



Graduate Placement Packet

*"Where do I want to go and
how do I get there?"*

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TO: THE GRADUATE

FROM: The Office Career Development Services
Southern West Virginia Community and Technical College
Logan, West Virginia 25601
Coordinator: Dianna Toler (Room 141)
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REFERENCE: Preparation for Employment

Starting a job and starting a career are very different. Finding success in a job and achieving may sound easy, but these take a determined, disciplined effort.

With the help from the materials in this packet, and a visit to the Career Development Services Office, things should fall in place before or after graduation.

Included in the packet are the following:

1. Choosing a Job
2. Your Personal Inventory Guide
3. "Don't Wait for the Job to Come to You."
4. Examples of Letters and Resumes
5. The Interview
6. Personal Data for Placement Office

Please keep this material handy to aid you in your job search, and do not hesitate to stop by the Career Development Services Offices for any kind of assistance. Watch the bulletin boards for job opportunities and notices of employers to the campus. The library has an abundant amount of material that will help you find the right job for you. You need to begin your job search now. THE TIME IS NOW!



HEAD YOUR CAREER IN THE RIGHT DIRECTION

CHOOSING A JOB

Choosing a job is a serious matter. The kind of work that you choose will determine how much you earn, where you live, who you marry, how well and where you educate your children, how you spend your leisure time, how you are perceived by your peers, and the degree of satisfaction that you encounter in your routine of life.

Despite this importance, recent research indicates that the average American worker makes seven major career changes in the course of his/her working life. These are due to the upward progression of the worker through the occupational hierarchy as additional skills and competencies are developed. Unfortunately, little thought goes into making these changes in many instances regardless of the nature of the change.

In most cases, prior planning would eliminate the need to change or at least maximize the benefits derived. During this planning, career guidance personnel can be of assistance. These personnel have identified three major concerns that must be considered when making career decisions. They are the individual's aptitude, interests, and limitations. Aptitude is one's skill or ability to acquire needed skills to attain an occupational objective. To succeed at any job, an individual must possess the skills needed to perform the job and the ability to develop the skills that will be needed to perform the job for maintenance or advancement. The cliché that "it is not what you know but who you know" is quickly disproved when an employee does not possess the aptitude to take advantage of the opportunity available by virtue of who he knows. Interests are defined as the level the job seeker has to pursue the given occupation. Without interest, aptitude is of little value because it will seldom be fully utilized. It is not unusual for a newcomer to select or accept employment because of its availability rather than its appeal only to terminate it shortly thereafter disenchanted. Limitations are the third variable and can be classified as external, those over which the worker has very little if any control, and those which are self-imposed for one reason or another. Labor market demand is an example of an external limitation which must be considered when choosing a job. Electing to work in one's hometown, on the other hand, is self-imposed limitation. Similarly, this type must not be overlooked, for even if a young man or woman had the interest and aptitude to become a nuclear physicist very few such positions could be found in most common communities, despite the fact that there is a manpower shortage in this area of the labor market.

Career guidance personnel have developed instruments for assessing aptitude and interest that determine in a few hours what might take years of drifting from job to job. The results and counseling can enable almost anyone to identify their occupational field. Once a career is chosen, selecting a job is easier and the decision is based on manageable criteria. Career planning answers the questions "Where do I want to go and how do I get there?" Everyone must answer these questions sometime in life. You should answer them the best you can. By developing this plan, and continually updating it, one can set occupational goals and objectives. Time perspective is the key when determining the rate of accomplishment.

While the career plan makes initial job selection less difficult it also serves another major function. The career plan can be an invaluable tool for maintaining a job as well. Job maintenance provisions allow the employee to be a step ahead of the game. By anticipating the developments that will likely occur, one can insure that the most can be made of each. The obvious danger in neglecting job maintenance is that one may suddenly discover that his skills are outdated and no longer marketable. In such a situation the employee would be forced to undergo complete retraining which can be a costly, time consuming proposition.

