

# TIPS FOR FINDING THE RIGHT JOB IN CALIFORNIA



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# Introduction

YOU NEED A JOB. Somewhere, an employer has the job you want. How do you get that job? By marketing your job talents. By showing employers you have the skills they need.

Do you have job talents? YES! Homemakers, persons with disabilities, veterans, students just out of school, people already working—all have skills and experience for many good jobs.

What you need to know is how to market your talents effectively to find the right job. This pamphlet will help you to:

- Plan your time
- Evaluate your interests and skills
- Find job information
- Write résumés and a master or practice application
- Prepare for job interviews
- Plan for job interviews
- Take tests

California's "CalJOBS<sup>SM</sup>" [www.caljobs.ca.gov](http://www.caljobs.ca.gov) is brought to you by the Employment Development Department (EDD). With CalJOBS<sup>SM</sup>, you can create a résumé that is readily available to employers using the Internet, and you can look for job openings anywhere in California. Visit the EDD Web site at [www.caljobs.ca.gov](http://www.caljobs.ca.gov). For more information about other services offered by the EDD (including Unemployment, Disability, or Paid Family Leave Insurance), visit our Web site at [www.edd.ca.gov](http://www.edd.ca.gov).

# Planning Your Time

NOW is the best time to start looking for a job. You are as qualified as other applicants, so start now before someone else gets “your” job. You have already made a good start by reading this pamphlet!

What is the most important thing to know about your job search?

## **FINDING WORK IS A FULL-TIME JOB!**

That means:

<b>In a full-time job, you:</b>	<b>To find a job, you must:</b>
Have responsibilities (work duties and procedures)	Set your own responsibilities (things you must do everyday to get a job)
“Punch a clock” or are at work “on time”	Wake up early at a set time to start looking for work
Work hard all day, 40 hours a week	Look hard for a job, all day, 40 hours a week
Report to a boss, who makes sure you carry out your responsibilities	Be your own boss (or appoint a friend to be your “boss”) to make sure you carry out your job search responsibilities

# Tips for Planning an Effective Job Search:

Make a "To Do List" every day. Outline daily activities you need to do to look for a job.

Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.

Call employers to find out the best time to apply. Some companies take applications only on certain days and times during the week.

Write down the name of all employers you contact, the date of contact, who you spoke to, and results of your contact. Below is a sample log to copy and enlarge as needed.

Apply at several companies in the same area, when possible, to save time and money.

Be prepared for unexpected leads. Have a master or practice application, résumés, black or blue ink pens, maps, and documents that prove authorization to work with you at all times as tools for your job search.

Follow up on leads as soon as possible. If you find out about a job late in the day, do not wait until the next day to call.

Network. Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up on new leads immediately.

Date	Company Name/Phone	Spoke to (Name)	Results

# Determining Your Job Skills

Another tip for finding the right job:

Make a list of your background and experience.

If you think you do not have any experience - THINK AGAIN! You may not have specific job experience, but you do have work experience. You have “worked” as a homemaker, a student, a volunteer, or have engaged in a hobby, or some other personal activity. The skills you use for these “jobs” can be applied to other jobs.

A background and experience list may help you to:

- Fill out job applications
- Provide information for job interviews
- Prepare a résumé. Many employers now request a résumé for all positions, regardless if the position is entry level or higher.

## **Tips for Making a Background and Experience List:**

Interests and Aptitudes

✓ List your hobbies, clubs you belong to, sports you are involved in, religious organizations, school activities, and things that interest you. List things you are good at or that use special skills you may have. Your list may appear to have little to do with job skills or work experience. That is O.K. The purpose of this list is to make you think about interests and skills you use in everyday life.

✓ Look at the first item on your list. Think about the skills or talents it takes to do that item. Really think about it! All hobbies, activities, etc., use many skills, knowledge, and abilities. Write them all down.

