Hire Today...Fire Tomorrow:
What it takes to get and keep a job

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Activity
Before you begin… time for reflection

- What are your interests?
- What do you want to do?
- What skills do you have?
- Who do you want to work for?
- Where do you want to live?
What it takes to get hired...

- Employability Skills
- Professional Image
- Your “Job Search Tools”
The “TRICK” to employability skills

- **Truthfulness**
  - Not doing anything illegal
  - Telling the truth / being honest

- **Reliability**
  - Showing up and being on time

- **Integrity**
  - Doing the right thing because it is the right thing to do.

- **Communication Skills**
  - Written, verbal, image

- **Skills**
  - What can you do?
Truthfulness

- Telling the truth no matter what
- Admitting to mistakes
- No illegal activities
- Don’t steal (money, items, time!!!)
Reliability

- Dependable
- Doing what you say you are going to do when you say you are going to do it.
- Keeping your word
Integrity

- That “little voice” inside
- Doing the right thing because it’s the right thing to do.
- How you behave when no one is watching.
Communication Skills

- How you speak
- How you write
- How you treat others (customers, coworkers, etc.)
  - Handshake
- Your body language
- How you look / dress
What can you do?
What can you learn to do?
What do you want to work for?
Who do you want to work for?
Be honest with yourself
Continue to learn
What companies want...

- Positive attitudes toward work
- Good communication skills
- Good people skills
- Confidence
- Critical thinking & problem solving skills
- Flexibility
- A “go-getter!”
- Teamwork
Professional Image

- The way that you look, act, speak, write, and behave when in or on the job.
Professional Image...for guys!

- Look your best
- Wear appropriate clothes (shirt, tie, suit, pants, uniform, shoes, etc.) Don’t “sag” or “bag”
- No jewelry (watch / class ring ok)
- Nicely kept hair
- Clean your fingernails
- Shave / Shower
Professional Image…for ladies!

- Look your best
- Natural looking make up, hair, and nails
- Appropriate clothes that fit well (avoid showing the 4 B’s)
- Minimal jewelry (rule of one)
POP QUIZ...

Which person would you rather have as your...
Pilot?
Chef?
Nurse?
Building your House?
Your “job search tool box”

- Nice professional clothes
- Application
- Resume
- Transportation
- Thank you note
Developing your job search strategy.

- Dress up
- Go by yourself
- Be mindful of the employer’s time
- Shake hands
- Be thankful
- Follow up appropriately
Before you take a job...

- Is the company / offer legitimate?
- What is expected of you?
- Can you do the job?
- Can you get to work?
- Can you arrange childcare?
- How much does it pay?
- What are the "benefits?"
- If you accept the offer, you are expected to take it!
- Don’t be too anxious to take the 1st offer
Expected Behavior in the workplace

- Be honest
- Be reliable
- Be willing to work
- Be respectful
- Be willing to learn
- Be willing to change
- Keep job separate from social & personal life
Questions? Comments?

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