One way to develop a career plan that includes consideration of job maintenance is to examine the route normally followed by others in the field. Career guidance personnel maintain records of these routes, referring to them as career paths. A career path that can be observed in the coal mining industry, for example, is the entry at the general labor level and upward movement to equipment operator, section foreman, mine foreman, superintendent, etc. Previous training of course determines the entry level in most cases. Knowing the career paths in one's chosen field enables the worker to foresee what job maintenance activities will be appropriate. Among the most common of these activities are continued formal education, utilization of training opportunities available through the employer, self-directed interest pursuits in the field, and consultations with career guidance personnel.

At Southern West Virginia Community and Technical College we utilize graduate follow-up studies along with national data to determine what additional education is needed by the people of our service area as they move upward in their chosen careers. Once identified we initiate the appropriate action to meet these educational needs through seminars, mini-courses carrying Continuing Education Unit credit, or by making specialized academic offerings available. For more information regarding career planning or continuing education contact Southern's Career Development Coordinator at (304) 896-7375 on the Logan campus.

Job Path



YOUR PERSONAL INVENTORY GUIDE

Before trying to fit your objectives, work experience, and personal background into a resume format take the time to write a detailed autobiography-an inventory. This will be of value, both in the resume development stage and beyond. This is strictly a working paper, so forget about polished grammar and phraseology.

As the first step in merchandising your talents, you should decide exactly what your qualifications are. You need a detailed inventory of your background and experience so that you will know exactly what assets you have to offer an employer.

To prepare your inventory chart, follow the outline below. Write out, on a separate sheet of paper, all the data you might think will help you in your job search. Later, you can weed out the list and select the assets that are relevant to the job you seek.

1. **Work History**

List all of your jobs, including part-time, summer, and freelance work. For each job, give the name and address of your employer, your job title, the details of your duties, and the dates you were employed.

Then ask yourself: What did I like or dislike about each job? Why? Why did I leave?

2. **Skills and Abilities**

What personal qualities do I have that make me good at certain work? Think back over your job experience and school and volunteer activities and try to be honest with yourself. Do you have initiative, imagination, leadership, ability to organize, willingness to follow orders, interests in detail, or ability to work with people? What did I learn on the job that I can use in another position? (For example, operation of a machine or office equipment or blueprint reading.)

3. **Education**

The schools you attended and the dates, the principle courses you took, the degrees you have received should be included. Also, the business, vocational, military, on-the-job training, or special courses that you have taken and the dates, and any certificates that you have received.

Then ask yourself: What course or training did I like/dislike and why?

List scholarships of honors, extracurricular activities, part-time jobs, talents, interests, and anything that you have succeeded well in.

4. **Interests, talents, and aptitudes**

What are my hobbies or volunteer activities? What are my special talents or aptitudes? Can I fix a car, play a musical instrument, speak another language besides English, am I good at drawing or painting, what do I learn most easily? How can I relate my talents and interests to a job?

5. **Do I have any physical limitations?**

6. **Is it necessary for me to change my field of work?**

7. **How long can I afford to be out of work?**

8. **Career goal:** What kind of work do I want to be doing five or ten years from now? What sort of job should I seek now in order to prepare for this goal?

9. **Jobs I want:** Considering all the information in your inventory, list all the types of jobs you feel you are best qualified for and want. List them in order of your preference.

If you have completed your inventory, you are ready for the next step in selecting your sources of job information. You need to learn more about different types of jobs. A good place to go is your local State Employment Service Office. You may also check the web by referring to the list of websites in the back of this booklet.



THE SECRET TO WRITING A GOOD RESUME



There are not any secretes to writing a good resume. All it takes is a little planning on your part, and you can create a job-winning resume in no time at all.

First of all, there is no single correct format or style. No matter what you've read or heard elsewhere, there is no "one" correct method of resume preparation that is universal to all job seekers. Every resume should reflect the individuality of its owner to make him or her stand out in today's crowded, competitive job market.

Of course there are some basic guidelines that you will observe when preparing your resume- no typos, perfect grammar, no coffee rings-but, overall, your resume should showcase you and your accomplishments.

We suggest you spend a few minutes browsing through the sample resumes included in this booklet to get a feel for the various types of formats, styles, and content. Notice the headers, category, and layout of each one. There are many combinations that will work successfully for you.

PURPOSE OF A RESUME

The purpose of a resume is to get your foot in the door.

