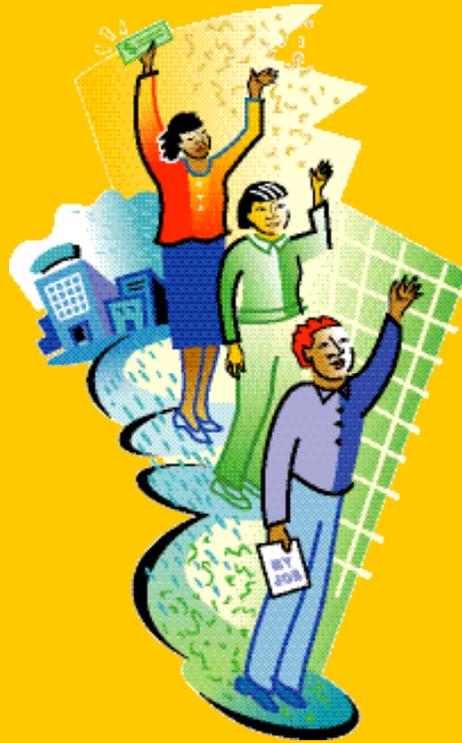


Find a Job!

A Job Search Guide



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How to Use This Guide

Finding a job isn't easy. But this guide can help. Use it to plan from start to finish. Use the 3 steps below:

Assess:

Learn about yourself and create a job goal. Find jobs that fit you and your goal.



Develop:

Develop your skills and the tools you need for your job search.

Search:

Find a job! See the tips for finding job openings and how to apply.

Use the Table of Contents to find the information you need. Visit ISEEK at www.iseek.org or go to a WorkForce Center near you (see page 30) for more information about finding jobs.

Assess

What Job Do You Want?

Create a Job Goal

It's time to think about you and your next job. This section will help you set a job goal. For ideas about how to answer the questions below, try taking an assessment. Find assessments on page 5.



First, write down things you know you like to do and things you do well. *Example: I like to work with people. I am good at selling things.*

Next, write down jobs that interest you. *Example: Sales Representative.*

What do these jobs pay? Are there openings? Will you need more skills? Visit www.iseek.org for answers. *Example: Lots of openings in Sales, but pay varies based on what I sell.*

ASSESS

Pick the job that interests you the most. Now, write a job goal that fits you and that job. *Example: Get a job in Sales and think about going to school to get more Sales skills.*

Job goals will help you focus.

If you want to, you can have more than one goal. You can change your goals and create new ones anytime!

Find Assessments

ASSESS

An assessment is a tool that helps you think about you. It can be on paper or the Internet. Assessments are not tests — there are no wrong answers! It doesn't tell you what to do. It gives you ideas and options.

Try the free Internet assessments below:

ISEEK Skills Assessment:

Matches your skills to jobs.

Visit: www.iseek.org/sv/10210.jsp

MnCareers Interest Assessment:

Matches your interests to jobs.

Visit: www.mncareers.org

Career Quiz:

Matches your work style to jobs.

Visit: www.princetonreview.com/cte/quiz/career_quiz1.asp

To find other assessments:

- Visit ISEEK at www.iseek.org
- Go to a WorkForce Center (see page 30).



Develop

What Skills Do You Need?

Skills That Match Your Goal

You may need new skills to reach your job goal. Skills are your ability to do specific tasks.

This section will help you think about skills you have and skills you need. You will also learn about tools — like resumes, applications and networking — to show employers your skills.

Fill out the checklist on page 7. Check the boxes in front of the skills you have.

Don't worry if you don't have all of the skills in the checklist right now. Some jobs require only a few of these skills. The more skills you develop, the more job choices you will have.



Skills Checklist:

- Reading**
I can read a job manual.
- Speaking**
I can explain my job to a coworker.
- Listening**
I can take a customer's order.
- Writing**
I can write a phone message.
- Identifying Problems**
I can figure out why a machine isn't working.
- Getting Information**
I can find phone numbers in the phone book.
- Active Learning**
I can learn new tasks while I work.
- Critical Thinking**
I can decide what task to do next.
- Clerical**
I can file letters alphabetically.

