

Money TALKS

Should I Be Working?



Job Search

Once you've decided to start working, it's time to find a job. Many people, even professionals, don't look forward to the job search.

But looking for a job will be less stressful when you are prepared. Take the quiz on page 2 to rate your "job finding sense."

University of California
Agriculture and Natural Resources

Publication 8417 ISBN-13: 978-1-60107-707-3

ARE YOU READY TO
FIND A JOB?

Equipping Your Resume

FILLING OUT AN APPLICATION

Landing A Job Interview

PERSONALITY QUIZZES

ARE YOU READY TO FIND A JOB?



1. To find a job, would you look:
 - a. In the classified section of newspapers
 - b. At online job databases
 - c. At stores with “help wanted” signs posted
 - d. To family and friends
 - e. All of the above
2. A resume is:
 - a. A list of references
 - b. A letter describing you and your interest in working for a specific company
 - c. A summary of your experience and skills
 - d. All of the above
3. When you drop off a job application, it’s important to:
 - a. Hand it directly to the manager, not another employee
 - b. Ask when interviews will be held
 - c. Shake hands firmly and make eye contact with the manager
 - d. All of the above
4. At a job interview, would you:
 - a. Dress like the company’s employees
 - b. Turn off your cell phone
 - c. Let the interviewer do most of the talking and ask all the questions
 - d. All of the above
5. After an interview:
 - a. It is okay to send a thank you note
 - b. Call every few days to express your interest
 - c. It’s a good idea to stop by and see the manager a few days later
 - d. All of the above

Answers on page 3

1. Best answer: E

While the Classified sections, online job databases, and help wanted signs are all great places to begin searching, looking at all of them will show you a broad range of jobs that are available. Job databases found online may be too extensive for most first-time job hunters, but if you are looking for a camp counselor position or something else out of town, then these can be a great resource. Don't forget word of mouth; you can ask your guidance counselor, family members, and friends if they know about any job openings.

2. Correct answer: C

A resume is a document that clearly summarizes your skills, education, and any job experience to potential employers. A list of references is a contact list of people who know you and are willing to talk about your qualifications. A cover letter is a letter that describes you and your interest in working for a specific company. Read page 4 to find out more about resumes, references, and cover letters.

Are You Ready? (answers)

4. Correct answer: B

Absolutely turn off your cell phone. If your cell phone rings during the interview, the interviewer will wonder if you'll take calls during work hours. It's also a good idea to dress up a little, even if it's a casual company and the employees usually wear jeans. Dressing up shows the employer that you are a serious, professional job candidate. Also you should plan on spending most of the interview doing the talking, both answering questions and asking questions of your own. To find out more about interviewing, read "Landing A Job Interview" on page 6.

Dropping off a job application is often your first chance to meet the manager and make a good impression. You want the manager to remember you, so don't just hand your documents to an employee. A firm handshake, eye contact, a professional appearance, and enthusiasm will say a lot about you. This is also a good time to find out when you should hear back, so you don't spend the next few weeks wondering if you will get an interview or if the position has been filled already.

3. Best answer: D

5. Correct answer: A

A good way to show your interest and enthusiasm is in a well written thank you note to the person who interviewed you. Contrary to popular suggestions, it's not a good idea to show up or call after an interview. And especially not frequently! Such persistence may only appear desperate or high-maintenance.

Add up the number of questions you got right and read your results below:

5 right answers: You are ready to go job hunting! Maybe you can learn a few new tips to help you land your dream job.

3-4 right answers: Sounds like you are almost ready to start searching for your first job. You might have some misguided ideas about job searching. But keep reading, the rest of this guide suggests some fresh approaches.

Less than 3 right answers: Sounds like job searching may be new to you. Read on, this guide will help you gear up for your first job hunt. Also consider asking family and friends about their experiences.

Picking Out References

Most employers will ask for three references. Have a list with the names, titles, and contact information of individuals who know you well and are willing to talk about you with your potential employers. Consider asking teachers, guidance counselors, previous employers, adult friends, etc. Be sure they are people that will give you a "positive recommendation." You don't want someone to say that you run late all of the time or that you always wear ripped-up jeans. Whomever you decide to ask, give them plenty of notice and find out how they would like to be contacted. You might ask them to write a letter of recommendation that you could bring to your interview.

