW

#### 1. RESEARCH THE COMPANY

47% of hiring managers have eliminated candidates after an interview because they had little to no knowledge of the company.





# What Color is your Parachute? .....What kind of Company do you want to work with?



# COLOR EMOTION GUIDE

| Color  | Emotions                       | Associated Brands  |
|--------|--------------------------------|--|
| Yellow | Optimism, Clarity, Warmth      | Nikon, UPS, Denny's, NBC, Google                                     |
| Orange | Friendly, Cheerful, Confidence | Nickelodeon, Hooters, Amazon, IMDb, CAT, Sprint, Diversity           |
| Red    | Excitement, Youthful, Bold     | Kellogg's, Nintendo, Kmart, Oracle, Payless, Penzoil, Subway, eBay   |
| Purple | Creative, Imaginative, Wise    | Syfy, Monster, Coca-Cola, YouTube, CNN, Shell, eBay                  |
| Blue   | Trust, Dependable, Strength    | Dell, JPMorgan, Lowe's, Barbie, Virgin, Exxon, Fanta, IKEA, Best Buy |
| Green  | Peaceful, Growth, Health       | Whole Foods, Intel, Orkut, Target, Harley-Davidson, DHL              |
| Grey   | Balance, Neutral, Calm         | Apple, HP, NASA, Lynx, Lays, Hertz, Goodyear                         |

Additional icons at the bottom: Yin-Yang, Peace, Flexed Arm, Lightbulb, Lightning Bolt, Smiley Face, Thumbs Up.

## DEVELOP A RESUME THAT STANDS OUT FROM THE REST



### **Include a summary statement**

Decide on a resume format

### **Pay attention to technical & grammatical details**

List your achievements and activities

### **Focus & list your education, skills or internships**

List any internships

### **Include any extracurricular activities or volunteer work**

### **Bring a copy of your resume to every interview.**

Have a copy of your resume with you when you go to every interview. If the interviewer has misplaced his or her copy, you'll save a lot of time (and embarrassment on the interviewer's part) if you can just pull your extra copy out and hand it over.

**Know your resume.** Nothing will irritate an interviewer more than a candidate who reads their resume or must refer to it frequently. Those actions imply that the resume is untrue or misleading because, otherwise, you should be able to talk about it from memory.

Try to know your resume inside and out so that you can highlight your positive qualities or experience!

## How to write a CV

Your chances of getting the job you want often begin with an impressive Curriculum Vitae (CV) - one that stands out from all the others. In keeping with our commitment to helping you achieve your career objectives, Kelly Services presents some important tips on how to write a CV to get you noticed.

### PERSONAL INFORMATION.

- Include your full name and address, followed by your telephone number.
- List your work number or email address only if you're certain you want a prospective employer to contact you at work. Otherwise, be certain to have an answering machine or voicemail at your home telephone in case you're not available.

### OBJECTIVE.

- Your career objective is often the focal point of your CV. Make sure it relates directly to your experience, accomplishments and to the job for which you are applying.
- You may want to have a few versions of your CV on hand, with different objectives that support the type of position you're seeking.

### WORK EXPERIENCE.

- Include your title or position, the company name/location and dates of employment.
- Use strong action verbs that describe your responsibilities and accomplishments.

### EDUCATION.

- List your most recent educational experience first.
- Include the name of the institution you attended, the degree you earned, your major and date of graduation.
- Special commendations or awards should also be listed here.

### OTHER INFORMATION.

- Use this area if you want to include information that doesn't fit into the categories above, such as professional certifications, special interests, skills or activities.
- For example, a multilingual person may want to include this information if it pertains to the position he/she is pursuing.

### REFERENCES.

- Indicate on your CV that references are available upon request.
- Be sure to have a list of references to provide a prospective employer, and always ask permission before listing someone as a reference.
- Choose three references and include their name, title, employer, business and home telephone numbers.

## ERIC R. DANIELS

2017 East "A" Street  
Torrington, Wyoming 82240  
(307) 532-4171

**EMPLOYMENT OBJECTIVE** Seeking a full-time position assisting a veterinarian, working primarily with small animals.

**EDUCATION** 1995-98 Torrington High School, Torrington, Wyoming.

**EXPERIENCE** 1996-97 **Volunteer** (summer)  
Huntley Animal Shelter, Huntley, Wyoming.  
\* Cleaned cages and fed animals.  
\* Exercised animals.

1996 **Biology Class Assistant**  
Torrington High School, Torrington, Wyoming.  
\* Cleaned cages and fed laboratory rats.