REASONS TO WRITE A RESUME

- A resume is often a requirement for a personal interview. Some employers and interviewers will not talk to job applicants without first looking at their resume.
- A resume lets you tell your story in your own way.
- A resume can serve as an outline during an interview.
- A resume can help you be remembered after the interview has taken place.
- The process of preparing a resume encourages you to make an inventory of your skills and abilities.

PREPARING A RESUME

If you are seeking a professional, technical, administrative, or managerial job, you will need a resume. You will also need a resume when you are applying for clerical and sales positions. You can organize your experience in one of two ways by job or by function. You may want to look over the suggested outline and sample resumes before you decide which one presents your work experience better.

Your resume should be detailed enough to give an employer the information needed to assess your qualifications. At the same time, it should be concise. A busy employer wants the pertinent facts in as few words as possible.

Your resume should be typed. If you can not type it yourself, have it typed by someone. You may need several copies for various reasons. Just make sure you have copies on hand. Do not use carbon copies.

RESUME TIPS

1. Avoid abbreviations except names of states, college degree, and Inc.
2. Start each sentence with an action verb. (See page 11)
3. In experience area, include supervisor's name.
4. Keep experiences basic-don't ramble but include any work experience, summer, and/or part-time even if it doesn't relate to your major. Try to keep resume to one page.
5. Account for all time on a chronological basis.
6. Make sure resume is up-to-date.
7. Make it as easy as possible for your employers to assess you through your material.
8. In regard to references, the statement, "Available upon request," is an acceptable policy. Although you may list your references and how/where they can be located.
9. Never start any sentence with "responsibilities include."
10. Omit the words *an* and *the*.
11. Never use personal pronouns. (I, he, she, etc.)

SOME RESUME GUIDELINES

- Resume must be printed so the ink is sharp and dark in appearance
- Use high quality paper in white, ivory, or gray colors
- Generally, a one page resume is preferred. However, if you have lengthy history of employment, honors, or education, additional pages may be used
- Misspelled words are unacceptable. Smudges, erasures, and “whiteout” are also inadmissible. Allow ample white space in a neatly blocked pattern.
- Your resume should focus the reader’s eye to certain key points, such as education, employment, honors, accomplishments, and so forth.
- You can move the reader’s eye to certain key points by the use of capitals, underlining, indentation, and bold print.
- Your resume should be written in brief phrases, rather than in a narrative style. Grammar counts!



RESUME DOS AND DON'TS

DO'S

- Do be honest. An experienced interviewer will be able to spot any exaggeration or false information on your resume
- Do keep it brief. Resist the temptation to tell your life story. A resume is not a biography. It is a brief outline of your past work experience and education
- Do write your own resume. You know yourself better than anyone else. Do mention scholarships, honors, or awards.

DON'TS

- Don't use gimmicks. Photographs, loud-colored paper, and other extravagant devices may attract the wrong kind of attention.
- Don't include salary requirements. If you are asked for this information, then put it in your cover letter.
- Don't include unnecessary personal information-race, religion, political affiliation, health, weight, family status, etc.
- Don't include reasons for leaving previous jobs. However, be prepared to discuss this in the interview.
- Don't include a GPA if it is less than 3.0



RESUME OUTLINE

JOB OBJECTIVE:

SUMMARY OF QUALIFICATIONS:

EDUCATION/TRAINING:

INTERNSHIP:

WORK EXPERIENCE:

ACTIVITIES/SPECIAL SKILLS/HONORS:

(REFERENCES AVAILABLE UPON REQUEST)

SOME ACTION KEY WORDS

Administered	Designed	Negotiated	Represented
Accomplished	Determined	Obtained	Researched
Achieved	Developed	Operated	Responded
Affected	Directed	Ordered	Reviewed
Analyzed	Distributed	Organized	Revised
Approved	Edited	Originated	Saved
Attained	Established	Performed	Scheduled
Arranged	Evaluated	Planned	Secured
Assisted	Handled	Prepared	Set up
Calculated	Helped	Presented	Saved
Catalogued	Implemented	Produced	Sold
Coached	Increased	Promoted	Sponsored
Collected	Initiated	Proposed	Supervised
Conducted	Instructed	Protected	Taught
Controlled	Interpreted	Provided	Tested
Coordinated	Investigated	Recommended	Trained
Created	Maintained	Recorded	Updated
Counseled	Managed	Reorganized	Worked
Delivered	Monitored	Repaired	Wrote

