

**Career Hub Services****Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday - Thursday: 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June &amp; July)

(707) 527-4329



# PREPARING FOR EMPLOYMENT

**STEP 1:****» SELF ASSESSMENT**

You have a unique set of strengths and abilities. A great way to discover more about where you would be happiest in your professional life is to let your imagination guide you.

- Write or explain what you would love to do for a living.
- Write a creative job title for your dream job.
- Describe your workday, surroundings, and the different kinds of people you would work with at your dream job.
- State the money and benefits you would want to earn.
- Make a skills profile of your strengths and skills. When the list is completed, describe your experience using these strengths.
- Identify accomplishments you achieved in your previous work, school or volunteer activities.
- Assess how you feel about your current job. When people ask you what you do, what do you tell them? Is your answer positive or negative?
- Compare your wants and needs in a job. Have they changed over time?
- Determine what kind of job you are looking for. When you look in the classified ads, what titles attract you? List any jobs you'd like, but haven't looked into because you think you aren't qualified. You may be surprised and find that you are qualified!
- Ask yourself what type of working conditions you are willing to accept. Consider these:

**PSYCHOLOGICAL CONDITIONS**

- Working independently or with others
- Working with the public
- A job with a variety of tasks
- Working with direction and structure
- Working with minimal direction
- Opportunity for career advancement
- Opportunity to be recognized for your work
- Have a job with benefits & job security

**PHYSICAL CONDITIONS**

- Sedentary work
- Heavy labor
- Traveling
- Standing all day
- Outdoor work
- Driving
- Odd work hours

**WORK ENVIRONMENT**

- Favorable conditions in a normal office setting
- Exposure to objectionable conditions such as a
- confined, noisy, or dirty location
- Exposure to hazardous materials
- Access to natural lighting
- Working in a very busy environment
- Working in a slow paced/quiet environment
- Working in a cubicle

## **STEP 2:**

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### **» BEGINNING THE JOB SEARCH**

- Make a list of possible jobs using the information you have learned to compile this list. Next, list different types of employers in this industry.
- Networking is one of the most powerful ways to take action in your job search. Tell the people in your life what kind of job you are looking for, and ask if they know of anyone who is hiring in that field, or anyone you can talk to who works in that field.
- Conduct informational interviews to find out more about specific positions in your preferred industry. Informational Interviews allow you to investigate whether the kind of job you are looking for is really right for you. (See Career Center handout for more information on Informational Interviews.)
- Identify companies you would like to work for. You can do this by searching online, reading the classified ads in local or other newspapers, going to government agencies, looking up employer names in the yellow pages, or making use of the Career Center library reference materials.

## **STEP 3:**

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### **» DEVELOPING A RESUME AND COVER LETTER**

- See Career Center handout on resume/cover letter writing
- Go to the SRJC Virtual Career Center online for resources on resume writing.
- If you have identified job openings at companies you would like to apply for, it is time to tailor your resume and write cover letters for each job opening.

## **STEP 4:**

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### **» PLANNING FOR THE JOB INTERVIEW**

- Visit the SRJC Career Center to see books, videos, handouts and computer programs with helpful information about interviewing.
- Have someone practice interviewing techniques with you.
- Research the company you are interviewing with
- Prepare questions to ask prospective employer at interview.
- Bring multiple copies of your resume and references, and dress for success.

### **» SKILLS TO PRACTICE:**

- Verbal communication skills (ability to articulate your experience clearly)
- Non-verbal communication (eye contact, firm handshake, listening skills, etc.)
- Discussing your accomplishments and skills
- Completing job applications
- Writing a thank you note