Here are some examples:

<b>Things I Do Well: Hobbies, Sports, School Activities</b>	<b>Skills, Knowledge, Abilities, and Talents It Takes To Do These Things:</b>
<b>Playing Basketball</b>	<ul style="list-style-type: none"> <li>- Ability to interact with others (“be a team player”)</li> <li>- Ability to use basic arithmetic (keep track of score)</li> <li>- Ability to reach, lift, jump, stoop, and run</li> <li>- Skills in directing others (calling plays, coaching)</li> </ul>
<b>Homemaking</b>	<ul style="list-style-type: none"> <li>- Ability to manage budgets</li> <li>- Ability to handle multiple tasks</li> <li>- Knowledge of human development</li> <li>- Skills in teaching/training others</li> <li>- Cooking, cleaning, and laundry</li> </ul>
<b>Fixing Cars</b>	<ul style="list-style-type: none"> <li>- Ability to diagnose mechanical problems</li> <li>- Skill in using a variety of tools</li> <li>- Ability to see differences in shapes and sizes of objects</li> <li>- Knowledge of electronics</li> </ul>

## Work History

✓ If you have worked before, list your jobs. Include volunteer, part-time, summer, and self-employment. Next, write down work duties for the jobs you listed.

✓ Now, think about the skills or talents it took to do each work duty. Write them down.

Here’s an example:

<b>Work Duties</b>	<b>Skills or Talents</b>
Pick vegetables and fruits on a farm. Use hoes, shovels, and shears to plant, cultivate, and prune fruit trees	Inspect fruits for damage/ripeness. Ability to work quickly and skillfully with hands. Skill in using tools. Ability to work outside for long periods of time. Physical endurance. Bending and stooping.

## Education

- ✓ List the schools you attended, dates, major studies, or courses completed. Include military and vocational education and on-the-job training.
- ✓ List degrees, certificates, awards, and honors.
- ✓ Ask yourself what classes or training you liked. Why did you like them?

## Physical Condition

- ✓ Do you have any disabilities limiting the kind of work you can do? Companies will often make special accommodations to employ people with disabilities (in fact, some accommodations are legally required). If you have strong or special physical capabilities, list these too.

## Career Goals

- ✓ What kind of work do you want to be doing 5 or 10 years from now? What kind of job could you get now to help you reach this goal?

## Matching Your Background and Experience to Jobs

Look at the abilities (talents) identified on your background and experience list. You have talents that you use everyday. Now find out what JOBS can use your talents.

Start at your local Employment Development Department (EDD) office. Many EDD offices are now located in One-Stop Career Centers where services from many organizations are available. Career counseling may be available to help you match your experience and background to jobs.

While you are at the One-Stop Career Center, ask to see the *California Occupational Guides*. The *California Occupational Guides* furnish information on California wages, job outlook, education, and licensing requirements for approximately 300 occupations. The Guides offer students and job seekers occupational information to assist with making informed career choices. Informed career decisions lead to a satisfying work life. Visit the Labor Market Information section on the EDD Web site ([www.edd.ca.gov](http://www.edd.ca.gov)) to learn more about the *California Occupational Guides* and other resources.

If you have access to the Internet, you can also conduct a search for “occupational exploration.” This will provide you with many resources to research jobs for which you are most suited.

Match the skills and abilities in your list to the skills and abilities of different jobs. Do not limit yourself. The important thing is not the job title, but the skills and abilities required for the job. You may find that your skills and abilities match with an occupation that you never considered.

# Where to Get Job Information

After you have identified your skills, knowledge, ability, and talents, you are ready to look for a job. You can find job opportunities and employers with positions to fill through one or more of the following resources:

- **Networking.** Tell everyone you know you are looking for a job. Ask about openings where your friends work.
- **Private employers.** Contact employers directly to market your job talents. Talk to the person who would supervise you even if there are no jobs currently open.
- **The Employment Development Department (EDD) and One-Stop Career Centers** offer a broad range of employment, training, and job referral services. The EDD and One-Stop Career Centers also sponsor job fairs to bring employers and job seekers together at a single site. For more information, call or visit your local EDD office or One-Stop Career Center listed in the government section of the white pages in the phone book.
- **CalJOBS<sup>SM</sup>** is California's no-fee Internet job search system. With this job opening and résumé listing system, you can create a résumé that can be seen by employers, and at the same time look for jobs. You can look for job openings anywhere in California at [www.caljobs.ca.gov](http://www.caljobs.ca.gov).
- **Internet Job Search.** A successful job search uses a combination of all sources. Search employer, alumni associations, and labor exchange Web sites. Always search from general to specific.
- **Federal, state, and local government** personnel offices list a wide range of job opportunities. Check the Government listings in your phone book and online.
- **Local public libraries** have books on occupations and often post local job announcements. Many libraries also provide free access to the Internet.
- **Newspaper ads** list various job openings.
- **Local phone book.** Look for career counseling centers in your area (some may require fees).
- **Private employment and temporary agencies** offer placement (an employer or job hunter may pay a fee).