SAMPLE SUMMARY STATEMENTS

- Effectively manage many different responsibilities simultaneously
- Motivated self-starter with an aptitude for learning new skills quickly
- Handle crisis situations in calm and capable manner
- Hard-working and reliable; able to collaborate in a team endeavor
- Strong analytical and problem solving skills
- A positive and confident personality blended with strong work ethic
- Ability to work well under pressure
- Creative, high-energy problem solver
- Proven ability to work independently or as a collaborative team member
- Solid communication, organization, and leadership
- Handle high-pressure situations in a professional and effective manner
- Demonstrated diplomacy and patience in dealing with customers
- Successively initiated and developed _____ program
- A recognized problem-solver and troubleshooter
- Able to work effectively with minimal supervision
- Effectively manage multiple complex tasks simultaneously
- Maintain composure under pressure
- Consistently recognize as having excellent interpersonal skills
- Goal oriented individual who is able to work well under pressure to meet deadlines
- Able to maintain sense of humor in difficult situations
- Proven ability to effectively manage operations including hiring, training, and supervising staff
- A loyal team-spirited individual; able to reach and exceed goals
- Skilled in coaching, counseling, and aiding people in making decisions
- Plan and organize work effectively; good follow through with careful attention to detail
- Good at getting the job done
- Recognized for high ethical standards in all work performed
- Skilled in explicit, concise writing and editing
- Trained public speaker; able to clearly illustrate difficult-to-understand subjects
- A high-energy, enthusiastic individual who excels in changing and competitive environments
- Skilled in problem-solving and troubleshooting
- Proven ability to reach targeted goal
- High energy; worked thirty hours per week while attending school full-time
- Strong work ethic; financed college with scholarships, grants, and part-time jobs
- Skilled negotiator; able to resolve differences

ALWAYS SEND A COVER LETTER

The purpose of a cover letter is to introduce “you” to a prospective employer. It should be enclosed with every resume that you submit.



The importance or neatness cannot be overemphasized. When employers or personal directors begin to look through cover letters and resumes, they often begin by eliminating those that look messy or contain misspelled words and errors in grammar.

Whenever possible always address your cover letter to a specific person. If you don't know a specific name, telephone the company and request the name and title of the appropriate person to receive your letter.

Your cover letter should not exceed one page. It should highlight one or two of your most significant accomplishments or skills, but should not repeat everything in your resume. In your own style, it should tell the employer that you are interested in the job and desire an interview.

Cover Letter Guidelines

In many fields of work, writing a cover letter is the customary way to ask for a personal interview. This is particularly true in the following cases:

1. When the employer you wish to contact lives in another city or town.
2. As a cover letter when you are mailing resumes.
3. When you are answering a want ad.

The following guidelines may help you write a cover letter:

1. Type neatly, using care in sentence structure, spelling, and punctuation.
2. Use a good grade of letter-sized white bond paper.
3. Address your letter to a specific person, if possible (use city directions or other sources).
4. State exactly the kind of position you are seeking and why you are applying to the particular firm.
5. Be clear, brief, and businesslike.
6. Enclose a resume.
7. Be sure to sign your letter.
8. Request an interview.

Cover letters will vary considerably depending of the circumstances in which they are used.



SAMPLE COVER LETTER

(CURRENT DATE)

Mr. Wilbert R. Wilson, President
Metallic Manufacturing Company
3893 Factory Boulevard
Cleveland, OH 23105

Dear Mr. Wilson:

Recently I learned, through Dr. Robert A. Roberts of Atlantic and Pacific University, of the expansion of your company's sales operations and your plans to create a new position of sales director. If this position is open, I would appreciate you considering me for it.

Starting with the over-the-counter sales and order services, I have had progressively more responsible and diverse experience in merchandising products similar to yours. In recent years, I have carried out a variety of sales promotion and top management assignments.

For your review, I am enclosing a resume of my qualifications. I would appreciate a personal interview with you in order to discuss my application further.

Very truly yours,

(your signature)

John W. Doe

Enclosure.

