

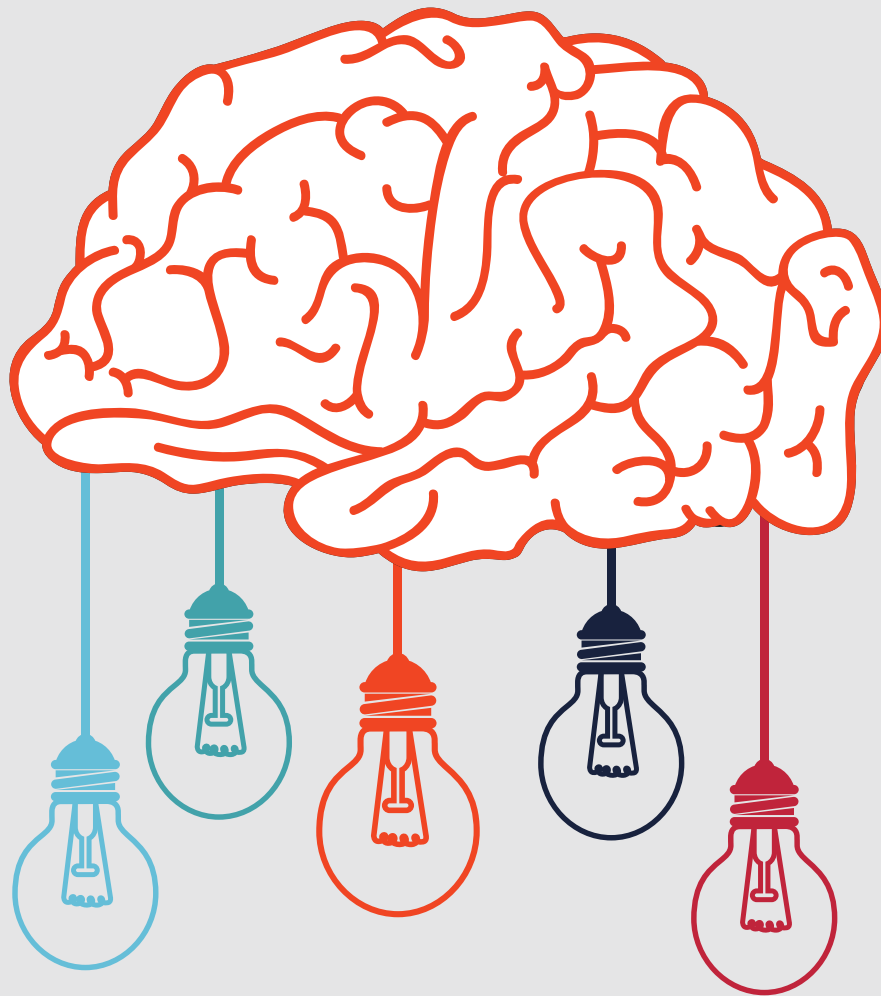
# FINDING EMPLOYMENT QUICK TIPS

Don't know where to go, what to do, or what to ask?  
This guide has all you need to prepare for the job  
seeking process in one place!



# SELF EXPLORATION

Interviews are all about selling yourself. Sometimes the most difficult thing for people to do is to really analyze themselves and be able to talk about all the good, bad and the ugly that they see in themselves. Sometimes we may even feel like we don't know ourselves at all. Below is a website you can use to help you learn about your personality type's strengths and weaknesses, work place habits and career paths that may be a good fit for you. The only catch is you have to be completely honest with your answers! On the next page is a list of the possible personality types you may have!



[www.16personalities.com](http://www.16personalities.com)

## Analysts



### "ARCHITECT"

INTJ (-A/-T)

Imaginative and strategic thinkers, with a plan for everything.



### "LOGICIAN"

INTP (-A/-T)

Innovative inventors with an unquenchable thirst for knowledge.



### "COMMANDER"

ENTJ (-A/-T)

Bold, imaginative and strong-willed leaders, always finding a way – or making one.



### "DEBATER"

ENTP (-A/-T)

Smart and curious thinkers who cannot resist an intellectual challenge.

## Diplomats



### "ADVOCATE"

INFJ (-A/-T)

Quiet and mystical, yet very inspiring and tireless idealists.