- **Community colleges and trade schools** usually offer counseling and job information to students and the general public.
- **Proprietary schools.** Private training centers offer instruction in specific trades (tuition is usually required). Check with your office of state education for credible schools.
- **Community organizations** such as clubs, associations, women and minority centers, and youth organizations may offer job leads.
- **Religious organizations** frequently operate employment services or provide job search help.
- **Veteran resource and placement centers.** Veterans social and service organizations offer a variety of career and employment services. Call your local County Veteran Service Organization or local One-Stop Career Center for more information.
- **Unions and apprenticeship programs** provide job opportunities and information. Contact your state apprenticeship council or relevant labor union directly.
- **Government-sponsored training programs** offer direct placement or short-term training and placement for applicants who qualify. Check the yellow pages under Job Training Programs or Government Services.
- **Journals and newsletters for professional or trade associations** often advertise job openings in their field. Ask for these at the local library.

Under the Civil Rights Act of 1964, all of the sources listed above serve persons of any race, color, religion, sex, or national origin. The Age Discrimination in Employment Act of 1967 forbids agencies to discriminate against older workers. Both laws forbid employers to discriminate in hiring.

In addition, the Americans with Disabilities Act under Title I prohibits employment discrimination against “qualified individuals with disabilities.” A qualified individual with a disability is an individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job.

# Applications

It is important that you read the entire application form before you start to fill it out. Read the instructions carefully and follow them exactly. Remember, the application is your first chance to present your skills to the employer.

Employers review the information on the applications to decide who to schedule for an interview. Be alert! Employers often judge the appearance of an application as a clue of the importance you put on the quality of your work.

## Tips to Fill Out a Job Application:

- Greet the receptionist politely when requesting or submitting an application. The receptionist's first impressions are often passed along.
- Have all the information on hand (refer to your master or practice application).
- Print legibly and fill out the form neatly and accurately.
- Leave no blanks. Write "Does not apply" or "Not Applicable (N/A)."
- Explain lengthy gaps in your work history, for example, "attended school."
- Read the application carefully, some request information about prior misdemeanor or felony convictions. Answer truthfully, adding "will discuss at interview." You can be fired for not telling the truth on an application.
- Be sure to sign and date the application.
- Be sure to mail or return the application to the correct person or place.

## Common mistakes job seekers make on applications:

1. Not following directions
2. Misspelled words
3. Crossed out writing
4. Not printed
5. Messy or wrinkled application forms
6. Incomplete information or unanswered questions
7. Not applying for a specific position
8. Incomplete work history, or large unexplained gaps in work history
9. Overlapping or conflicting employment dates with no explanation
10. Application not turned in by the deadline
11. Use of troublesome words, such as "quit" or "fired"
12. Forgetting to sign the application

# Master or Practice Application

A master or practice application is useful when inquiring about a job or submitting an application.

**PRACTICE APPLICATION - Complete and carry with you on your job search**

Applicant's Name (Last)	First	Middle Initial	Social Security Number
Mailing Address (Number)	Street		Work Telephone Number ( )
City	State	Zip Code	Home Telephone Number ( )

**EDUCATION**

Name of School	Location of School	Degree or Course of Study	Date Completed

**EMPLOYMENT HISTORY – Begin with your most recent job. List each job separately.**

Job Title	Dates Worked From	To	Pay \$	Per
Name of Employer	Name of Supervisor			
Address				
City		State	Zip Code	
Telephone Number ( )	Reason for Leaving			
Duties Performed				

Job Title	Dates Worked From	To	Pay \$	Per
Name of Employer	Name of Supervisor			
Address				
City		State	Zip Code	
Telephone Number ( )	Reason for Leaving			
Duties Performed				