DEVELOP

Get the Skills You Need

There are many ways to get skills. Education and training are two ways.

Some people train on the job. Others take day or night classes to learn specific skills. And some volunteer to gain experience.



A longer-term option is to earn a certificate or degree from a higher education institution. Technical and community colleges, private career schools, and public and private colleges and universities can help you get there.

For more information about these options, see page 32.

Now what? Use the checklist on page 7 to think about the skills you need to reach your job goal and how to get those skills.

Do you need new skills to reach your job goal? List these skills below.

How can you learn these new skills? Write ideas below. Pages 8 and 32 have some ideas.

DEVELOP

**Always remember:
Learning skills takes time.**



Networking

Who could help you find a job?

A former coworker? A job coach or counselor? Friends or family? These people are the contacts in your network. They can help you reach your job goal.

It is a good idea to keep a list of your contacts. Talk to those contacts regularly, especially when you change your job goal. They might pass your name onto others or give you a new contact.



When you first talk to a new contact, tell them who you are and who told you to contact them. Share details about your job goal and give them your resume, if you have one.

Always thank your contacts. And help your contacts when you can.

Contact List

Notes

Name: _____

Phone: _____

Note: _____

DEVELOP

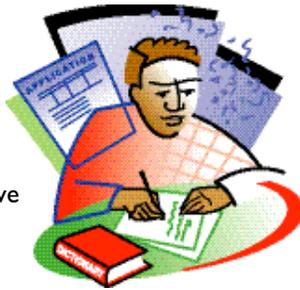
Job Applications

A job application is a form you fill out to apply for a job. This form is important. Employers pick people to hire or interview using their job applications.

Applications ask you about your skills, education and work history. Who have you worked for? What jobs have you had? What tasks did you do on the job? Know names and addresses of places where you've worked in the past.

It helps to be prepared. Pages 14-17 have common application questions. Complete these pages and take this guide with you so you can do your application quickly.

Read the application instructions first! Each application is different. Try to write clearly. You want your application to be easy to read.



12

Resumes

A resume is a one- or two-page description of you and your skills. Some employers want a resume with your application. Use your resume to let employers know you're looking for a job.

Remember to:

- Write your full name at the top of the page in **bold** or CAPITAL letters.
- Write your address, phone number and email below your name.
- Tell about your skills. Briefly explain what you can do.
- Write what you've done on other jobs. Include your past education.
- Tell about any volunteer work you've done, awards and honors you've received, and anything else to help you get the job.
- Have someone review your resume.

Want more tips?

- Visit **www.iseek.org**.
- Take a class at a local WorkForce Center (see page 30).

DEVELOP

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Application & Resume Information

- Complete these pages and bring this guide along when you want this information handy.
- Also bring your Social Security number and other work permit documents with you when you apply for jobs.

Your Mailing Address: _____

Your Phone: _____

Education:

- Name of School and degree or certificate earned.

High School/GED: _____

Address: _____

College: _____

Address: _____

Degree or Certificate: _____

Other: _____

Notes

Employment History:

- Start with your current or most recent job.

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Pay: _____ Employment Dates: _____ to _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Pay: _____ Employment Dates: _____ to _____

DEVELOP

Notes

Skills:

- List special skills below. See pages 6-9 for ideas.

Qualifications:

- List job-related licenses, honors and special accomplishments below.

Personal References:

- Use people who know you and will say good things.
- Do not use people in your family as personal references.

Name: _____

Address: _____

Phone: _____ Occupation: _____

Name: _____

Address: _____

Phone: _____ Occupation: _____

Name: _____

Address: _____

Phone: _____ Occupation: _____

Notes:

DEVELOP

Search

How Can You Find a Job?

The Job Search Process

You have a job goal. You know the skills you have and need. Now it's time to find a job.

What are the steps involved?