Equipping Your Resume

Before you even begin to look for jobs, consider putting together your resume. When you pick up applications, you can hand out your resume at the same time. If you have never made a resume before, talk with someone who can help you create one. Consider your teacher, leader, guidance counselor or another adult who knows you well and knows how to write resumes. There are lots of templates available in basic word processing programs, online, or in library reference books to use as a basic guide.

There are two types of resumes. One emphasizes job experience and the other skills, talents and achievements. Regardless of the style you choose, your resume should include:

- ✓ Your name and contact information
- ✓ Educational experience
- ✓ Work experience
- ✓ Skills and talents
- ✓ Achievements

Do You Need A Cover Letter?

(also known as a letter of interest)

If you are submitting your resume with a job application, you can include a cover letter. A cover letter should be addressed directly to the person who is hiring and indicate the type of position you are interested in. Use it to explain your interest in the company, and tell a little about why you would be a good person to hire. If your letter doesn't seem interesting to you, it won't be interesting to anyone else either. When applying for a job online, a cover letter may or may not be required.



FILLING OUT AN APPLICATION

If you pick up a job application in person, think of it as your first interview. The following suggestions will help you appear both professional and organized:

- ✓ Dress up a little. No need to show up in a suit but leave the shorts and jeans at home.
- ✓ Go in by yourself, even if you are hanging out with friends or your parents offer to drive you.
- ✓ Don't just ask for an application; ask to speak to the manager first. If you get the chance, fill out the application right there so the manager will know which application is yours.
- ✓ Have your information written down to make it easier to fill out your application in person.
- ✓ Check your application to make sure it is neat and legible. If hand printing, use blue or black ink.
- ✓ Attach a copy of your resume with your completed application.

Where to Work?

Have you thought about what kind of company you want to work for? There are all sorts of factors to consider: company size, policies and values, services/products offered, treatment of customers and employees, employee discounts, wages, etc. Remember you're not the only one being interviewed; this is your time to interview the company. So, ask the kind of questions that will help you decide if this is the type of company that you would like to work for.



Be Sure to Network

A lot of jobs are filled through word of mouth. So be sure to tell everyone (friends, family, neighbors, etc.) that you are looking for a job. This is called "networking."



Landing a Job Interview

Mark Your Calendar

A job interview can be pretty nerve wracking but knowing what to expect can relieve a lot of your stress. First, someone will call to set it up. While on the phone, be courteous and check your calendar to make sure you will have plenty of time during the interview. You don't want to have to leave an interview early to make it to sports practice on time.

Do Your Homework

Before the interview, find out more about the company. Also, write up a few questions to ask during the interview, and practice saying them out loud. Coming up with questions can be difficult. What would you like to know about the company's policies, management structure, employees, or products/services? You can ask about all aspects of the job, but let the interviewer bring up the pay rate and any benefits.

Prepare Yourself

The night before your interview, plan what you are going to wear and get it ready. This is also the time to get all your paperwork together—resume, driver's license, social security card, examples of your work, reference letters, or anything else that could help you present yourself as the best person for the job. Having the appropriate legal documents with you can make things easier if you are hired on the spot.



Continued on page 7

Landing a Job Interview (cont.)

Be Yourself

The best way to start an interview is with a firm handshake and a smile. Be yourself and show some enthusiasm. Listen carefully when the interviewer asks you questions, and take a second to think about your answer. If you get carried away in a conversation, you may get off topic and might start criticizing or gossiping without even knowing it. Many corporate companies train their interviewers, so what may seem like an intimate conversation could be an attempt to see if you like to spread rumors or if you have a tendency to complain.

