

TIPS FOR JOB SEEKER

1. Apply for a specific position. Don't approach the employer with an "I want a job" request or demand and expect to be hired. Don't slink in with an apologetic "look of a loser." Look, act and speak like a winner.
2. Dress appropriately. Look like someone who already has the job!
3. Prepare well, then relax. Before you leave home for the interview, check to see that you have everything you need (especially your resume). Check your face, hair, and clothing, then forgot about your appearance.
4. Think of your value to an employer and what you can offer. Don't go into an interview with a "what's in it for me" attitude. Don't restrict your questions to vacation, benefits or paycheck. Other important points need to be covered first.
5. Recognize that any required questionnaires, application blanks, or tests, as well as the interview itself, are designed to help the employer get to know you. Don't oversell yourself. Records will tell the story. But, do not "undersell" yourself either. All employers need good employees as much as you need a good job.
6. Look interested, alive and cooperative. People with an indifferent look and attitude do not make a first-rate impression. Look at the interviewer in the eye. Have a ready smile and project a positive mental attitude.
7. Keep in mind that you are prepared, capable, deserving and that you will get the job...if not this one today, then the one tomorrow. Continue learning and sharpening your skills so that you can be the ideal person for the particular job want.
8. Take a black ink pen, driver's license, and social security card with you.
9. Print neatly and complete the application fully. Gather all necessary information beforehand.
10. Do not take friends with you.
11. Remember, many part – time jobs lead to full employment, or at least a valuable reference.

Good Luck! Please let us know if we can help you.
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