(123)555-1234

SAMPLE COVER LETTER IN RESPONSE TO AN ADVERTISEMENT

(CURRENT DATE)

Ms. Jane Doe, Director of Human Resource
Fayette County School District
700 West Eastern Street
Madison, WV 12345

Dear Ms. Doe:

In response to your advertisement posted on the bulletin board of Marshall University Career Services Center for the position of third grade elementary teacher, I am submitting my resume for your consideration.

I will graduate from Marshall University in May 20_, with a degree in Elementary Education (multi-subject K-8). I am currently completing my student teaching at Meadows Elementary in Huntington, WV where I am also helping with the production of the Christmas program and the school safety patrol.

Madison is exactly the type of community in which I would enjoy working and third grade students are the age group that I most want to teach. In particular, I am interested in being a part of a progressive, highly regarded school district such as Madison County.

I am looking forward to meeting you personally to discuss how my qualifications and enthusiasm as a school teacher can benefit your school district.

Sincerely,

(your signature)

Ann L. Lions

SAMPLE COVER LETTER

P.O. Box 1582
Man, WV 12345
(304)555-1234

(current date)

Mr. William Starr, Office Manager
123 Fourth Street
Logan, WV 12333

Dear Mr. Starr:

This letter is in response to your newspaper advertisement for an assistant. My education includes a training course which has given me a solid foundation in business skills.

I feel that my training accompanied with my motivation would enable me to be an asset to your company, as well as an opportunity for me to apply my skills.

After you have received that enclosed resume, please let me know when it would be convenient for me to meet you for an interview. Any consideration given to this application would be greatly appreciated.

Sincerely,

(your signature)

Jolene Staton

Enclosure.

EXAMPLE RESUME**JANE ANN DOE**

123 West Drive Charleston, WV 12345 (304)555-11234, doe@marshall.edu

CAREER OBJECTIVE

Position as Elementary School Teacher

SUMMARY OF QUALIFICATIONS

- Successful and confident in classroom presentations; creative and enthusiastic
- Solid academic background in child development theories and application
- Experience working with special education students mainstreamed into classroom
- Nominated as “Student Teacher of the Year”

EDUCATION**B.A., Elementary Education, June 2005**

Marshall University, Huntington, WV

GPA 3.7

STUDENT TEACHING

ABC Elementary, Huntington, WV 12345

Student Teacher, January/April 2005

- Taught all subjects to first grade students in small neighborhood school
- Planned and presented units on “Weather” and “Presidents”
- Participated in parent/teacher conferences and faculty senate meetings
- Accompanied teachers and students on class field trips

123 Elementary, Milton WV

Student Teacher, March/May 2005

- Taught all subjects to fifth grade student in rural area
- Developed and taught units on “Solar System” and “North American Indians”
- Designed and utilized bulletin boards and learning centers

ACCOMPLISHMENTS

- Marshall University Dean’s List
- Underwood Scholarship
- University Honors Program

(REFERENCES AVAILABLE UPON REQUEST)

LISA NEEDAJOB

345 Third Street, Apt. #1, Logan, WV 12345, (304)555-1234
needajob3@southern.edu

CAREER OBJECTIVE

Position as Legal Secretary

PROFESSIONAL STRENGTHS

- Solid academic background in software
- Excellent communication skills
- Particular to detail
- Effective in dealing with individuals from all walks of life
- Outstanding references from previous employers and professors

EDUCATION

Southern WV Community and Technical College, Logan, WV
Associate, Business Administrative, May 2001
GPA: 3.25

INTERNSHIP

Smith, Smith and Jones, Williamson, WV
Intern, Spring 2001

- Transcribed and produced business/legal documents
- Wrote legal research memorandums and reports
- Interviewed clients

EMPLOYMENT

Early, Winters and Andrews, Logan, WV
Temporary Secretary. March 1999 – December 1999

- Performed general clerical work
- Prepared estate documents

ACTIVITIES AND HONORS

- Southern West Virginia Community and Technical College Dean's List
- Secretary, Alpha Beta Gamma Sorority

REFERENCES (Available upon request)

SAMPLE RESUME FOR RECENT COLLEGE GRADUATES

Name
Address
Telephone Number

OBJECTIVE: (As specific as appropriate, but even a general objective is better than none)

EDUCATION:

Start with most important or most recent and work back. Expand experience which may be related to professional position, and summarize others. Include summer and part-time positions, even if those performed while in high school. Include percentage of college expenses earned if significant.