1992-96 **Member**  
Torrington 4-H, Torrington, Wyoming.  
\* Raised rabbits and sheep for show at fairs.

**REFERENCES** Kit T. Katt, Manager, Huntley Animal Shelter,  
Huntley, Wyoming 82218.  
Telephone: (307) 555-6369

Bay O. Wolff, Instructor, Torrington High School,  
Torrington, Wyoming 82240.  
Telephone: (307) 555-3647





**Keep a current printed generic application for positions you may need to apply in person for – this quick printed reference will save you time! Some Employers want a hand printed application when you apply in person – this will be an easy reference over a phone. Show the employer you are fast & prepared!**

**Keep a current PDF/Word Doc of an application AND Cover Letter in your PC & phone file folder – these downloads will save you time when you see a position that you can apply for electronically ( make sure your resume and applications can be “parched” or readable therein allowing employer’s software to transfer your info!**

COMPANY OR EMPLOYER NAME: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_  
 APPLICANT TELEPHONE: \_\_\_\_\_  
 SOCIAL SECURITY NUMBER: \_\_\_\_\_

## Employment Application

YOUR NAME: \_\_\_\_\_  
 Last First Middle

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.A.?  
 Yes  No (If yes, verification will be required.)

I AM SEEKING A PERMANENT POSITION:  Yes  No

IF NECESSARY FOR THE JOB I AM ABLE TO:  
 Work (which shifts)? Select: \_\_\_\_\_  
 Work overtime? Select: \_\_\_\_\_  
 Provide a valid Alaska Drivers License? Select: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?  
 Yes  No

IF NECESSARY FOR THE JOB, ARE YOU OVER (Please mark one) 14\_\_ 15\_\_ 16\_\_ 17\_\_ 18\_\_ 19\_\_ 21\_\_

I WILL BE ABLE TO REPORT TO WORK \_\_\_ DAYS AFTER BEING NOTIFIED THAT I AM HIRED.

| EDUCATION:                            | Yrs. Completed | Field of Study | Diploma or Degree |
|---------------------------------------|----------------|----------------|-------------------|
| High School                           | _____          | _____          | _____             |
| College/University                    | _____          | _____          | _____             |
| Business/Technical                    | _____          | _____          | _____             |
| Other (Please include general school) | _____          | _____          | _____             |

MILITARY SERVICE:  Yes  No  
 Duty/Specialized Training: \_\_\_\_\_

REFERENCES: List two personal references who are not relatives or former supervisors.

| Name  | Address | Telephone | Occupation | Years known |
|-------|---------|-----------|------------|-------------|
| _____ | _____   | _____     | _____      | _____       |
| _____ | _____   | _____     | _____      | _____       |

EMPLOYMENT: List last employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary (following this section), or use an extra sheet of paper if necessary.

| Employer Name and Address | Position Title/Duties Skills              | Dates Employed from to | Reason for leaving |
|---------------------------|---|------------------------|--------------------|
| _____                     | _____                                     | _____                  | _____              |
| _____                     | _____                                     | _____                  | _____              |
| _____                     | Supervisor's Name: _____ Telephone: _____ | _____                  | _____              |

| Employer Name and Address | Position Title/Duties Skills              | Dates Employed from to | Reason for leaving |
|---------------------------|---|------------------------|--------------------|
| _____                     | _____                                     | _____                  | _____              |
| _____                     | Supervisor's Name: _____ Telephone: _____ | _____                  | _____              |



Develop a couple of questions for the interviewer beforehand Many interviewers consider this an important statement on the potential employee because it demonstrates the candidate's real interest.

Some questions you could ask are:

- What makes an ideal candidate for this job?
- How could I best prepare for the job before I start?
- When do you plan to make a hiring decision for this position?
- What hours are available (or expected) for this position?

Anticipate the interviewer's concerns and reservations

There are always more candidates for positions than there are openings. **Remember: Interviewers look for ways to screen people out.** Put yourself in their shoes and ask yourself why they might not want to hire you. Then prepare your defense: "I know you may be thinking that I might not be the best fit for this position because [their reservation]. But you should know that [reason the interviewer shouldn't be overly concerned]."

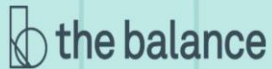
Some questions you may be asked are:

- What made you apply for this job?
- What are your strengths and weaknesses
- Why should we hire you?
- Tell me about yourself...Your interests?



