

“How To Job Search and Get Hired, Continued ...from the Job Store”

Whether you are choosing to job search or are forced to job search, help is available. The help provided in the Job Store is unbelievable. You have to see us to believe us. We will guide you in your job search, from A to Z. Last week we reviewed resume writing. This week we'll discuss interviews.

ACE THAT INTERVIEW!

Now, you landed an Interview! In order to interview well, you must know yourself, be confident, and be able to talk about yourself. This is more difficult than one would think. We typically can speak about others better than we can ourselves. You might want to look over some descriptive words and/or ask friends how they would describe your personality. You also need to be ready to talk to employers about your strengths, using examples and explanations. Employers are looking for more than one word answers to their questions. They would like your answers to be short yet informative.

What to take to your interview? Take copies of your resume, a reference list, paper, pen and a list of questions in a folder or briefcase. The questions could be from that all important RESEARCH you did on the company to which you are applying. You can easily conduct research about a business or occupation on the Internet. Look through their web site. Have some questions ready about something that you read. That will impress the interviewer. You actually 'studied' for the interview! You came prepared and it will show. There are several resources at the Job Store that can help you research the company as well. Leave your cell phone in your vehicle or turn it off completely during the interview.

Don't forget how important that first impression is. Have a firm handshake, good eye contact and smile. That handshake needs to be firm, not 'wimpy.' Also, when you enter an employer's 'house' your interview has begun. Pretend there is a camera on you from the time you enter the parking lot to the time you leave the parking lot. The employee in the guard house as well as the receptionist at the front desk will form an opinion of you, and they won't hesitate to share their impression with the interviewer, especially if it was not good.

DRESS FOR SUCCESS

Dressing for success is part of any interview. When interviewing, you want to impress the employer. Experts agree that dressing one step above what you would wear for the job is most appropriate. Most people can wear the color blue well, so that is a good choice. Wearing layers of clothing is also good for temperature changes. If it is necessary to purchase a new outfit for interviewing, think about sales and used clothing. One classic outfit can go a long way. The Norwalk-Huron County Chamber of Commerce has a clothing bank for professional outfits.

KEEPING THAT JOB - WORK ETHICS

One top demand from all employers is a strong work ethic. Employees best display their work ethic by how they behave while working. Integrity, honesty, loyalty, dedication, responsibility, and reliability are just a few values that make for an excellent employee. Employers will forgive an honest mistake. Don't be one who covers things up or place blame on others for their own

mistakes. Make a good name for yourself in the work world. Take pride in your work. Have a positive outlook. Speak well of others.

The term “Don’t burn any bridges” is very fitting, and also very true. Think about what you would expect if you were the employer. Would you appreciate an employee who comes in late or just at the ‘buzzer?’ The hours you are supposed to work are not a convenience for you, but rather what the employer needs. When you are gone from work, unscheduled or last minute, think about how this effects your fellow employees - who probably need to pick up their pace to get the product out the door because of your unexpected absence. Someone has to cover for you when you are not there.

We can give you some good advice for dealing with work situations should you find yourself in a bind with a co-worker or supervisor, so don’t hesitate in calling us. Getting the job was a job in itself, right? So, let’s work extra hard to keep that job!

THE JOB STORE

The Job Store in Norwalk is located at 185 Shady Lane Drive, Entrance D, 419-663-JOBS, or 1-800-668-5175 x 3335.. No appointment is necessary. Hours are Monday, Wednesday and Friday 7:30 – 4:30; and Tuesday and Thursday 7:30 – 6:00. If you live in another county call us and we’ll let you know where the nearest Job Store is located.