

Teen & New Job Seeker info STR8 from the peeps who HIRE!

Brought to you by:



First Impressions – are CRITICAL

Present yourself as a “Professional” or your BFF will get the job you want!
It only takes 1 miss-step and the recruiter will move on to the next applicant
Guaranteed!!!!

Cell Phone Messages:
Remember ur audience -
“The Recruiter”.
The recruiter doesn’t want
to hear a message U think
is FUNNY or COOL! Talk
like u would in an actual
interview on ur voice
message. Don’t forget
about inappropriate
ringback tones also.

Promptly respond to calls, emails, txt from the recruiter. U R on the recruiter’s time now and I will not wait for u. I have lots of applicants to pick from. The offer may be gone tomorrow.

TURN OFF the cell phone before entering the interview Better yet...leave it at home. When you get the job...leave it at home then too!

E-mail addresses: Bobcatfan@hotmail.com = turn-off to the recruiter
Create a professional email address like bobbiejoe@yahoo.com or betty-joe@yahoo.com – Remember, email addresses are FREE!



Dress: Dress up!!! No baggie clothes!!

Clean, pressed, professional clothing will get u noticed!

UR NOT going to a club or out on the town with friends

An interview is not a fashion show or a time to try a new trend

Ladies—the less skin u show the better, make sure ur clothing is not too tight

Gentlemen—pull up ur pants, wear a button up shirt or polo (no t-shirts with graphics)

Body odor: Do U have it?

Don't douse yourself in perfume or cologne

Don't smoke right before going into the interview

Do take a shower

Piercings & Tattoos: most companies still don't want'm

Best advice: Take out the piercings, cover up artwork.

**PERSONAL
BRANDING**

Companies want to create an atmosphere that is comfortable for ALL employees. U want to fit into that atmosphere or...ur BF will get the job u want! **TMOT!**

So.....what do you want to do?



If u find a job doing something u “Like” to do – u are more likely to **succeed** and do a great job!

Don't get a job doing something u H8 (ADIH) – u will not do a good job and that leads to issues, problems, job hopping and even terminations!



This may be ur first job. It won't be ur last job!

Build an impressive resume by:

Creating positive work experiences

- ✓ Work hard
- ✓ Be dependable
- ✓ Be honest

Longevity in your jobs

- ✓ Commit to the job
- ✗ No job hopping!

Give 2 weeks notice before quitting

- ✗ Don't leave them shorthanded
- ✓ Give them time to find a replacement

Ensure you leave on "GOOD" terms

- ✗ Do not burn bridges! You will have to explain why u were let go from previous jobs.
An old employer can help or hurt a future opportunity!
- ✓ Remember, it's a small world after all.

Make sure the job is something u want to do!



When r u able to work?

Part-time or full-time?

Be upfront and honest about ur limitations. Many employers will work with u if they know in advance.

Weekends?

Be dependable, skipping out for a date isn't a good idea.

Summer only or year around?

Apply early for seasonal work.

Internships? Paid or volunteer?


Unpaid volunteer work can often lead to paying jobs.

411 when minors can work: <http://www.youthrules.dol.gov/hours.htm>

Do u want to work inside? Work outside? Work with people? Work with animals?

Only apply for jobs that fit U!

There is competition for jobs!!! Be prepared!

Know what the company does –  out their website!

Know what the job is about – read the job description!!!

Again – do not apply if the job is not what u want to do or if u are not qualified for the position! U will be wasting ur time and mine.

Resumes

Name, address, and contact information

Current or prior jobs

Volunteer info and/or activities

References – someone who knows u and thinks U R A *

Do not list ur family members or ur gf or bf

Teachers make great references!

Spell words correctly and do not write in “txt” speak

Show skills specific to job

i.e., if applying for sales, focus on ur background of cashiering and customer service

Do not include personal info, birth date, date of graduation, photo of yourself, etc...

Applications

Companies use for multiple reasons:

Complete ALL sections of application

Have former addresses, reference contact info, dates etc. on hand

Do not write – “see resume”

Follow company’s process to apply

Interviews

Expect to inter-

view during the hours the recruiter works – **do not** ask to interview after hours!

Remember, ur being watched before the interview begins. **Be nice** to the receptionist and wait patiently/quietly/professionally. **Do not** bring a friend or anyone else for that matter when interviewing or picking up an application...no need for moral support. Once u get the job, keep ur friends at home also. They didn’t hire a group to sit around and watch u work. PLEASE **DO NOT** show up with gum or a piece of candy in ur mouth! Turn off ur cell phone – honestly!!! Leave it at home or in the car and **NEVER** check or send a txt while in the interview. **Don’t** talk negatively about former jobs or bosses

Answer questions with the job you are applying for in mind

- i.e., if you are asked which skills u feel will enhance the position – describe skills that relate to the job u will be doing

Have a couple of ?’s to ask the recruiter

- This shows ur are interested in the company & position

Important information:

Know what an I-9 is and how to complete it. What forms of I.D. do u have, does it satisfy the I-9 requirement? Have I.D.'s with u. <http://www.uscis.gov/files/form/i-9.pdf>

(I-9 is a Federal form that all companies must have on file for employees that establishes identity & eligibility to work in the US)

Know what a W-4 is and how to complete it. Talk with ur parents about what u should claim as they may be claiming u. <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

(W-4 is the Federal form that u will complete to determine the amount of **taxes** withheld from ur pay check)

Job Fairs

Billings Job Service: <http://wsd.dli.mt.gov/local/billings/jobfairs.asp>

Find Jobs

Billings Job Service: <http://wsd.dli.mt.gov/local/billings/>

Indeed.com – One Search. All Jobs: <http://www.indeed.com/>

Billings Gazette: <http://billingsgazette.com/>

BillingsHelpWanted.com: <http://regionalhelpwanted.com/home/46.htm>

Skill Development in Montana

WorkKeys http://www.keytrain.com/wrk_over.asp

WIN Solutions <http://www.w-win.com/>

?’s for us: yvcshrm@gmail.com

This portion of the Yellowstone Valley Chapter of SHRM website was designed as a Workforce Readiness project preparing our youth of Yellowstone County for their first jobs. Content was developed from “unfortunate” real life situations HR Professionals encounter.

GL :)