### "MEDIATOR"

INFP (-A/-T)

Poetic, kind and altruistic people, always eager to help a good cause.



### "PROTAGONIST"

ENFJ (-A/-T)

Charismatic and inspiring leaders, able to mesmerize their listeners.



### "CAMPAIGNER"

ENFP (-A/-T)

Enthusiastic, creative and sociable free spirits, who can always find a reason to smile.

## Sentinels



### "LOGISTICIAN"

ISTJ (-A/-T)

Practical and fact-minded individuals, whose reliability cannot be doubted.



### "DEFENDER"

ISFJ (-A/-T)

Very dedicated and warm protectors, always ready to defend their loved ones.



### "EXECUTIVE"

ESTJ (-A/-T)

Excellent administrators, unsurpassed at managing things – or people.



### "CONSUL"

ESFJ (-A/-T)

Extraordinarily caring, social and popular people, always eager to help.

## Explorers



### "VIRTUOSO"

ISTP (-A/-T)

Bold and practical experimenters, masters of all kinds of tools.



### "ADVENTURER"

ISFP (-A/-T)

Flexible and charming artists, always ready to explore and experience something new.



### "ENTREPRENEUR"

ESTP (-A/-T)

Smart, energetic and very perceptive people, who truly enjoy living on the edge.



### "ENTERTAINER"

ESFP (-A/-T)

Spontaneous, energetic and enthusiastic people – life is never boring around them.

# APPLYING



## **Research. Research. Research!**

Never apply for a position without knowing the duties and responsibilities of the opening. Learn all you can about the company before applying.

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## **Prepare ahead of time.**

Have all of your information ready to go to fill out your application. The more prepared you are the quicker and easier the application will be to complete.

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## **Bring a pen!**

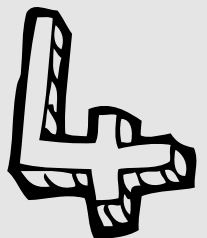
If your going to a job fair, do not forget a pen! Don't leave any questions unanswered either. If a question does not apply to you, respond N/A.

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## **Being specific is key.**

Apply for a specific position and give answers that are specific as possible. Never answer questions with 'ASAP' or 'any', it puts more responsibility on the employer.

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## **Thoroughly proofread...everything.**

Submitting an application with simple errors could deter an employer from hiring you; even if you meet all of the requirements. So make sure to double check before submitting!

# TOP 10 MOST COMMON INTERVIEW QUESTIONS

That you must be ready to answer...



1

## TELL ME ABOUT YOURSELF...

Interviews are all about selling yourself. Describe your character traits, hobbies and interests. The key is to remain honest. Your first contact with any potential employer could make or break your chances!



2

## WHAT ARE YOUR STRENGTHS?

Prior to the interview, try asking yourself questions like: what am I good at? What have others complimented me about? What are my hobbies and why do I like doing them?



3

## WHAT ARE YOUR WEAKNESSES?

This may be easier for some people than others. For people who struggle with this, try asking yourself questions like: what do people have to help me with the most? What projects and tasks drain my energy? Or ask other people you trust.



4

## WHAT ARE SOME OF YOUR INTERESTS?

Describe things that you take pride in and genuinely enjoy doing. Employers want to see your passion for other things!



5

## HOW DO YOU HANDLE STRESS?

You will want to provide specific examples of how you have handled stress well in the past. You might also provide examples of times when pressure actually made you a more productive employee.



6

## WHY SHOULD WE HIRE YOU?

With this question, your interviewer is asking you to sell them on you and your status as the best person for the position. Make his job easier by convincing them that you can do the work and deliver exceptional results.



7

## WHAT ARE 3 POSITIVE WORDS PEOPLE WOULD USE TO DESCRIBE YOU?

This describes to them how people close to you view you and what they view your best attributes as. This could sometimes be different than your own view point.



8

## WHAT MOTIVATES YOU?

Whatever you say about your motivation, you need to back it up with examples from your studies, work experience and/or extracurricular activities, and it should relate to the skills and aptitudes required for the job you're going for.



9

## WHAT WOULD YOU LIKE TO IMPROVE ABOUT YOURSELF?

This question can be viewed similarly to 'what are my weaknesses?'. However, now is your opportunity to express how you are able to work to improve your current weaknesses.



