



**Grow Detroit's
Young Talent**

YOUTH RESOURCE GUIDE

Tips & Tools For Young Job Seekers



WHERE DO YOU START???

Begin by reviewing what you have to offer and what you are looking for:

List three things you have to offer an employer:

- 1.
- 2.
- 3.

List three types of jobs you are looking for:

- 1.
- 2.
- 3.

Knowing the answers to these questions can help you focus your job search. You can prepare to answer the common questions asked on a job application and by prospective employers.

When can you work? ___Mornings ___Afternoons ___Evenings

Do you want part time or full time work?

Where can you work? What transportation limitations do you have?

How important are the following factors?

| | Very Important | Important | Not Important |
|---------------------------------|----------------|-----------|---------------|
| Rate of Pay | | | |
| Opportunity for training | | | |
| Opportunity for job advancement | | | |

PLACES THAT TYPICALLY HIRE YOUTH

RESTAURANTS



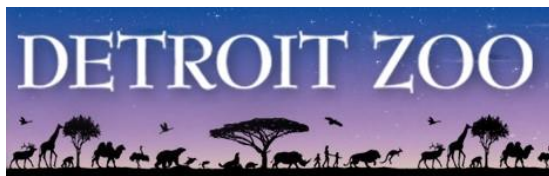
GROCERY STORES



MALLS/RETAIL STORES



ZOO



MOVIE THEATERS



THE JOB SEARCH

Once you know what type of job you prefer, you can begin searching for a job. Below are a few strategies to aid in your search. There is no one “best” method. Try as many of these ideas as possible!

1. Tell your friends and relatives that you are looking for a job. They may know or hear of something and tell you about it.
2. Check with your teacher or school counselor. Often they receive phone calls from employers who have part-time and full-time job openings. They may even know of other places to send you.
3. Visit the local State Employment Service office. Ask for their jobs list.
4. “Hit the streets!” Do you remember seeing signs in store windows advertising **Help Wanted**? Even if signs are not posted, you can still stop in and ask if a job is available. They may not have a job opening that very day, but they may know of one coming up in the future.
5. Get a local newspaper and read the Want Ads. Hundreds of jobs are listed every day.

Help Wanted Signs and Notices

It is okay to ask a person for a job. Many employers admire the courage and aggressiveness required to talk to a stranger. It is important that you make a good impression.

Practice various interview techniques so that you will be comfortable in this new situation. Pretend that you are walking into a store or business that has a “Help Wanted” sign posted. Be well groomed, stand tall, speak slowly and loudly. **Do not** take a friend.

Practice speaking with poise and confidence. You may have only one chance to make a positive impression upon the employer. Remember, practice makes you more familiar and comfortable!



HOW DO YOU COMPLETE A JOB APPLICATION?

When you start job hunting, you will be asked to complete a job application. The information you give will help the employer determine if you are a good fit for the job, if you are able to follow directions, if you have spent time and effort to learn how to fill out the application. It is important that you do a good job filling out the application.

When filling out the job application, it is important to remember these eight points:

1. TAKE YOUR OWN BLACK OR BLUE INK PENS
2. FOLLOW THE DIRECTIONS CAREFULLY
3. BE NEAT
4. ANSWER ALL THE QUESTIONS
5. BE ACCURATE
6. PRINT (It is easier to read and much neater)
7. BE TRUTHFUL (If you get the job, false answers or omissions on the application may cause an employer to fire you).
8. PROOF READ YOUR ANSWERS BEFORE TURNING THE APPLICATION IN

If a question does not apply to you, fill in the space with the word “NO” or “NONE” or “N/A” (which means “does not apply”).

On the next pages is a blank application. You can use this for practice. You can also complete this application and take it with you on your job search and/or interviews. Using this will allow you to quickly copy information onto the employer’s job application.

REFERENCES

One of the last questions on a job application asks you to list references. References are people the company will call to find out information about you. The employer will ask about your skills, your attitude, your attributes and challenges, if you are reliable and if you would be a good candidate for the new job.

A reference person can be a former employer, an adult friend, your counselor, teacher, minister, school or club leader. DO NOT choose your mother or your best (teenage) friend.

Get permission from your reference person before you give their names. Be sure that you have all of their information (name, address, telephone numbers, place where they work, etc.). Ask if they would be willing to give you a recommendation. **Sample conversation to get a personal reference permission:**
“Mr. Adams, I’m applying for a job at the Acme Widget factory and I’d like to use you as a reference. Would you be willing to be a reference for me?”



