

Workplace Readiness – Lecture Notes for PowerPoint

THE BEST WAYS TO GET (AND KEEP) A JOB

Slide #2 – Goals

These are some of the things we'll be talking about today:

- Writing a resume
- Starting the job search
- Nailing the interview
- Planning for the future



Slide #3 – Help! I Need a Resume!

Next, we'll talk about some tips for creating your resume.

Slide #4 – Upgrade Your Education Section

Expand your education section to allow employers see your strengths and weaknesses. Some things to include are your GPA, clubs you participated in, athletics, academic awards/honors, relevant coursework, publications. You should only include your GPA if it's above a 3.0.

Slide #5 – Expand Your Experience

“Work” experience doesn't just mean actual on-the-job experience. It can mean having leadership positions in extracurricular activities (team captain, club president) or volunteer work (include responsibilities, projects, and how long you volunteered for). It can also be informal work such as babysitting or walking the neighbors' dogs. These experiences demonstrate your reliability and commitment.

Slide #6 – Polish Up Your Skills

It's your chance to highlight any skills relevant to the job posting. Can you speak a second language? Know specific computer skills like how to work Microsoft Office applications and type 40 words per minute? Have skills in writing and editing? Know any programming languages?

Slide #7 – Details, Details, Details

Make sure you are looking your best by keeping these simple things in mind: Contact information should always look professional. Use an email address with your name in it instead of a silly one. Give an accurate phone number where you can be reached. Clean up your social media. Employers may search for you over the internet. Always proofread and spellcheck your resume.

Slide #8 – But Wait, There's More!

You can access the Tools for Job Seekers page on the LA County Library website.

Slide #9 – Let the Job Hunt Begin!

Slide #10 – Apply Yourself

You should consider each job separately. This will help you to stay organized and present your resume individually to each employer's hiring needs. When you are searching online, visit the organization's website and review their “Careers” section to see job openings and descriptions. Look out for regular or

seasonal help at your local restaurants and stores. Store job information in a folder to remind you of application deadlines.

Slide #11 – Job Sites for Teens

Some websites to look into for job searches.

Slide #12 – Professional References

When employers ask for references, you should always ask someone if they are willing to be a reference for you before you list them. Ask an adult who knows you well and is not related to you. As a courtesy, let them know each and every time you give out their name and contact information and make sure to thank them as well. It is also important to not list a reference if you are not sure if they will have positive comments about you.

Slide #13 – Nailing the Interview

Next, we'll talk about some tips on interviewing for a job.

Slide #14 – Interview Tips

Here are some tips on how to ace your job interview:

- Be on time. Try to arrive at least 15 minutes before the interview. It'll give you time to breathe beforehand.
- Dress to impress. Looking sloppy can make it seem like you don't care whether you are hired or not.
- Don't wear strong scents. Avoid strong perfume or body spray. Also, make sure your clothes don't smell like smoke or like you just came out of the gym.
- Be positive. Don't express negativity about the job duties, the company, or any previous bad experiences. Be enthusiastic that you were called in for an interview.

Slide #15 – What Not to Wear on an Interview

Ask teens what makes these not suitable to wear to an interview (see pictures on the slide).

Slide #16 – What to Wear to an Interview?

Discuss with your teens what they think they should wear to an interview. What else should they bring? Maybe a nice briefcase to hold their resume and documents? Or a folder with a pen and notepad with follow-up questions?

Slide #17 – Practice Makes Perfect: The more you prepare for the interview, the more confident you'll be!

Slide #18 – Looking Forward

Slide #19 – Starting to Think About the Future

Career planning is a continuous cycle that includes four steps:

- Knowing yourself: Find your interests, skills, assets and resources.
- Exploring possibilities: Research, try things out, narrow down your choices, and pick the best fit.
- Making a choice: Develop a plan and set your career goals for where you want to go.
- Making it happen: Put your plan into action, learning along the way, and achieving your goals

Slide #18 – Where Do You Go From Here? Take a career assessment to identify possible career interests.