Job Title	Dates Worked From	To	Pay \$	Per
Name of Employer	Name of Supervisor			
Address				
City		State	Zip Code	
Telephone Number ( )	Reason for Leaving			
Duties Performed				

Job Title	Dates Worked From	To	Pay \$	Per
Name of Employer	Name of Supervisor			
Address				
City		State	Zip Code	
Telephone Number ( )	Reason for Leaving			
Duties Performed				

**PERSONAL REFERENCES – List the names of three references that employers may contact.**

1) Name	Telephone Number ( )	Relationship
Address		
City		State Zip Code
2) Name	Telephone Number ( )	Relationship
Address		
City		State Zip Code
3) Name	Telephone Number ( )	Relationship
Address		
City		State Zip Code

# Cover Letters

## Cover Letter

If you are applying for a job that requires a résumé, you should write a cover letter to accompany your résumé.

The purpose of these letters is to:

- tell how your job talents will benefit the company
- show why the employer should read your résumé or application form
- ask for a job interview

## Tips for writing cover letters include:

- Write a separate letter for each job application
- Type letters on quality 8 1/2" x 11" paper
- Use the same paper and font for your résumé and cover letter
- Use proper sentence structure, correct spelling, and punctuation
- Convey personal warmth and enthusiasm
- Keep your letter short and to the point
- Include an e-mail address if you have one

## Cover Letter

**Mr. Clarence Brown, Supervisor**

Norton Electronics  
6543 Sunrise Ave.  
Anytown, CA 04538

Dear Mr. Brown:

I am interested in the position of electronic assembler you advertised recently in the Anytown Oracle.

Enclosed is a résumé that outlines my experience and skills in electronics and printed circuit board assembly. Please review it and consider me for this opening. I have researched Norton Electronics and believe you are a leader in the industry, producing quality products, giving quality service, and anticipating future customer needs.

At your convenience, I would like to meet with you to discuss ways my skills might benefit Norton Electronics. I may be reached at 778-4321 and also by e-mail at ramirez@xxxxxxx.com.

I look forward to hearing from you.

Sincerely,

Rhonda Ramirez  
304 Park Street  
Anytown, CA 04536  
e-mail: rramirez@xxxxxxx.com

Address each letter to the specific person you want to talk to (the person who would actually supervise you).

State the position you are seeking and the source of the job opening newspaper ad, friend, etc.

Highlight your job qualifications.

# Preparing Your Résumé

You want to apply for a job. Do you need a résumé? That depends on the kind of job you are applying for:

<b>RÉSUMÉ REQUIRED</b>	Professional, technical, administrative, and managerial jobs Sales positions Secretarial, clerical, and other office jobs
<b>RÉSUMÉ SOMETIMES REQUIRED</b>	Skilled jobs (examples: Baker, Hotel Clerk, Electrician, Drafter, Welder) Semiskilled jobs (Security Guard, Electronic Assembler, Janitor, etc.)
<b>RÉSUMÉ NOT REQUIRED</b>	Unskilled, quick turnover jobs (Example: Fast Food Server, Laborers, Machine Loader, Cannery Worker, etc.)

## Tips for Good Résumés

You need two types of information to prepare your résumé:

### 1. Personal employment information.

You need to know your job talents, work history, education, and career goals. Did you complete your *background and experience* list? If you did, you have information about yourself required to prepare your résumé.

**2. Job information.** Gather specific information on the job you are applying for. Here is what you need:

- Job duties (to match your skills to the skills needed for the job). Obtain job duties from the job announcement. If the announcement or ad is vague, call the employer and ask for a description of job duties.

- Education and experience required (again, so you can match your education and experience with that required for the job).
- Hours and shifts usually worked.
- Pay range (make their top offer the minimum acceptable!).

With the information on yourself and the job you are applying for, you are ready to write your résumé.

### Two Types of Résumés:

Reverse chronological résumés list jobs you have had. Your most recent job is listed first, your job before that is listed second, and so on. Each job has employment dates and job duties.

Functional résumés describe your skills, abilities, and accomplishments that relate to the job you're applying for. Employment history is less detailed than chronological résumés.

What kind of résumé should you use? Answer the following questions:

- Have you progressed up a clearly defined career ladder and are looking for job advancement?

- Do you have recent job experience at one or more companies?