# Tips for Conducting a Successful Video Interview from Home

- Do a trial run before the interview
- Set up your camera & any headset or microphone ahead of time
- The ideal background is tidy, distraction-free, quiet & well-lit
- Dress professionally
- Avoid making hand gestures, which can “stutter” on the screen



**- BE PROFESSIONAL BUT BE COMFORTABLE**

**- MAKE SURE YOUR ATTIRE FITS THE JOB**

## What to Wear at an Internship:

### Men's Edition



A fun tie matches well with a basic shirt. Likewise, keep it simple with an elaborate or colorful shirt



You can't go wrong with a neatly pressed button-down shirt



The dress code is more casual at an internship but you still have to look put together. Make sure all clothes are wrinkle-free!

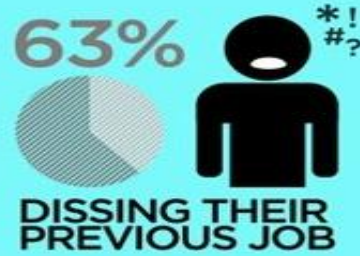
## What to Wear:

### TO AN INTERVIEW



# SIX MOST COMMON INTERVIEW BLUNDERS

IF YOU HAVE EVER HAD TO TELL YOURSELF "I CAN'T BELIEVE THEY JUST DID THAT!" YOU'RE NOT ALONE. HERE ARE THE NUMBERS ON THE MOST COMMON MISTAKES AND HOW MANY HR MANAGERS HAVE ENCOUNTERED THEM DURING INTERVIEWS!



SOURCES: CAREERBUILDER.COM

tribehr

# Think positive!!

& Avoid Crucial Mistakes....

No one likes a complainer, so **don't dwell on negative experiences during an interview!**

Even if the interviewer asks you point blank, "What courses have you liked least?" or "What did you like least about that previous job?" don't answer the question wrong!!!!.

Or more specifically, don't answer it as it's been asked. Instead, say something like, "*Well, actually I've found something about all of my classes that I've liked*".

For example:

*"Although I found (history class) to be very tough, I liked the fact that [positive point about the class: it challenged me]"*

*or "I liked [a previous job] quite a bit, although now I know that I really want to engage in [new job/company]."*

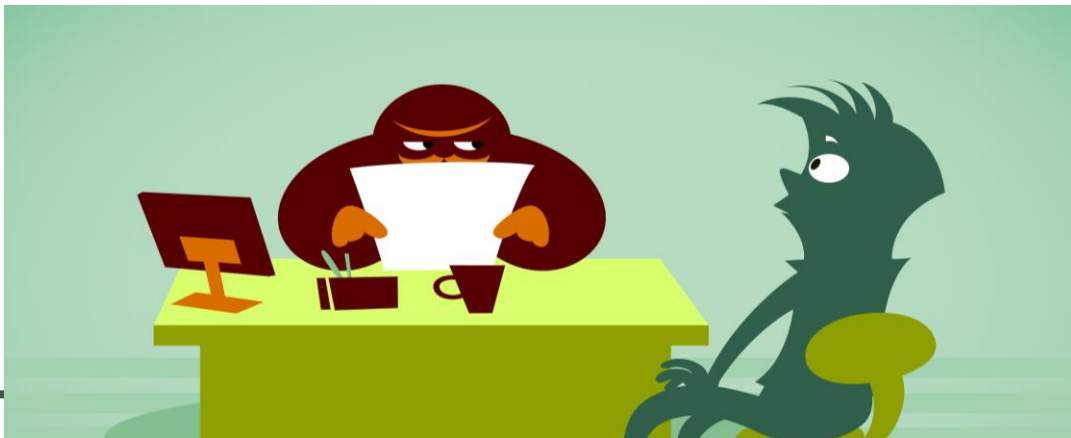
# SCORE SUCCESS IN THE FIRST 5 MINUTES!



## A Job Interview > Online or In-Person:

Before jumping ship to a new company, you inevitably need to test the waters during the **job interview**.

The **purpose** of an **interview** is twofold: It shows the employer what you can do for the company, and it gives you an opportunity to assess whether your qualifications and career ambitions align with the position.



- Some studies indicate that interviewers make up their minds about candidates in the first five minutes of the interview – and then spend the rest of the interview looking for things to confirm that decision!