SAMPLE JOB APPLICATION

PERSONAL INFORMATION

| | | | |
|-----------------------|--|---------------------|--|
| NAME: | | | |
| SOC. SEC. NO. | | | |
| ADDRESS: | | ZIP: | |
| HOME PHONE #: | | CELL PHONE#: | |
| EMAIL ADDRESS: | | | |

| |
|--|
| What special qualifications do you have? |
| What office machines can you operate? |

EMPLOYMENT DESIRED

| | | |
|---|--------------------------|----------------------|
| POSITION _____ | DATE YOU CAN START _____ | SALARY DESIRED _____ |
| ARE YOU EMPLOYED NOW? _____ | | |
| IF YES MAY WE CONTACT YOUR PRESENT EMPLOYER? _____ | | |
| EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____ | | |

EDUCATION

| SCHOOL | YEARS ATTENDED | NAME OF SCHOOL | CITY | DIPLOMA/ DEGREE |
|-------------|----------------|----------------|------|-----------------|
| HIGH SCHOOL | | | | |
| COLLEGE | | | | |
| OTHER | | | | |

EXPERIENCE

| NAME AND ADDRESS OF COMPANY | DATE | | POSITION | STARTING SALARY | FINAL SALARY | REASON FOR LEAVING |
|-----------------------------|------|----|----------|-----------------|--------------|--------------------|
| | FROM | TO | | | | |
| | | | | | | |
| | | | | | | |

WHAT DO YOU SAY AT AN INTERVIEW?

Prepare for the job interview. Remember, employers want to hire people who will do good work, take the work seriously, get along well with others and exhibit appropriate behavior. It is important that you “sell yourself” to the employer.

Key Points

1. **Know yourself:** Know your interests and qualifications. Be prepared to briefly state them.
2. **Learn about the job:** Know information about the company. Do research on the type of job you are seeking.
3. **Be on time for the interview:** You should arrive about 15 minutes ahead of time.
4. **Look professional:** Be neat and clean. Your clothes should be well-pressed. Look professional. Simple conservative clothes are preferred over sport clothes or eveningwear. Beware of the latest fashion trend. Your hands and nails should be clean. Have clean-combed hair, shoes polished, little jewelry, little makeup and no perfume or cologne.
5. **Go alone:** The employer wants to talk to you, not your friends or relatives. The job is your responsibility. You don't want them to think you need a babysitter.
6. **Greet the interviewer:** Greet the interviewer warmly, with a smile, good eye contact and a firm handshake.
7. **Take an ink pen:** You may need to take notes or write something for the employer.
8. **Sit up straight in the chair and look attentive:** Be alert, look directly at the interviewer and listen carefully. Don't gaze around the room when listening or talking. Avoid making nervous movements, such as rocking or shaking your legs or feet. Keep both feet on the floor.
9. **Be ready to answer questions:** THINK before answering. Explain how your work experience, education, hobbies, etc. will help you to do the prospective job well. Be polite and give full information.
10. **Do not talk about personal problems:** The employer is interested in how well you fit the job. Do not mention personal, home or money problems. Never say, “I need a job” or “I can or will do anything”.
11. **Be respectful:** Be grown-up and businesslike. Use “Mr.,” “Mrs.” or “Miss” where appropriate. Do not use first names or other nicknames or disrespectful titles. Do not make derogatory remarks about former employers.
12. **Do not smoke or chew gum:** Even if the interviewer lights up or offers you a cigarette, politely decline. Gum chewing is NEVER acceptable. It is distracting and unsightly.
13. **Use proper English:** Speak clearly, slowly and loudly. Be confident, positive and enthusiastic about the information you share with the interviewer. Do not use slang expressions.



14. **Do not argue or interrupt:** You are entitled to your opinion, but don't argue the point with your prospective employer. Remember you want them to think you work well with others.
15. **Prepare the questions you want to ask:** Most employers will allow you an opportunity to ask questions. Do research and be prepared. Ask: what you will learn on the job, what training will you receive, who will you work with, working hours, etc. Do not make your **first** question, "How much do I make?"
16. **Say "Thank You":** Thank the employer for his/her time and the opportunity to interview with the company. Again, give a smile and a firm handshake.

Job Interview Do's and Don'ts

DO'S

1. Learn about the job and the company.
2. Be neat and clean and dressed properly.
3. Go alone and be on time.
4. Bring what you need (pen, sample application form and personal identification).
5. Sit properly and look attentive.
6. Answer questions completely and truthfully.
7. Be respectful and use proper English.
8. Ask intelligent questions.
9. Thank the employer for the interview and give a firm handshake.

DON'TS

1. DON'T smoke or chew gum.
2. DON'T talk about personal problems.
3. DON'T argue or interrupt the interviewer.
4. DON'T bring family or friends.
5. DON'T make derogatory remarks or use inappropriate titles.
6. DON'T use slang expressions.
7. DON'T make your first question "How much do I make?"
8. DON'T say, "I need a job" or "I can do anything".
9. DON'T be late.
10. DON'T forget to say "thank you".

LITTLE THINGS THAT GO A LONG WAY

(How to stand out from the crowd!)

1) Your Appearance

Good Choices:

Polo's or button down shirts (no t-shirts!)

Solid colors

Khakis or slacks (no jeans)

Skirts (not more than an inch above the knee!)

A tie

Pearls (or other simple jewelry)

2) Your Attitude

Enthusiasm

Eye Contact

Firm Hand Shake

Speak up!

Smile

3) Your Preparation

Know something about the company

What do they do?

Who do they serve?

How long have they been around?

Know something about your self

What are your goals?

What are your interests?

What are your skills?

4) Your Follow-up

Thank you letter, card or call



THE SMILE PRINCIPLE



Making a good impression on a potential employer is as easy as a simple SMILE!

S - Stand up straight

M - Make eye contact

I - Introduce yourself

L - Learn something

E - Engage in conversation

And.....

SMILE!