EXTRA-CURRICULAR ACTIVITIES: (May be included with experience. Remember “experience” does not only mean paid work experience)

Include volunteer activity, positions of leadership, any significant activities, student organizations, professional societies, campus/off-campus activities, church activities, sports, offices held, special projects, and committee assignments. Expand those related to objective, summarize others.

MILITARY SERVICES: (If applicable)

Include branch, dates of service, and brief description of duties

INTERESTS: (optional)

Personal and family background, travel, hobbies, etc. are sometimes mentioned but they should be somewhat related to the objective.

REFERENCES:

References are usually not listed. The statement is usually made: “Reference is available upon request.”

THE INTERVIEW

When you have received the opportunity to be interviewed for employment, there are some techniques which may be of assistance in making this a pleasant and profitable experience.

1. Be Prompt. Keep your appointments to the minute.
2. Study your qualifications and abilities and arrange this knowledge in your mind so you can present it briefly and clearly during the interview.
3. Learn as much as you can beforehand about the firm to which you apply. Know something about its products or its service.
4. Be able to state why you want to work for that company.
5. Take along papers such as:
 - ID
 - Union Membership Card
 - Any licenses that may be required
 - Military records
6. Let the receptionist know who you are and who you need to see.
7. Make a presentable appearance; be clean, neat, and dress as well as you can afford.
8. Watch your posture. Create a good impression by assuming a graceful position in the chair.
9. Answer all employers' questions accurately, honestly, frankly, and promptly.
10. Be able to give continuous record of all your jobs, dates of employment, wages received, the exact nature of your work, and the reason you left.
11. When asked, point out the value derived from your training and past experience which will carry over to the job for which you are applying.
12. During the interview, let the interviewer or employer take the lead in talking.
13. Be able to give three references who you know well. Do not use family members as a reference. Give names, numbers, and addresses of each person that you feel is responsible and reliable. Make sure you ask permission before you use someone as a reference.
14. Speak with a feeling of confidence and enthusiasm.
15. Answer questions briefly, pleasantly, and in a businesslike manner.
16. Make sure you are really interested in the type of work you are seeking.
17. Express your appreciation at the close of the interview.



TYPICAL INTERVIEW QUESTIONS

- Can you tell us a little about yourself?
- What is the most difficult adjustment you have ever had to make?
- How would you describe your work style?
- If you had a dispute with a co-worker, how would you handle it?
- What are your career goals for the next three to five years?
- What factors most influence your willingness to take a risk?
- What examples can you give me that reflect your ability to apply good judgment in a challenging situation?
- What has been your experience in working as a part of a team?
- In your opinion, what are the advantages and disadvantages of working as a part of a team? Why?
- Give me an example of something you had to learn that was difficult.
- On a scale from 1-5 (one being the lowest) how do you rate your communication skills?
- If you found out that one of your co-workers was doing something dishonest, what would you do?
- What is your personal definition of success?
- What is your personal motto?
- What are your plans for self-improvement and personal development?
- How would you go about organizing yourself to accomplish goals?
- What is your process for establishing priorities?
- What is one thing about yourself that you would most like to change?
- Which of your personal characteristics do you feel enhances your effectiveness in communicating with others?
- Why do you think you are a good fit for this position?
- If you had an opportunity to develop a basic set of values and beliefs which would serve as a company's foundation for success, what would those be?
- In your opinion, what is the difference between a vision and a mission?
- If I had three people in here that you consider to know you best, how would they describe you?
- What are one or two areas in which you think you could improve your performance?
- Of what accomplishments in your life are you most proud?
- What do you think of your last employer? (positive)

SUGGESTED QUESTIONS FOR THE EMPLOYER

- What is your timeframe for filling this position?
- What is the career growth potential for this position?
- I'm familiar with the corporate culture, but what does a regular day look like for this department/business?
- How many people are on staff in the _____ department/business?
- Does the _____ department work closely with any other internal departments?
- What is the customer service philosophy of your company?
- What is your favorite thing about working here?
- What are the benefits for working here? (retirement, salary, sick leave)