- So, what can you do in those five minutes to get through the gate? Come in with **energy** and **enthusiasm!!** express your appreciation for the interviewer's time. (Remember: may be seeing a lot of other candidates that day and may be tired from the flight in & remember to **bring in that energy!**)

- Also, **start off with a positive comment about the company** – something like, "I've really been looking forward to this meeting [not "interview"]. I think [the company] is doing great work in [a particular field or project], and I'm really excited by the prospect of being able to contribute."





## Close on a Positive Note!

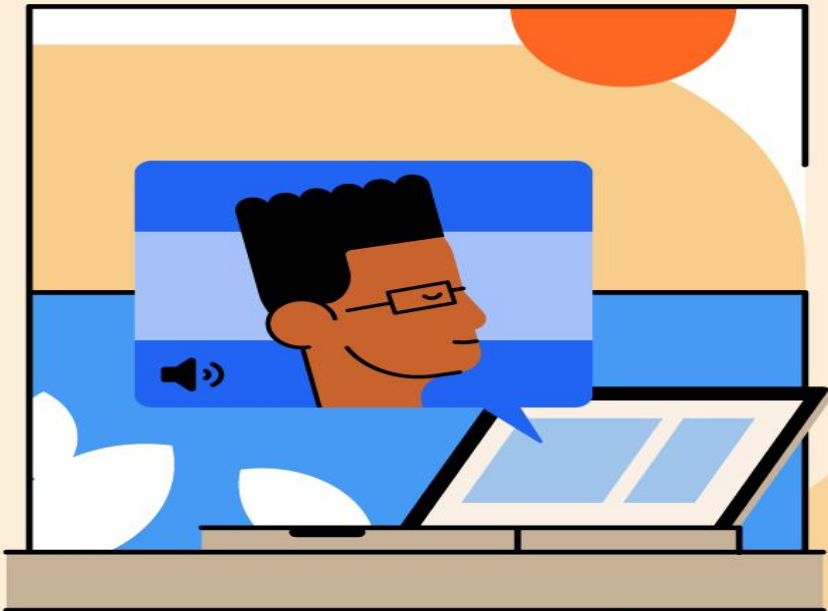
If a salesman came to you online or in person and demonstrated a product, then thanked you for your time and left / walked out the door, what did they do wrong?

*They didn't ask you to buy it!*

If you get to the end of an interview and think you'd really like that job, ask for it! Tell the interviewer that you'd really, really like the job – that you were excited about it before the interview and are even more excited now, and that you're convinced you'd like to work there.

If there are two equally good candidates at the end of the search – you and someone else – the interviewer will think you're more likely to accept the offer, and thus may be more inclined to make an offer to you.

## How to Find Virtual Hiring Events on Indeed



**indeed**  
career guide

1

### Find an event

You can find virtual and in-person Hiring Events in your results when searching on Indeed. You can also search for them directly by typing "Indeed Hiring Events" in the "what" field on the Indeed homepage.

2

### Fill out an RSVP form

On the event page, answer any screener questions from the employer and select a time slot. The event page will also indicate whether it is a virtual or in-person Hiring Event.

3

### Check your email

Indeed will send you a confirmation email on behalf of the employer with a link to the event and a list of technology requirements.

4

### Prepare for your interview

Choose your outfit, find a quiet location and test your equipment. Check the "What to wear" section of the event page for more tips.

5

### Get the job

Start your interview by using the instructions provided in your confirmation email. We're rooting for you!

Send a quick

## Thank-You note

**Write a thank-you note after every interview!**

Type each note on paper or send them by email, depending on the interviewers' preferences.

Customize your notes by referring specifically to what you and the interviewer discussed; for example, "I was particularly excited about [or interested by, or glad to hear] what you said about \_\_\_\_\_"

Handwritten notes *might* be better if you're thanking a personal contact for helping you in your job search, or if the company you're interviewing with is based in Europe.