1. Get the basics – food, housing, clothes – before you look for work. See page 31.
2. Look for openings and employers. See pages 20 and 21 for ideas.
3. Apply for jobs you want. Some employers want job applications (page 12). Some ask for resumes (page 13).
4. Schedule interviews. Use pages 22-27 to prepare for interviews.
5. Follow-up with employers. Tell employers you're still interested. Send a thank you. Email or phone them with questions. Keep notes on page 27.



Looking for jobs can be stressful. Don't panic if you feel sad or worried. Most job seekers do!

Try the ideas below to deal with stress:

- Talk to others – like your family, friends, mentor or job coach.
- Go to a job club or support group. Find them at WorkForce Centers (see page 30), community centers and churches.
- Write your feelings on paper. This helps you solve problems and decide what to do next.
- Stay healthy. Exercise, eat well and get plenty of rest.

SEARCH

If you're offered a job:

Read page 28 to see what to do!



Find Jobs & Employers

There are many places to look:

- Your networking contacts (page 11)
- Newspaper ads
- Business directories at libraries
- Business bulletin boards
- Yellow pages
- Temp and other employment agencies
- Labor union offices
- Career centers
- Help-wanted signs at businesses
- Job fairs
- Job coaches and counselors
- WorkForce Centers
- Job clubs



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Use the websites below to search for jobs and employers.

Use computers for free at WorkForce Centers. Find one near you on page 30.

ISEEK

www.iseek.org

Minnesota's Job Bank

www.mnworks.org

StarTribune's Working

www.startribune.com/working

State of Minnesota

www.doer.state.mn.us

America's Job Bank

www.ajb.org

Minnesota State Colleges & Universities

www.hr.mnscu.edu/jobs/

University of Minnesota

[www.l.umn.edu/twincities/](http://www.l.umn.edu/twincities/06_employ.php)

[06_employ.php](http://www.l.umn.edu/twincities/06_employ.php)

SEARCH

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Interviewing

An interview is a formal meeting between you and an employer. You'll be asked about your skills, education, work experiences, interests and more! Give honest and clear answers.

What do you want employers to know about you? How would you describe yourself if you only had a minute or two? Write your answer in the space below.

Interview Tips



- Wear nice clothes for all interviews.
- Be clean and well-groomed.
- Arrive at least 5 minutes early.
- Go alone.
- Smile! Attitude is everything.
- Be nice to everyone.
- Introduce yourself.
- If invited, shake hands.
- Maintain eye contact.
- Ask for the employer's business card.
- If you have a resume, give it to the employer.
- Take notes.
- Thank the employer after the interview.
- Send a thank you note after the interview.

SEARCH

Questions Employers Ask at Interviews

Practice your answers before the interview. You want to feel comfortable. Give complete, but brief answers.

“Tell me about yourself.”

Talk about your strengths, skills and experience. Use what you wrote on page 22.

“Tell me about your experience.”

Include examples of your work and education. Focus on details related to the job opening.

“Why do you want this job?”

Talk about what interests you about the job. Show you are excited about the job and the tasks you will do on the job.

“Why do you want to work for us?”

Research the company to answer this question. Show the employer you know what they do. Talk about company goals, your job goal and how they fit together.

“How would others describe you?”

Talk about your skills and strengths. Show the employer how well you fit the job.

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“What are your strengths? ”

Sell yourself as a good employee. Be honest.

“Talk about a major contribution you have made in a previous job.”

Think of a short work story to tell. Maybe you saved a past employer time or money. Briefly say what the problem was and how you fixed it. Show you are responsible.

“Tell me about your weaknesses.”

Everyone has areas to improve. Tell one of your weaknesses. But also say how you plan to fix it. Show the employer you can learn from your weaknesses.

Interview tips:

- Don't talk about salary until you have been offered a job.
- After the interview, send a thank you note telling the employer one more time about your skills and interest in the job.

SEARCH

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Ask Questions at Interviews

This shows you are serious about the job. But only ask questions that were not already answered.

Practice asking these questions out loud before the interview. Check off the questions you want to ask. Write down others that aren't listed.

