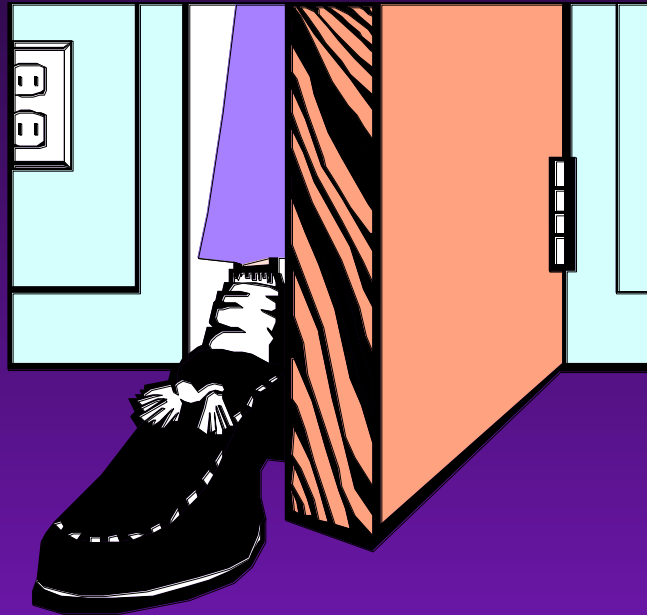


Employability Skills

Oakland Technical Center Southeast Campus

Printing Technology Program



List Proper Work Ethics & Habits

- **Good Attitude.**
- **On Time.**
- **Uses Time Well.**
- **Be a Self Starter.**
- **Works well with others.**
- **Willing to listen.**
- **Willing to learn.**
- **What Can you think of?**
 - **a.**



Locating Job Openings

- **Instructor**
- **Newspapers**
 - **Find two ads for a printing job.**
- **Yellow pages**
 - **Find two ads from a phone book.**
- **Friends**
- **Family**
- **Visit a Printing Company**
 - **Bring back a business card.**



You Must Complete!

- **A. Cover Letter**
 - **Cover Letter Tips**
 - **Do:**
 - **Personalize your cover letter.**
 - **No Broadcast letters.**
 - **Include a resume.**
 - **Follow up with a phone call.**
 - **Don't:**
 - **Send form letters in bulk mailings.**
 - **Misspell the name of a potential employer.**
 - **Mistake a gender of a potential employer.**

You Must Complete!

- **B. Resume**
 - **A short account of one's career and qualifications.**
 - **A systematic listing of:**
 - **Career Goals**
 - **Education**
 - **Work Experience**
 - **Hobbies**
 - **Specialities**
 - **Awards**
 - **References**

You Must Complete!

- **C. Employment Application Tips**
 - **When in doubt — PRINT**
 - **When in doubt — use INK**
 - **Keep the application neat and clean**
 - **Put something in every blank**
 - **N/A (not applicable)**
 - **None**
 - **Does not apply**
 - **Short line or dash -----**



Employment Application Tips Continued

- **Have References**
 - **At Least Two**
 - **Name, Address, Telephone #**
 - **Place of Business and Number of Years Known**
 - **No Parents, Relatives, or Friends**
- **Be specific about job you are applying for.**
- **Spell Correctly**
- **Fill out carefully - this is your first interview!**

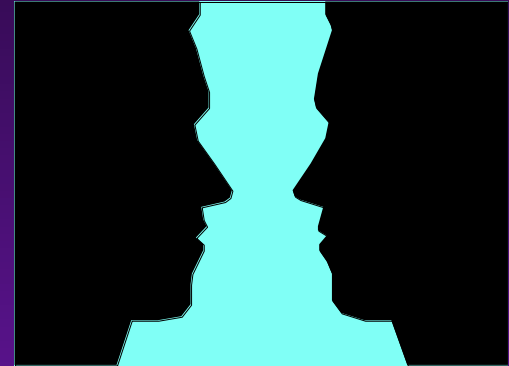
Job Interview Skills

- **Tips**
 - **Make a Good First Impression**
 - **Appearance**
 - **Attitude**
 - **Manners**
 - **Reliable**



Job Interview Skills

- **Don't Forget to:**
 - **Get a good night's sleep.**
 - **Take a shower.**
 - **Shampoo your hair.**
 - **Shave.**
 - **Brush your teeth.**
 - **Use a mouthwash.**
 - **Use a deodorant.**
 - **Comb your hair.**
 - **Trim and clean your nails.**
 - **Wear clean and pressed clothes.**



Job Interview Skills

- **Don't Forget to:**
 - **Avoid flashy colors & loud fashions.**
 - **Clean and shine your shoes.**
 - **Avoid excessive jewelry.**
 - **Avoid strong perfume or cologne.**
 - **Bring your resume.**
 - **Bring your Social Security Card.**

Job Interview Skills

- **Don't Forget to:**
 - **Bring samples if needed.**
 - **Bring notebook and pen.**
 - **Write in interviewers name and title.**
 - **Have all reference information.**
 - **Arrive 15 minutes early.**
 - **If you are going to be late call.**

The Interview

- **Trick Questions:**
 - “Tell me about yourself.”
 - “What is the most important.....”
 - “Just between you and me”
 - “What was the worst.....”
 - “Yes or No?”



Crazy things from interviews!

- **“Dozed off and started snoring”**
- **“Wore a Walkman”**
- **“Said if he were hired, he would get a corporate tattoo!”**
- **“Phoned therapist for advice”**
- **“Balding candidate excused himself and came back wearing a hairpiece.”**
- **“Chewed bubble gum and blew bubbles.”**
- **“Stretched out on the floor to fill out job application.”**

Tips for a Telephone Interview!

- **Treat a phone interview as seriously as you would a face-to-face.**
- **You have the same points to cover no matter what the medium.**
- **Be prepared for what seem to be odd questions.**
- **Don't let your voice fall into a monotone.**
- **Don't expect the interviewer to tell you what he or she has concluded.**
- **If you're interested in the job say so!**
- **Get the interviewers name and telephone number.**

Benefit Package

- **Health Insurance**
- **Vacation**
- **Sick Days**
- **Dental**
- **Vision**
- **Retirement Plan**

I Quit or Your Fired!

- **Give at least two weeks notice.**
- **Do your best every day you work, even on the last.**
- **If you can find nothing good to say about the company, say only that you worked there.**
- **Don't pick arguments. Most of what we do in anger we live to be sorry about.**
- **Breaking shop rules is the biggest single cause of being fired.**
- **Don't run down your last employer, current boss could conclude that you were the cause of the problems.**

You Must Complete Each of the Following:

- Cover Letter**
- Resume**
- Practice Job Interview**
- Telephone Interview**
- Write Follow-up Letter**
- Follow-up Telephone Call**
- Evaluate Benefit package**
- Compare Job Opportunities**