**Whatever method you choose, notes should be sent within 48 hours of the interview.**





# Employers + Education & some things to remember

**CREATIVE**

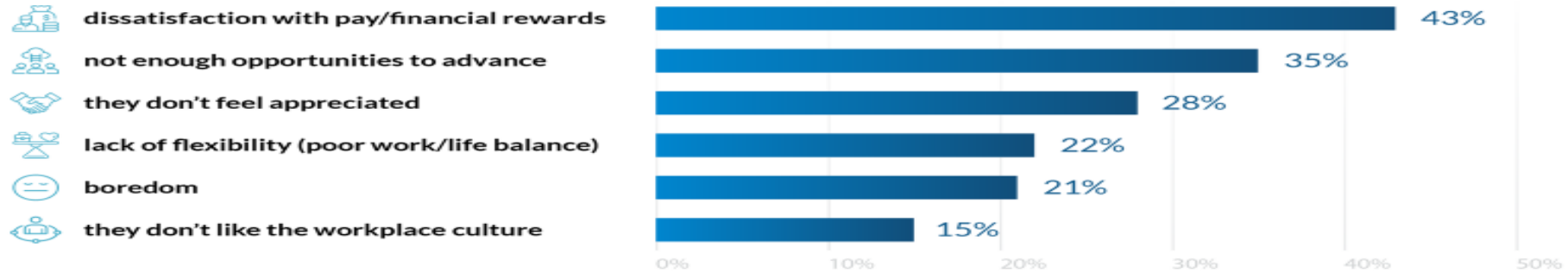
**SOFT SKILLS ARE YOUR EDGE**



# 3 Key HR Trends You Should Know

## 1 Top reasons for near-term exits among Millennials

Source: Deloitte



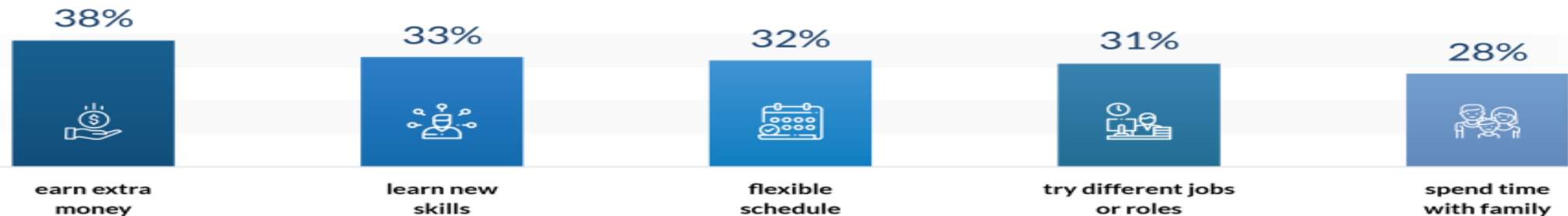
## 2 Top HR challenges

Source: Globoforce



## 3 Top reasons people choose short-term work

Source: ManpowerGroup Solutions



# What education are Employers looking for?

As another executive wrote, “A good **college** can instill a combination of hard job-specific skills and soft real-world skills that can allow a job candidate to contribute to our organization quickly. The **degree** demonstrates the individual's ability to commit to a path and complete an objective.”

HOWEVER

When the job is hard to fill, **employers** are more likely to overlook the lack of a degree when candidates have sufficient **experience** in lieu of the “right” **education**. And in large organizations (those with more than 10,000 employees), **experience** is more important than a degree 44% of the time



## 10 Benefits of Having a College Degree

- Increased Access to Job Opportunities.
- Preparation for a Specialized Career.
- Increased Marketability.
- Increased Earning Potential.
- Economic Stability.
- Networking Opportunities.
- A Pathway to Advancement.
- Personal Growth and Improved Self Esteem

## Experience over a College Degree

**Concept vs. Application** While all the theories of the world might help you put things in frameworks and analyze them, it is experience alone which guides you to decisive action. Experience teaches you about how to apply learnings to produce favorable outcomes regardless of any concepts you might have learned

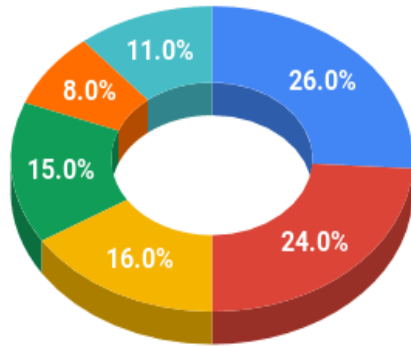
**A True Differentiator** A relevant experience makes you stand out from the rest of the rat pack even if you choose to go for a formal education later!

**Know Thyself** The most valuable contribution of experience comes from the self-awareness it gives you. The advantage of having worked on an actual job lets you learn about your strengths and weaknesses, areas of improvement and gives you an insight about where your passion lies.



