

## **JOB SEEKING TIPS**

- Searching for a job is a fulltime job. Be organized. Make and follow a job search schedule.
- Dress appropriately when you apply for a job. Always make sure you are well groomed and display good personal hygiene.
- Make a background and experience list so you have the information necessary to complete job applications.
- Be prepared to provide references, including telephone numbers. Choose your references carefully.
- Neatness counts when completing a job application. Write as clearly as possible.
- When completing the application, write “willing to discuss” when asked whether you have criminal convictions.
- Be polite. An employer will not be interested in hiring someone who is rude and combative.
- While searching for a job, remove all music from the voicemail message on your telephone. Simply record a message with your name, asking the caller to leave a name and phone number, and saying that you will return the call as soon as possible.
- Be confident when asking for an application or inquiring about job openings.
- Ask family and friends if they know of any job openings.
- Be willing to take a job and work your way up, building your experience and work history as you go. Know that you can try to do well in the job and continue to get education or training to help you move up to a better position.
- Follow up on leads immediately. Don't wait until the next day.

## **INTERVIEW TIPS**

- Dress appropriately. Dress for the interview as you would for the job.
- Go to the interview alone. Do not take friends and family with you.
- Silence your cell phone during the interview.
- Be honest. Answer questions in a clear and positive manner, but answer only the questions asked. Don't elaborate.
- Be professional and confident. The interview is an opportunity to “sell” yourself as a potential employee to an employer. You have something valuable to offer an employer.
- Keep explanations about the conviction short and focus on what you have to offer the employer.
- If the interviewer does not say when you will hear about the job, ask when you may call to find out about the decision.
- Thank the interviewer.