



WORKFORCE



Whether you plan to work while in high school or after graduation, it is important to be well prepared and know how to apply for and obtain the job that you want. Here are the steps in the job application and interview process:

(1) DETERMINE QUALITIES AND SKILLS

- Take a free career assessment test to get a better sense of what jobs fit you the most
- Decide what type of job you want based on your interests and skills
- Ask family, friends, and your Big what job they could see you working
- Research companies and local businesses, determine what sounds right for you

(2) CREATE YOUR RESUME

- Build a professional and organized resume to help you stand out
- Ask your Big to review your resume
- Save an editable version of your resume so you can make changes over time

(3) BUILD CAREER NETWORKS

- Attend local job fairs and networking events
- Join online career networks like LinkedIn and Indeed. Reach out to professionals in the areas you are interested in.

(4) JOB APPLICATION

- Make sure you are qualified for the position and apply online or in person
- Review your application for any errors
- Obtain and list three references

(5) POST APPLICATION FOLLOW-UP

- Allow 1-2 weeks to contact the employer about your application
- Keep track of all the jobs you apply for
- Be persistent, but do not overdo it
- Exercise patience when waiting for a call

(6) POLISH YOUR INTERVIEW SKILLS

- Dress professionally and arrive early
- Practice answering interview questions
- Ask your interviewer relevant questions
- Thank the interviewer in person and by email

(7) POST INTERVIEW FOLLOW-UP

- Notify references they may receive a call
- Be prepared and respond promptly to any contact from an employer
- Be Patient! It takes time to find the perfect job fit, do not give up