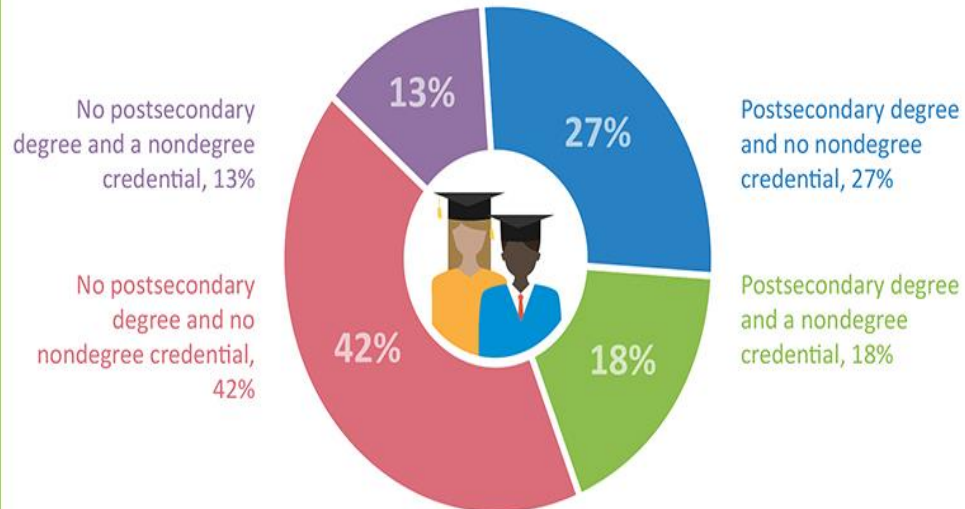
## Percentage of US Workforce by Education Level

Source: US Department of Labor

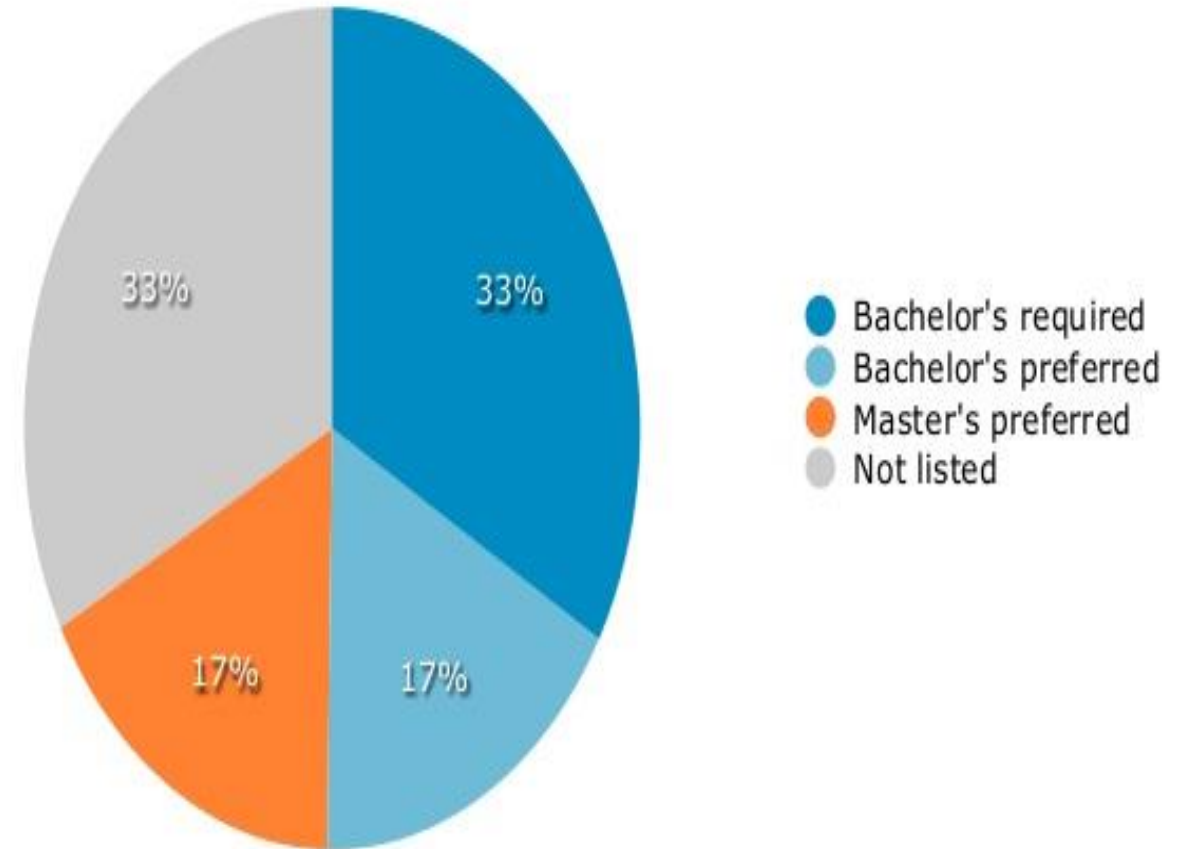


- High school graduates, no college
- Bachelor's degree
- Some college, no degree
- Advanced degree (Master's, Doctoral, Prof.)
- Less than a high school diploma
- Associate degree

