

TIPS FOR GETTING AND KEEPING A JOB FROM A HUMAN RESOURCES PROFESSIONAL

RESUME TIPS: (for inexperienced applicants)

- List volunteer experience
- List accomplishments
- List community involvement
- Have good attention to detail (formatting, spelling, grammar, information)

APPLYING FOR A JOB

If you are a shy person, choose jobs that accentuates your strengths. Pick jobs that aren't customer service. If you don't feel comfortable speaking to strangers, you need to practice. Don't be afraid to try.

If you are looking for first job, start with the people you know and tell them that you are looking for a job. Also be prepared to introduce yourself and have ready resumes prepared so that you can bring one on short notice.

When you see an opportunity to speak to someone who could get you into a job you would like, be prepared to ask questions and express interest. You only get a first chance to make an impression, so be courteous and respectful.

PREPARING FOR AN INTERVIEW

Bring an extra copy of your resume and notes into your interview as it will let the interviewer know you are prepared and organized. Your notes will be useful and can help you feel more comfortable.

Make a STAR chart (Situation / Task / Action / Result) to help prepare you for real life examples of experience.

***REMEMBER:** the interviewer wants you to do well. You are a potential solution to their problem, and they want you to impress and wow them.**

THE JOB INTERVIEW

Going into a job interview with a positive attitude goes a long way.

It's okay to not know the answer to an interviewer's questions, just ask for a moment to think and then answer or ask if you can come back to the question.

Do not have your cell phone out during the interview.

WHEN YOU GET THE JOB!

"If there's time for leaning, there's time for cleaning." Keep busy when working or ask what you can do.

Be curious, ask questions, and be willing to learn and try.

If you make a mistake, be accountable and own it. Mistakes can be fixed, but lies can get you fired!