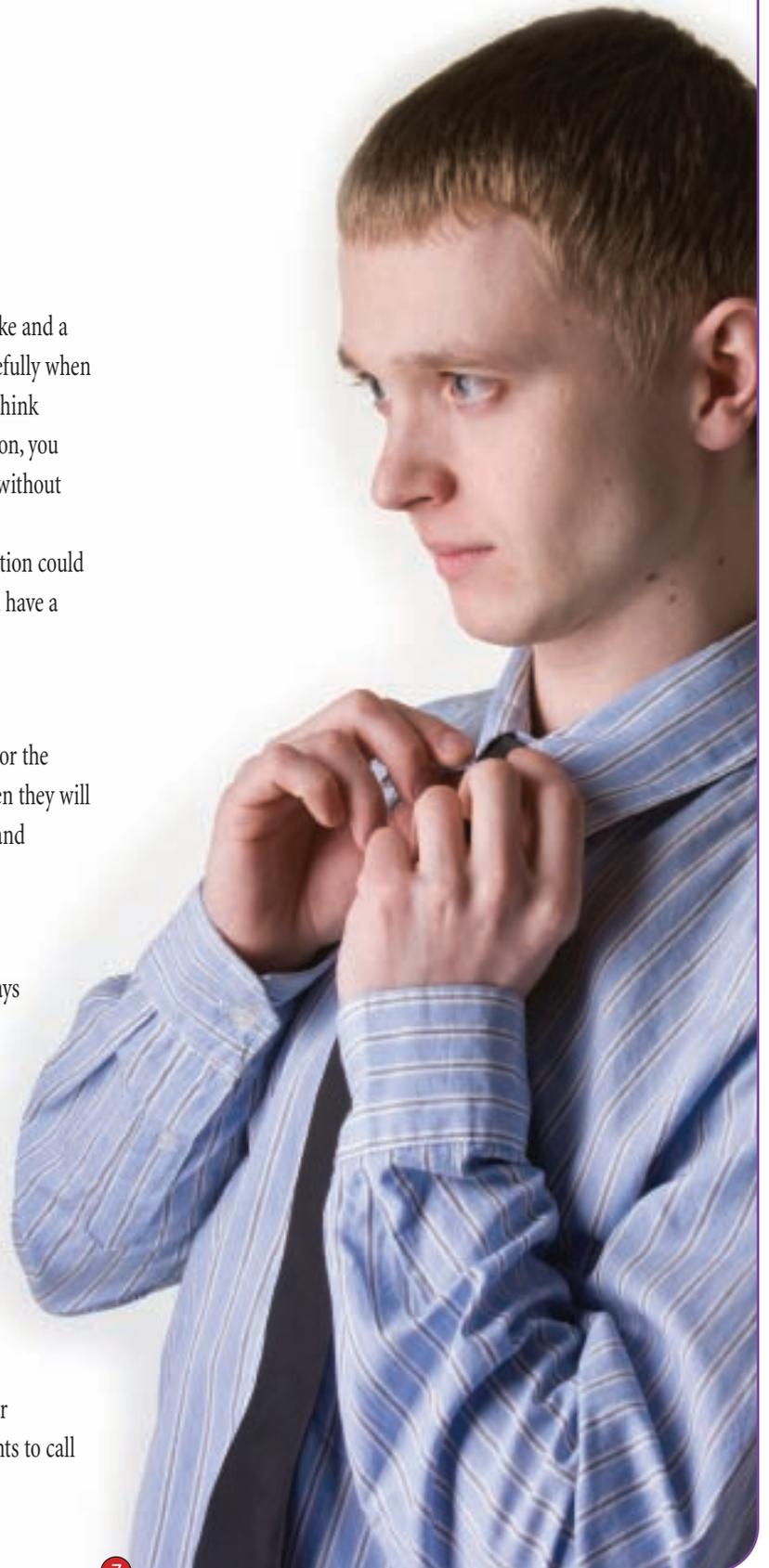
Be Courteous

At the end of the interview, you may be hired on the spot or the interviewer may thank you for your time and tell you when they will make a hiring decision. Be sure to thank the interviewer and express interest in the job.