## Percentage of adults in the labor force with degree and nondegree credentials



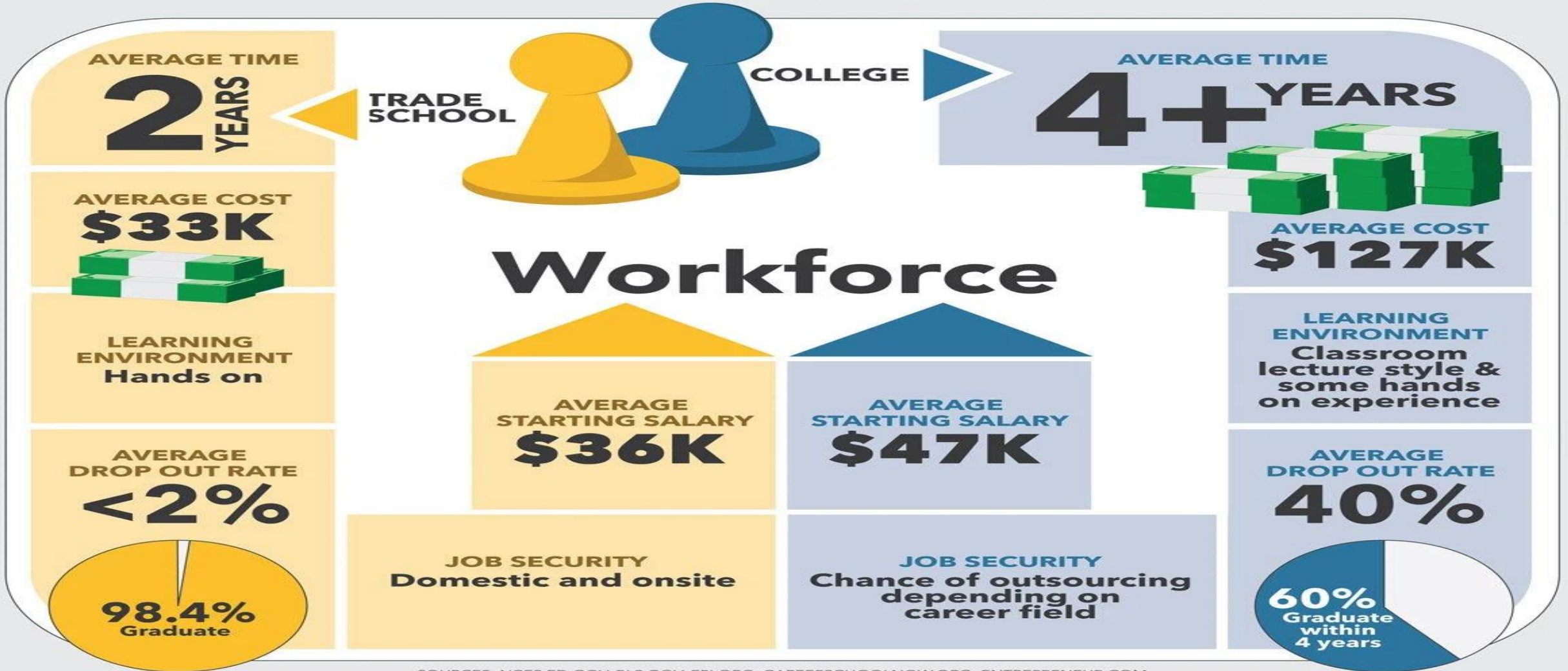
## Level of Education Required



Most employers wanted candidates to have college degrees, with 33 percent requiring a bachelor's and 34 percent requesting a master's degree.