If your answer is yes, use a REVERSE CHRONOLOGICAL résumé.

- Are you a displaced homemaker?
- Are you a veteran and want to relate your military training to civilian jobs?
- Do you have little or no job experience?
- Do you have gaps in your work history?
- Is the job you are applying for different from your present or recent job?
- Do you want to emphasize your work skills and accomplishments instead of describing your job duties?

If your answer to any of these questions is yes, use a FUNCTIONAL résumé.

The following pages have examples of both types of résumés and suggestions on how to prepare them.

## Tips for Preparing a Functional Résumé:

- Study the duties for the job you are applying for. Identify two or three general skills that are important for the job.
- Review your *background and experience list*. Find talents and accomplishments that demonstrate your ability to perform the job skills.
- List your talents and accomplishments under the job skills they relate to.
- Use simple, short, active sentences.

**ROBERT YEE**  
 139 River Lane  
 Ceder, CA 01234  
 (513) 987-6543  
 e-mail: ryee@xxxxxxx.com

*This applicant is still in high school. He wants to work part-time until he graduates.*

**OBJECTIVE:** Part-time entry level position in Bookkeeping.

### QUALIFICATIONS:

- Earned Exceptional Accomplishment raise at McDonald's.
- Excellent at thinking through problem situations.
- One year successful experience in Bookkeeping and Cashier at McDonalds.

### EXPERIENCE:

#### Bookkeeping

- Accurately completed bookkeeping assignments at McDonald's in half the usual time required.
- Recorded daily sales
  - Computed total items sold and tallied total daily revenues
  - Assembled monthly report showing cashiering errors and audited employee register records
- Verified accuracy of vendor invoices and helped compute employee hours on time cards.
- Balanced family checkbook and helped pay bills.

#### Administrative Support

- Assisted store manager in training and assigning employees.
  - Prepared new employee personnel folders
  - Called substitutes to cover during illness or rush hours.
- Filed and retrieved personnel records.
- Posted and filed official documents.
- Word processed letters; answered telephone; scheduled interviews; made reservations.

### WORK HISTORY:

2000	Full-time student	Ceder High School
May 99-Present	Cashier	McDonald's
Dec. 98-May 99	Bookkeeper	McDonald's
Summer 98	Clerk	Ceder Recreation Center

### EDUCATION & TRAINING:

Senior – Ceder High School  
 Business courses: Accounting, Word Processing, Journalism  
 President of school Business Club

*Focus attention on strong points.*

*Most résumés do NOT include references.*

*This applicant is a high school dropout. She has some paid experience, so her résumé focuses on related experience and her hobby.*

**JENNIFER A. LONG**  
215 Amber Lane  
Tuvax, CA 94321  
512-5432  
e-mail: jlong@xxxxxxx.com

**JOB OBJECTIVE:** position as a Paralegal

**QUALIFICATIONS & EXPERIENCE:**

- **Strong interest in the law; I spend much of my spare time:**
  - reading transcripts of old law cases (from law books at the library)
  - watching legal/educational programs on TV
- **Experience as a Legal Secretary:**
  - updated and maintained the filing system
  - processed documents on the word processor
  - processed and delivered the mail
  - answered the phone and made appointments with clients
- **Skills:**
  - word processing
  - can take dictation
  - have an investigative and curious nature
- **Academic:**
  - studied business law and legal principles in high school and community college

**EMPLOYMENT HISTORY:**

1997-Present	Legal Secretary – Kramer & Kramer, Trully, CA
1995-97	Receptionist – Walter Smyte, MD, Swiss, CA
1993-95	Food Server – Burger King, Swiss, CA

**EDUCATION:**

**Mooney College** – Secretarial courses - two semesters 1994  
**Lonemont Community College** – Business courses – three semesters 1995  
**Lonemont Adult School** – Equivalency certificate 1993

*Personal information that is not related to the job (age, height, weight, and marital status) is NOT included.*

*Describe specific skills and accomplishments, using short sentences.*

*List special skills such as word processing or ability to operate special equipment.*

*Make wide margins. Leave space between sections of the résumé.*

## Tips for Preparing a Reverse Chronological Résumé:

- List your jobs starting with your present or most recent job. Avoid exact dates - just give years if possible.
- Briefly describe the main duties you performed in each job.
- Emphasize duties that are important for the job you are applying for.
- Use simple, short, active sentences.