NEGATIVE FACTORS THAT COULD LEAD TO FAILURE

1. Lack of care for personal appearance
2. Overbearing, overaggressive, conceited, superiority complex, know-it-all
3. Inability to communicate
4. Lack of planning for career-no purpose and goals
5. Lack of interest and enthusiasm-passive, indifferent
6. Lack of confidence and poise
7. Failure to participate in activities
8. Overemphasis on money- interest only in best dollar offer
9. Poor scholastic record-just got by
10. Unwilling to start at the bottom
11. Make excuses-evasiveness-hedges on unfavorable factors in record
12. Lack of tact
13. Lack of courtesy-ill mannered
14. Lack of maturity
15. Condemnation of past employers
16. Lack of social understanding
17. Marked dislike for school work
18. Lack of vitality
19. Fails to look interviewer in the eye
20. Limp, fishy handshake
21. Indecision
22. Friction with parents
23. Sloppy application (blank)
24. Wants job for a short time
25. Little sense of humor
26. Lack of knowledge applying for
27. Does not make decisions for him/herself
28. No interest in company
29. Emphasis on who he/she knows
30. Lazy
31. Prejudice
32. Late to the interview
33. Failure to thank interviewer for his/her time
34. Asks no questions about job
35. Does not give responses to interviewer's questions/comments

DRESS FOR SUCCESS

Use your appearance as a professional tool in an interview and the workplace. Make an effort to market yourself. Your overall appearance is really important because it is the first visual impression you give to a prospective employer.



SOME KEYS TO SUCCESS:

- Professionalism is based on your appearance
- First impression could be a last impression
- Send the right message
- Present yourself well
- Positive clothing can make you look like a positive person

DRESS FOR SUCCESS TIPS FOR WOMEN

Plan Ahead

- Have outfit ready ahead of time
- No runs in stockings
- No stains on shirts

Be Prepared

- Carry extra pantyhose, umbrella, make up, comb or brush

Dress To Impress

- Better to be overdressed than underdressed

Suit Up

- Skirt and pant suits are accepted
- Not too tight
- Length should be appropriate
- Not too short

Put The Right Foot Forward

- Scuff free and clean shoes
- Wear comfortable shoes (In case of a tour or falling)

Be Color Savvy

- Conservative colors should be worn for a more professional appearance (gray, black, brown or navy)

Minimize Distracters

- Flashy jewelry, piercing, brightly colored nail polish, heavy perfume, and heavy make up would be distraction

Neatness Counts

- Keep hair and nails neat and clean
- No chipped nail polish

DRESS FOR SUCCESS TIPS FOR MEN

Plan Ahead

- Have outfit ready ahead of time
- No stains in shirt or tie

Be Prepared

- Carry an extra umbrella and comb

Dress To Impress

- Better to be overdressed than underdressed
- Present yourself as a professional

Suit Up

- Suits are necessary for a formal interview

Put The Right Foot Forward

- Scuff free and clean shoes
- Wear comfortable shoes (in case of a tour)

Be Color Savvy

- Conservative colors should be worn
- For more professional appearance (gray, black, navy, or brown)

Minimize Distracters

- Flashy jewelry and piercing are considered improper
- You do not want to distract your potential employer from any of your qualifications

Tie It Up

- A conservative tie should be worn either blue, red, or green
- Do not wear ties with cartoon characters

Neatness Counts

- Keep hair, nails, and appearance neat and clean

Career Development Resources

General Job Banks

General internet job banks can contain thousands of listings. They're a great place to get started and find out what types of positions are out there.

1. www.state.wv.us/bep/
2. www.bestjobsusa.com
3. www.careerbuilder.com
4. www.careerbuzz.com
5. www.careershop.com
6. www.careersite.com
7. www.flipdog.com
8. www.jobbanksuas.com
9. www.monster.com
10. www.nationjob.com
11. www.vault.com
12. www.coolworks.com
13. www.dice.com

Specialized Job Banks

Specialized job banks focusing on a specific skill, aimed at specific groups, or targeted to a particular field are one of the best ways to target appropriate listings and cut through the clutter of crowded general data-bases.

1. www.jobfed.com
2. www.healthjobsite.com
3. www.marketingjobs.com
4. www.recruitingteachers.org
5. www.overseasjobs.com
6. www.vetjobs.com