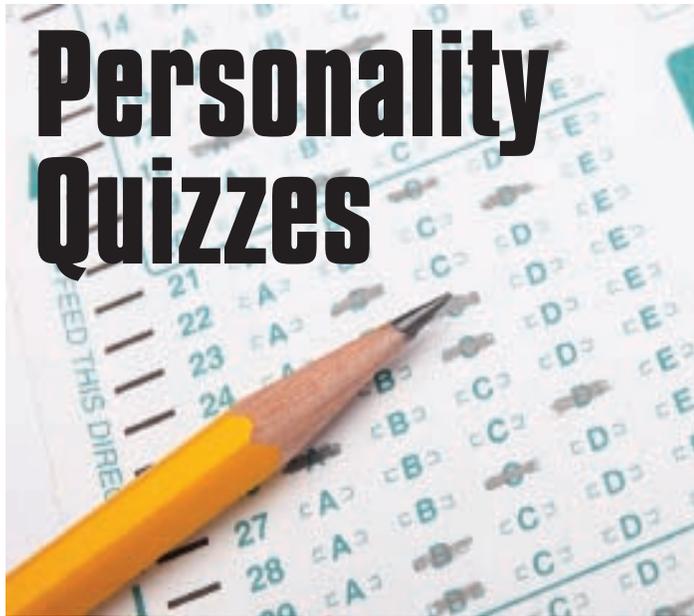
Follow-up

It's not a good idea to call the company every couple of days just to show your interest. Instead, mail a handwritten thank you note, addressed to the interviewer. Mention something you found out in the interview and express your excitement to work for the company, such as: "I am excited that All Star Athletics offers baseball clinics and hope I will be able to help plan one soon." If you only have a few days, you can send a similar email.

Whether you are offered the job or not, keep a positive attitude. You never know who you may end up working for someday and many companies keep a list of past applicants to call the next time they need to hire.



Personality Quizzes



You may also be asked to take a personality quiz. These quizzes are designed to see if you are likely to steal, lie, skip work or create other problems for the company. It may seem like they keep asking the same questions over and over. That's because they word the same question in different ways to see how you respond. For example, maybe you would agree taking money from the register is wrong, but that borrowing money from the register to buy a soda and bring it back the next day is OK. Either way, the company will see this as stealing. Use your common sense!

Summary

There's so much to think about when applying for jobs. It may seem overwhelming, but just take it one step at a time. Each time you go to an interview or fill out an application, you'll get more comfortable and confident. Remember that your enthusiasm and interest are your greatest assets for getting a job. Good luck!



Did You Know?

There are special labor laws for working teenagers that may affect the number of hours you can work and the types of jobs you can perform. Also, most states require high school students who are under 18 years old to get a work permit. Check with your school's counseling office for a copy of your state's laws and work permits.

Money Talks... Should I Be Working? Is a series of teen guides and leader's guides. The goals of these teen guides and leader's guides are to assist teens in 1) identifying careers that may work with their job personality; 2) understanding the process of finding and keeping a job, and 3) recognizing the benefits and pitfalls of being an entrepreneur. Comments regarding these teen guides can be addressed to: Consumer Economics Department, University of California Cooperative Extension (UCCE), 135 Building C, Highlander Hall, Riverside, CA 92521. Author: Katherine Wassenberg, Freelance Writer; Development Team: Keith Nathaniel, Karen Varcoe, Brenda Roche, Margaret Johns, Charles Go, Patti Wooten Swanson, Shirley Peterson and the UCCE Money Talks Workgroup; Graphic Designer: Kerry Decker, UC Riverside. 2009



This publication has been anonymously peer reviewed for technical accuracy by University of California scientists and other qualified professionals. This review process was managed by the ANR Associate Editor for Youth Development. To simplify information, trade names of products have been used. No endorsement of named or illustrated products is intended, nor is criticism implied of similar products that are not mentioned or illustrated.
ANR Publication 8417 ISBN-13: 978-1-60107-707-3
©2010 by the Regents of the University of California
Division of Agriculture and Natural Resources
All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the written permission of the publisher and the authors.

The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994; service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities.

University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal employment opportunity policies may be directed to the Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-8496.