*This applicant has steady employment. Each new job has increased responsibility.*

**LOUISE JOHNSON**

543 River Court  
Nashville, CA 37219  
(516) 984-1000  
e-mail: ljohnson@xxxxxxx.com

**OBJECTIVE: ADMINISTRATIVE ASSISTANT**

**EXPERIENCE:**

- Since 2000      Personal Secretary, Cotton Gin Inc., Nashville, Tennessee  
Secretary to Personnel Director. Duties included taking dictation, word processing, and scheduling meetings.
- 1994-00      Secretary, Cotton Gin Inc., Nashville, Tennessee. One of 13 word processors in legal department. Duties included entering correspondence and forms in the computer, proof reading legal documents, and processing the mail.
- 1989-94      Clerk-Typist, Raymond Sewing Factory, Memphis, Tennessee.  
Duties included typing forms, processing mail, establishing, and maintaining filing system.
- 1986-89      Receptionist, D. W. Meringue, D.D.S., Memphis, Tennessee.  
Duties included answering telephone, scheduling appointments, greeting patients, and processing billings.

**SKILLS:**      Can take dictation  
Word processing  
Typing  
Good organizational skills

**EDUCATION:**      Underwood High School, Nashville, Tennessee. High school diploma with emphasis in business education.  
  
Member, National Honor Society

*Include scholarships and honors and major school subjects if related to your job goal.*

# Ten Tips for the Effective Résumé

The following rules apply to all résumés:

1. If possible, use a computer to prepare your résumé. There are computer programs that make it easy to produce a professional looking résumé. Your local school, library, local One-Stop Career Center, or “quick print” shop can help.
2. Do not include irrelevant personal information (age, weight, height, marital status, etc.)
3. Do not include salary and wages.
4. Center or justify all headings. Do not use abbreviations.
5. Be positive. Identify accomplishments.
6. Use action verbs (see the list below).
7. Be specific. Use concise sentences. Keep it short (one page is best).
8. Be sure your résumé “looks good” (neat and easy to read).
9. Proofread the master copy carefully. Have someone else proofread the master copy carefully.
10. Inspect photocopies for clarity, smudges, and marks.

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## Action Verbs

Action verbs give your résumé power and direction. Try to begin all skill statements with an action verb. Here is a sample of action verbs for different types of skills.

### Management skills

administered  
analyzed  
coordinated  
developed  
directed  
evaluated  
improved  
supervised

### Technical skills

assembled  
built  
calculated  
designed  
operated  
overhauled  
remodeled  
repaired

### Clerical skills

arranged  
catalogued  
compiled  
generated

organized  
processed  
systematized

### Creative skills

conceptualized  
created  
designed  
established  
fashioned  
illustrated  
invented  
performed

### Helping skills

assessed  
coached  
counseled  
diagnosed  
facilitated  
represented

### Communication skills

arranged  
addressed  
authored

### Financial skills

administered  
analyzed  
balanced  
budgeted  
forecast  
marketed  
planned  
projected

### Research skills

clarified  
evaluated  
identified  
inspected  
organized  
summarized

## CalJOBS<sup>SM</sup>

CalJOBS<sup>SM</sup> can help with your résumé. Through CalJOBS<sup>SM</sup> [www.caljobs.ca.gov](http://www.caljobs.ca.gov) you will be guided through the step-by-step process of creating a chronological résumé. This résumé can then be viewed by employers seeking individuals with your skills and can also be printed for your own use.

# Interviewing

Most hiring decisions are made at the first interview. How you come across in that interview could be as important as your experience and job talents.

Here are some interviewing tips that will help you get the job you want.

## Before the Interview:

- Learn as much as you can about the company's salaries and benefits. Friends, neighbors, and relatives who work for the company are good sources of information. Libraries, local chambers of commerce are also helpful, and check the Internet for a company Web site.
- Learn everything you can about the job and how your previous experience and training qualify you for the job.
- Write down the things you will need to complete applications:
  - Your *background and experience list* (contains names of former employers, schools, training, etc.).
  - A résumé or summary of your work experience.
  - A master or practice application.
  - Samples of your work (if practical). Also include any work-related or community service awards that you have received.
- Be sure to bring your social security card, driver's license, and/or photo identification, union card, military records, or other documents that establish identity and prove authorization to work.

