

- ◆ Conduct a self-appraisal. Know what you want, such as type of work. Know your skills, strengths and weaknesses.
- ◆ Remember: seeking work should be a full-time job.
- ◆ Keep your interviewing clothes ready at all times. They should be appropriate for the kind of work being sought.
- ◆ If you use the bus, keep a bus schedule handy.
- ◆ Libraries are an excellent resource. They will have trade magazines, city directories, employer directories, newspapers, local and out-of-area phone books and other job search information. Ask the librarian to help you.
- ◆ Collect the information and materials you will need for your job search: work history, names, dates, addresses, duties, training, education, references (all on master application if completed), black pen, city map and yellow pages.
- ◆ Develop an alternative. Your first job choice may be your dream job but, if after awhile you are not successful, begin to work on a realistic alternative.
- ◆ Check all possible job sources regularly: friends, relatives, **Employment Service**, newspapers, yellow pages, schools, all levels of government, community organizations and bulletin boards.
- ◆ Follow up on all job leads immediately.
- ◆ Plan your search. Every day make a list of 5-10 employers to be contacted on the following day. Try to confine your search to specific geographic areas on a given day.
- ◆ Keep records of employer contacts: names, addresses, telephone numbers, appointment and follow-up dates, results and comments.
- ◆ Poor preparation will lead to an unsuccessful job search. Practice application and interviewing skills at every opportunity.

- ◆ Be persistent. Many job searches fail because applicants did not go to enough job interviews. A job seeker must be proactive.
- ◆ While many times you may hear "No" from potential employers, a positive attitude and persistent job search will shorten the time until you hear a "Yes!"

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DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona
PAJ-455 (9-11)

Job Search Skills

A Guide

READ	PLAN	ACT
✓		
	✓	
		✓

APPLICATION SKILLS GUIDE

Job applications need not be difficult or confusing. They can easily be made to work for you when properly completed. Employers use the application as a screening tool. If your application is neat, organized and does a good job of describing your knowledge and skills, you have a good chance of being selected if the employer has an opening now or in the future. Use the following tips when completing your application.

- ◆ Collect the information and materials you will need to complete your application: Social Security number, dates of employment, names and addresses of former employers and references, company job application web site, or typewriter and a dictionary.
- ◆ Have a master application that is complete and has been checked for spelling, punctuation and grammar. You can use it to copy from when completing other applications.
- ◆ Read all instructions before you begin anything.
- ◆ If you cannot type the application or fill it out online, print or write neatly with a black pen. Some copy machines will not copy blue ink.
- ◆ Date you can start: state **immediately** (shows action) if you are indeed free to start right away.
- ◆ Complete ALL sections. If the area doesn't apply to you, draw a line in the blank space. Do not use N/A.
- ◆ Salary: Never say "anything." Write "open" or "negotiable" unless the job is offered at a stated amount.
- ◆ Be specific about your skills and work experience. Spell out what you did and can do. Use action words to describe your duties.
- ◆ Avoid using the word "fired", use "separated". Explain problems in positive terms so as not to create a negative impression.

- ◆ List volunteer and part-time experience.
- ◆ References: Have permission to list as references; make sure names are spelled correctly and contact information is accurate.
- ◆ Highlighting: Circle strong points on the **master** or **practice** application and commit them to memory for the interview.
- ◆ Before you submit your application check it for completeness. Check for correct spelling, grammar and punctuation.

INTERVIEWING SKILLS

Good interviewing is an art. With some practice, most people can master techniques that will help them get their job. The application may get their foot in the door, but the interview will get them the job. Those few minutes a person spends with an employer at an interview could be the most important few minutes of the job search.

- ◆ Learn as much as you can about the company before you go to the interview.
- ◆ Always go alone, plan the route and allow enough time to be punctual.
- ◆ Wear clothes that are neat and clean. They should be similar to the types of clothes worn by people who work at the job you are seeking.
- ◆ Walk in and out of the interview briskly.
- ◆ Give a firm handshake, maintain good eye contact and do not exhibit nervous mannerisms.
- ◆ Show enthusiasm for work by stating you want this job or ask appropriate questions to indicate your desire to work.
- ◆ Research has shown that the employer makes his/her decision in the first few minutes of the interview. Therefore, you should try to make three positive statements about your job skills very early in the interview.
- ◆ Describe skills naming machines and using appropriate terminology. Be able to

give examples of each of your work skills.

- ◆ Be able to answer questions about the information in your application.
- ◆ Respond in a positive manner to the interviewer's questions about "negatives" or problem areas. Be positive about your willingness to work in spite of problems.
- ◆ Obvious handicaps must be mentioned within the first few minutes of the interview, stressing why they will not affect your ability to do the work.
- ◆ Do not chew gum and refuse coffee or cigarettes, even when offered. Chewing gum and smoking are inappropriate, and you might spill the coffee.
- ◆ Misrepresenting facts, bluffing, displaying arrogance or being a "know-it-all" does not present a good image.
- ◆ Ask three or four specific job-related questions.
- ◆ Use a "call-back closing" at the end of the interview.

Interviewee: When will you make a decision on who to hire?

Employer: We'll probably decide by Thursday and start letting people know Thursday afternoon and Friday morning.

Interviewee: Since I am going on interviews and this is just the kind of job I'm looking for, I would hate to miss your call. May I call you on Thursday to see if I am the one you have selected?

- ◆ Practice, practice, practice.

JOB-SEEKING SKILLS

If you are like most people, you have ideas about where and how to seek employment. Often this information is limited, which limits your job search. **Employment Service** staff can help you develop an organized job search plan.