- What's a normal day like on this job?
- Is there a written job description?
- What will my job responsibilities be?
- Will my responsibilities change?
- How will I be evaluated?
- What are some challenges of this position?
- When do you plan to hire for this position?
- Is there anything else you need from me?
- _____ ?
- _____ ?

Notes

Interview Appointments

Company Name: _____

Interviewer's Name: _____

Date/Time: _____

Address: _____

Company Name: _____

Interviewer's Name: _____

Date/Time: _____

Address: _____

Company Name: _____

Interviewer's Name: _____

Date/Time: _____

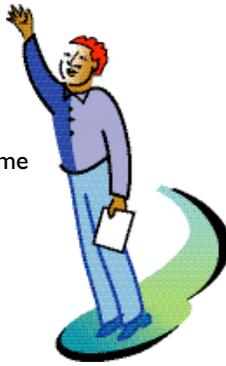
Address: _____

SEARCH

You're Hired!

You're offered a job. What do you do? Write down notes about the offer on page 29. Write down the:

- Job responsibilities
- Starting pay
- Starting date
- Hours
- Amount of sick leave
- Amount of vacation time
- Health care benefits
- Dental benefits
- Retirement benefits



Ask for time to think about it — even if you know you'll say yes. Be reasonable. Only ask for a day or two.

If you want the job — tell the employer. Ask for details in writing. If you don't want the job — tell the employer. Thank them, but say you cannot accept the job. They might ask why. Have an answer ready.

If you want the job, but need something else — like a higher starting pay — tell the employer. They might give it to you. Be prepared to decide about the job whether or not the employer offers it to you.

Notes

Job Offer Notes

Minnesota WorkForce Centers

There are more than 50 WorkForce Centers throughout the state of Minnesota.

They offer:

- Computers, laser printers, fax and copy machines you can use for free when job searching
- Free Internet access
- Career assessments
- Classes about writing resumes and searching for jobs
- Information about schools and training
- Lists of job openings
- Information about employers



Use your zip code to find locations and services in your area:

Call: 1.888.438.5627 (TTY: 1.800.657.3973)
Visit: www.mnwfc.org/field/index.htm

Job Seeker Resources

United Way 211

Start here for help. Find food, clothes, transportation and more.

Call: 211

Visit: www.firstcallnet.org

Child Care

WorkForce Centers have a list of child care options in the Twin Cities.

Call: 1.888.291.9811

Visit: www.mnchildcare.org

Health Care

Your health is important! Find out if you can get help paying for health care.

Call: 651.297.3933 (TTY: 1.800.627.3529)

Visit: www.dhs.state.mn.us/healthcare

Housing

Need a new place to live? Find out about affordable housing.

Call: 1.800.657.3769 (TTY: 651.297.2361)

Visit: www.housinglink.org

Higher Education Resources

ISEEK: Find information about how education planning and financial aid can get you the job you want.

Visit: www.iseek.org

MnCareers: Includes a guide to making a school decision; details about applying, enrolling and financial aid; and lists of private career, two- and four-year schools.

Visit: www.mncareers.org

Minnesota Higher Education Services

Office: Has information about applying, enrolling and obtaining financial aid for higher education options.

Visit: www.mheso.state.mn.us

Minnesota State Colleges and

Universities: Find affordable education opportunities available online and in 46 communities across the state.

Call: 1.888.667.2848 (TTY: 651.282.2660)

Visit: www.mnscu.edu

University of Minnesota: With four campuses and many programs, the university has many options to offer.

Visit: www.umn.edu

Good Luck!

You now know how to find a job from start to finish. Good luck with your job search!

Keep this guide handy. You never know when you will need it. It's the perfect size for your pocket or your purse. Use it to answer questions about finding a job. Also use it as a place to keep your notes.

Don't give up!

Finding a job isn't easy. It might take a while to find a job you really like. But every job provides valuable work experience.

Use this guide when you start a new job search.



www.iseek.org

Seek and you will find.

This guide is brought to you by iSeek Solutions, a joint powers organization of Equal Opportunity employers and educators including:



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