## The Interview:

- Dress for the interview as you would for the job. Do not overdress or look too informal.
- Always go to the interview alone. Arrange for baby sitters, transportation, and other foreseeable needs ahead of time so that you can be on time and relaxed in the interview.
- Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversation items leading into the interview (this can make both of you more comfortable).

- Express your interest in the job and the company using information you gathered to prepare for the interview.
- Let the interviewer direct the conversation.
- Answer questions in a clear and positive manner. Show how your experience and training will make you productive in the shortest time with minimal supervision.
- When discussing salary, be flexible—avoid naming a specific salary when possible. If you are too high, you risk not getting the job. If you are too low, you undersell yourself. Answer questions on salary requirements with responses such as, “I am interested in the job as a career opportunity so I am negotiable on the starting salary.” Negotiate, but do not sell yourself short.

*Note:*

- Speak positively of former employers and coworkers no matter why you left, even if you were fired from the job.
  - Let the employer lead into conversations about benefits. Your focus on these items can be a “turn off.” But, do not be afraid to ask questions about things that you really need to know.
- “Closing” the Interview:**
- If the employer does not offer you a job or say when you will hear about it, ask when you may call to find out about the decision.
  - If the employer asks you to call or return for another interview, make a written note of the time, date, and place.
  - Thank the employer for the interview and reaffirm your interest and qualifications for the job.

# TESTING

For some jobs, you may need to take a test. Usually, the job announcement or ad will say if a test is required.

There are several types of selection and job fitness tests:

- **Aptitude tests** predict your ability to learn and perform job tasks.
- **Job knowledge and proficiency tests** measure what you know and what you can do in a job (for example, word processing speed for a secretarial job, knowledge of street names, and routes for a fire fighter job).
- **Literacy tests** measure reading and arithmetic levels.
- **Personality tests** help identify your personal style in dealing with tasks and other people. Certain personalities can be well-suited for some jobs and not so well-suited for other jobs. For example, an outgoing person may be well-suited for a sales job.
- **Honesty and Integrity tests** evaluate the likelihood of stealing and trustworthiness of applicants.
- **Physical ability tests** measure strength, flexibility, stamina, and speed for jobs that require physical performance.
- **Medical examinations and tests** determine physical ability to do a job.
- **Drug tests** show the presence of illegal drugs that could impair job performance and threaten the safety of others.

## How to prepare for tests:

You cannot study directly for aptitude tests. But you can get ready to do your best by taking other tests. Look for tests or quizzes in magazines, online, and in school books. Set time limits. By taking practice tests, you can learn about the testing process. This helps you feel more comfortable when you are tested.

Brush up on job skills. For example, if you are taking a typing test, practice typing. If you are taking a construction test, review books and blueprints.

Get ready for physical tests by doing activities similar to those required for the job.

For literacy tests, review and do exercises in reading and math books or enroll in remedial classes.

It is natural to be nervous about tests (some anxiety may even help you).

Here are some tips that will help you take most tests:

1. Make a list of what you need for the test (pencil, eye glasses, I.D., etc.). Check it before leaving.
2. Get a good night's sleep.
3. If you are sick, call and reschedule the test.
4. Leave for the test site early.
5. If you have any physical difficulties, tell the test administrator.
6. If you do not understand the test instructions, ASK FOR HELP before the test begins.
7. If there are strict time limits, budget your time. Do not linger over difficult questions.
8. Find out if you are penalized for wrong answers. If not, guess on questions you are not sure about.
9. If you have time, review your answers. Check to be sure you did not misread a question or make careless mistakes.
10. You may be able to retake the test. Ask about the retesting policy.
11. Request a complete interpretation of your scores. The results may indicate additional career paths to pursue.

# After the Interview

Make each interview a learning experience. After it is over, prepare an evaluation of how the interview went. What did I learn from the interview? Do so even if you decide that you would not want the job. This step is to evaluate your skills in an interview.

