

## Tips for Finding Employment

### What Do You Want from a Job? In What Priority?

**I Want To:** (Circle all that apply, then put a number in front of all circled to identify what your priority is.)

- Make money
- Use time productively
- Play/socialize
- Reality test a possible college major, industry, employer, occupation or career field
- Gain experience in a specific career or industry
- Build a resume

### Where Do You Look for a Job?

Look first to your interest areas/fields. When you are applying for a job you will need energy and enthusiasm to give you the motivation and gumption (guts) to apply, to ask for an application, to fill out an application, to write a letter, to interview and/or to negotiate your schedule, salary and benefits. When you are **really** interested in the industry or a particular job, your motivation comes more easily and lasts longer.

Make a list of your top five or ten interest fields and then put them in priority order according to what you like the best, what is most interesting to you, most exciting, etc.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Pick two interest fields from your list above. As an example, let's say your interest fields are books and travel, in that order. Think of all of the places (types of potential employers) you might consider working related to these interest fields. Taking books, look at the type of employers who have something to do with books. (EX: Books=bookstores, libraries, reading programs, summer schools, publishers, authors, etc.) Make comprehensive lists of types of employers in both areas. When you run out of possibilities...ask your family, friends, teachers, neighbors, etc. to help you expand your list(s).

Here are some additional examples of interest fields and samples of types of employers:

- Health, Medical: Hospitals/Doctors' Offices/Hospices/Holistic Health Centers
- Recreation, Retail: Camping/Clothing/Shoes/Golf
- Travel, Hospitality: National Parks/Tour Companies/ Cruise Ships
- Media, Television: Public Broadcasting/Children's Programming

## Interest Fields and Potential Employer Types:

Interest Field 1: \_\_\_\_\_

Employer Types (in priority order): \_\_\_\_\_

Interest Field 2: \_\_\_\_\_

Employer Types (in priority order): \_\_\_\_\_

Next, identify specific organizations that you might be interested in contacting (EX: Borders, Prentice Hall Publishers, your town's library, Sylvan Learning Center, Archer Mayor, a local author, etc). Call or stop in to see if these employers hire summer assistants. Once you find out who hires and for what, then put those that do offer summer opportunities in some priority order based upon criteria that you feel are important.

Examples of criteria you may want to consider include your level of interest, content of work, level of responsibility, distance from home, amount of flexibility in scheduling your hours, number of hours per week, days and number of days per week, population(s) you would be working with, the nature of the work, how it feels to be in that "place," benefits, salary, overtime possibility/necessity, impact on your future, excitement, etc. List three of your criteria here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**How Do You Apply?** Let the appropriate people at your top three employers know that you may be interested in working there and that you would like to ask some questions. One of your last questions, if you are still interested in the possibility of working there at the end of your conversation, should be "how do I apply?"

**Applications.** Make it a high-quality application/resume/letter. It should look great (no typos or poor printing, misspellings, etc.; if it is handwritten, use ink). It should be complete.

If they want you to fill out an application and you can take it with you, make a copy first and fill in one as a sample in pencil, making corrections as you go and then copy to the formal application in ink.

If you are required to fill out an application on site, bring a copy of all pertinent information like your social security number, names of references and their contact information including addresses and phone numbers, and prior employment information if you have worked before.

**Interviewing.** Be yourself! Be on time! Look great. Speak intelligently of yourself and what you want out of this job besides money, besides "just a job." Get your questions answered. This is 100% your time and 100% the employer's time. Send a thank you note after the interview.

***Remember that almost all potential employers know of you is how you job hunt!***

**Negotiating, Accepting or Rejecting the Offer.** If you want something not offered, consider how you will negotiate on your behalf. Practice ahead of time. Accept the offer when you have

had time to think about everything and know you feel comfortable taking it. Make sure that you respond even if you decide to reject the offer.

Ask for assistance from those who care about you during this process. Job hunting is sometimes stressful and can be even more stressful if no one is there to support you in how to do it. Finally, remember that “rejection” is in the very nature of job hunting and happens for many, many reasons. Many have nothing to do with you.