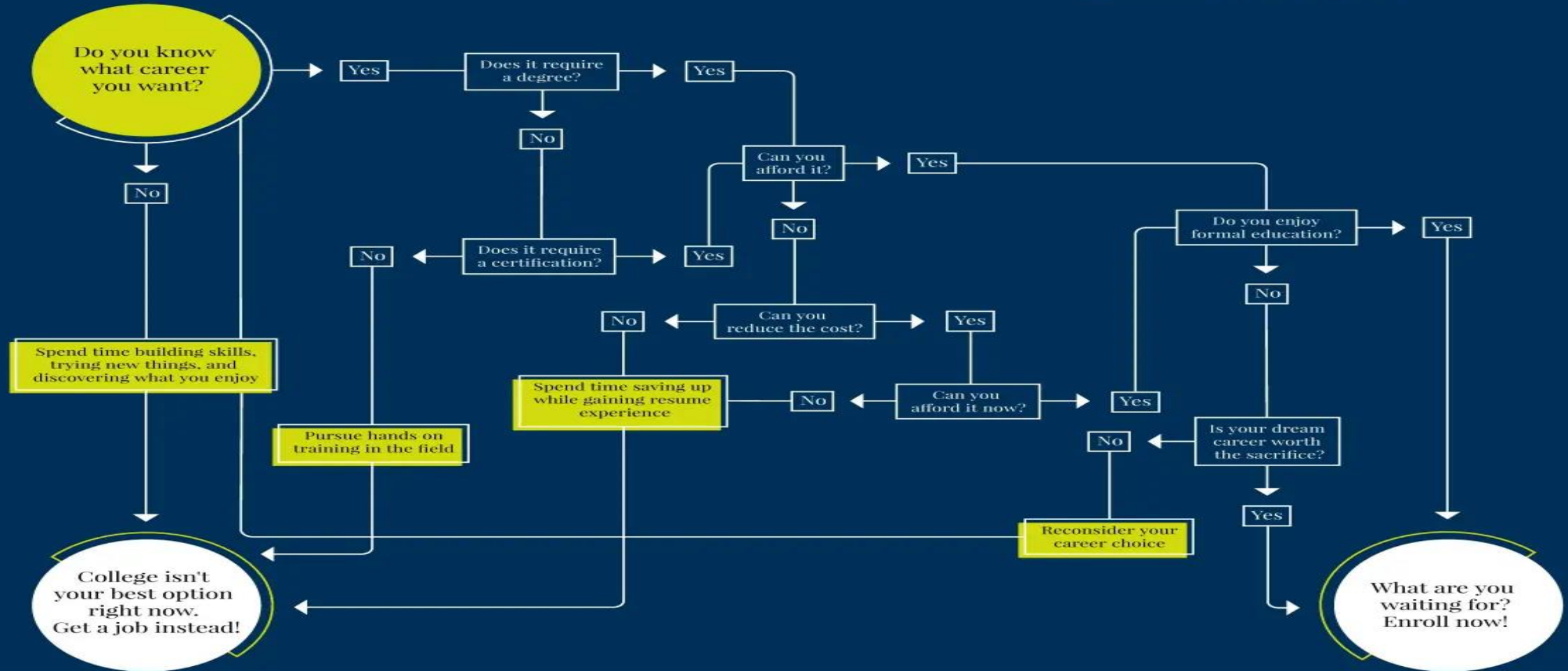
# Trade School vs Traditional College

## CHOOSE YOUR PATH



# Should You Go to College?

Follow the diagram to find out





# 5

## WAYS TO GET AHEAD IN YOUR CAREER (without falling behind)

1



### Build your skills

Learning a new skill, or brushing up on one you already use, is a great way to get ahead. There are a number of skills in high demand in today's job market that you can learn in less than 6 months, so you can get ahead in your career without losing any time.

3



### Live and learn

Online and offsite classes allow you to learn where you want, at a time, and place, that is convenient for you. Learning that fits your life makes it easier to get ahead without falling behind on your other responsibilities.

5



### Make it count

Earn a certificate that will build towards a bachelor's degree. Credit-bearing certificate programs are a great way to add short-term credentials to your resume as well as open the door to a lifetime of learning.

2



### Show what you know

A certificate from an accredited program is a great way to show employers you have the skills and knowledge they need for today's workplace. And, a certificate program can be completed in as little as 6 months, helping you to advance in your career faster and with less cost.

4



### Get help

The cost of going back to school can be overwhelming. There are resources available from scholarships, to tuition reimbursement, to payment plans that will help you move ahead in your career without falling behind on your financial goals.

# THANK YOU! FROM PETS 4 PEOPLE > Q & A



## Key Questions

What advice do you have when filling out an application?

What are some common mistakes people make and how can you fix them?

If you have any experience with hiring or employing people with disabilities what advice do you have related to disclosing disabilities?

## Expected Outcomes

I would like them to learn from someone in the field about how people get jobs and especially about the importance of applications.