A thank you note is always appropriate. It should:

- Be handwritten only if you have very good handwriting. Typed notes are now well-accepted.
- Be on good quality white, grey, or cream-tinted paper.
- Be simple and brief. Include inserts or new material only if requested.
- Express appreciation for the interviewer's time.
- Show enthusiasm for the job and the company.
- Re-emphasize that you want and can do the job, if that is the case.
- Include contact information.
- Include a complete signature.

# JOB SEARCH CHECKLIST

Complete items 1-4 on this checklist before starting your job search

Complete item 5 each day of your job search

Complete items 6-9 when you have interviews

✓ - Check completed items	
1. PLAN YOUR TIME	<ul style="list-style-type: none"> <li>-Wake up early to start looking for work.</li> <li>-Make a "to do" list of everything you will do to look for a job.</li> <li>-Work hard all day to find a job.</li> <li>-Reward yourself (do a hobby or sport, visit friends, etc.!).</li> </ul>
2. IDENTIFY OCCUPATIONS	<ul style="list-style-type: none"> <li>-Make a background and experience list.</li> <li>-Review information on jobs.</li> <li>-Identify jobs that use your talents.</li> </ul>
3. IDENTIFY EMPLOYERS	<ul style="list-style-type: none"> <li>-Ask relatives, friends, etc., to help you look for job openings.</li> <li>-Visit your local One-Stop Career Center.</li> <li>-Contact employers to get company and job information.</li> <li>-Utilize other sources (page 8-10) to get job leads.</li> <li>-Obtain job announcements and descriptions.</li> <li>-Look for job openings on CalJOBS<sup>SM</sup> at <a href="http://www.caljobs.ca.gov">www.caljobs.ca.gov</a>.</li> </ul>
4. PREPARE MATERIALS	<ul style="list-style-type: none"> <li>-Write résumés (if needed). Use job announcements to "fit" your skills with job requirements.</li> <li>-Write cover letters or letters of application.</li> <li>-Assemble a job search kit: pens, writing tablet, maps, public transportation guides, clean copies of résumés and applications, background and experience list, Social Security Card, and picture ID.</li> </ul>
5. CONTACT EMPLOYERS	<ul style="list-style-type: none"> <li>-Call employers directly (even if they are not advertising openings). Talk to the person who would supervise you if you were hired.</li> <li>-Go to companies to fill out applications.</li> <li>-Contact your friends and relatives to see if they know about any openings.</li> </ul>
6. PREPARE FOR INTERVIEWS	<ul style="list-style-type: none"> <li>-Learn about the company you are interviewing with.</li> <li>-Review job announcements to determine how your skills will help you do the job.</li> <li>-Assemble résumés, application forms, etc., (make sure everything is neat).</li> <li>-Arrange for baby-sitters, transportation, etc.</li> <li>-Give yourself plenty of time.</li> </ul>
7. GO TO INTERVIEWS	<ul style="list-style-type: none"> <li>-Dress right for the interview.</li> <li>-Go alone.</li> <li>-Be clean, concise, and positive.</li> <li>-Thank the interviewer.</li> </ul>
8. EVALUATE INTERVIEWS	<ul style="list-style-type: none"> <li>-Send a signed hard copy thank you letter (typed if possible) to the interviewer within 24 hours of the interview.</li> <li>-Think about how you could improve the interview.</li> </ul>
9. TAKE TESTS	<ul style="list-style-type: none"> <li>-Find out about the test(s) you are taking.</li> <li>-Brush up on job skills.</li> <li>-Relax and be confident.</li> </ul>
10. ACCEPT THE JOB!	<ul style="list-style-type: none"> <li>-Understand job duties and expectations, work hours, salary, benefits, etc.</li> <li>-Be flexible regarding salary (but don't sell yourself short).</li> <li>-CONGRATULATIONS!</li> </ul>



## STATE OF CALIFORNIA

### LABOR AND WORKFORCE DEVELOPMENT AGENCY

### EMPLOYMENT DEVELOPMENT DEPARTMENT

This publication has been adapted from the U.S. Department of Labor Publication "A-130 (1996)." The information has been enhanced and tailored to meet the specific needs of California job seekers.

For more information about services offered by the Employment Development Department, visit the Web site at [www.edd.ca.gov](http://www.edd.ca.gov)

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.