10

## WHAT ARE YOUR GOALS?

An important practice for this interview question is to assess what you want in the next five years of your career. Set some time aside to write down your career goals, both short term and long term.

# APPEARANCE

When it comes to looking for a job, first impressions are **EVERYTHING!** Here are some do's and don'ts to help you prepare for your interview.



## DO:

Dress conservatively. Wear basic, neutral colors. Tuck your shirt, and pull up your pants!

## DON'T:

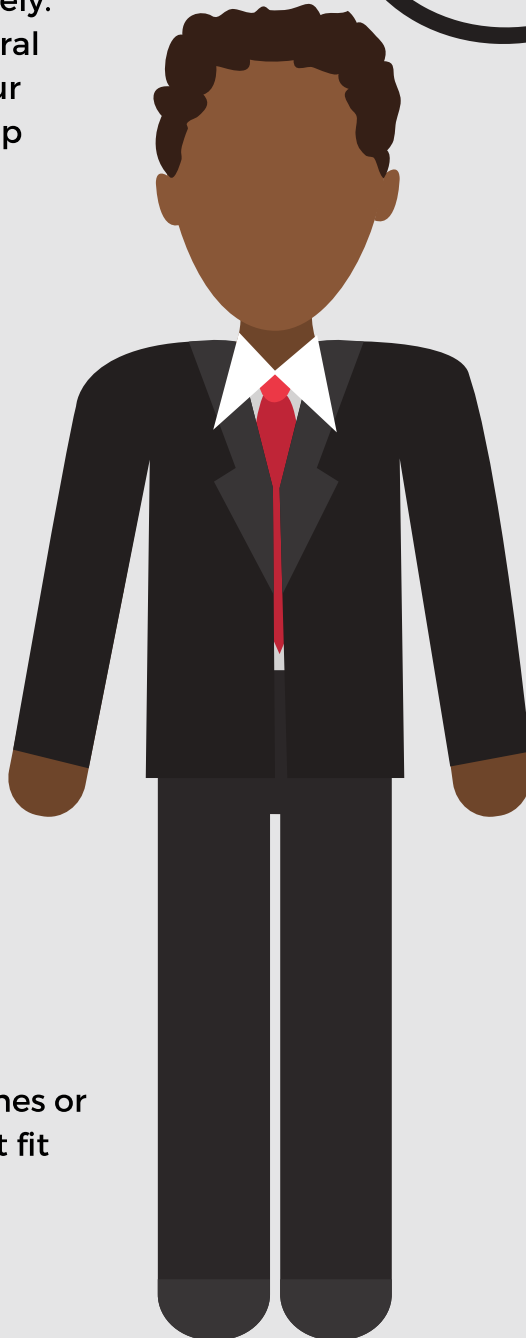
Roll your pant legs or wear skirts above the knee.

## DO:

Make sure your clothes are clean.

## DON'T:

Wear wrinkled clothes or clothes that don't fit properly.



## DO:

Remove piercings and try to cover or hide any tattoos.

## DON'T:

Wear big and/or distracting jewelry and accessories.

## DO:

Make sure your hair/makeup is natural. Clean and trim fingernails.



## DON'T:

Wear bold, colorful makeup and nail polish.

# BODY LANGUAGE

Have steady eye contact. It shows that you are paying attention and engaged.

Speak clearly and take time to think about your answers and be sure about them.

Sit up straight in your seat. Do not slouch or cross your arms.

Treat **EVERYONE** in the building with respect. One bad word could effect your employers decision.

Try to refrain from shaking your leg and/or tapping your feet. It's a distraction for both parties.

Have a firm handshake, it is a non-verbal way to show respect and let the interviewer know you are taking it seriously.



# THE INTERVIEW



Remember that this is a conversation. Speak to the interviewer just as you would speak to anyone else who is above you. Treat them with the upmost respect and have manners.



Don't treat the process like an interrogation. They are getting to know you, but you also have the opportunity to get to know them and the possible career.



Have specific questions ready to ask when you are prompted to do so. It's OK to have them written down prior or if you write some down during the interview.



Don't not have any questions. After your research and listening to the interviewer you should have at least one question either regarding the position, the benefits, or the growth. NEVER ask about pay.



## REMEMBER TO:

**RELAX**

**BE HONEST**

**BE YOU**