



Career Coaching Guide

A program of Uplift Mid-MO

Client Name

Career Coach

Contact



Who are we?

We're so excited that you've taken the first major step towards creating a sustainable lifestyle for yourself. Throughout this journey, you'll be working closely with Uplift Mid-MO staff and volunteers to work towards improving your life in a variety of areas. You might be wondering- what exactly is Uplift Mid-MO?

We're glad you asked.

Uplift Mid-MO is a Christian nonprofit organization that serves the Audrain County area. Our mission is to unite the local body of Christ to support local missions and outreach in our community. By being good stewards of the skills, finances, and abilities God has given us, we are able to assist others in the community that might need a hand up in life.

But why do we do this?

As Christians, we believe that God desires for us to love others, just as God loves us. It is important for us to not only share the love of Christ with others, but to fill in the gaps in people's lives where they just need someone to love them.

This is my commandment, that you love one another,
just as I have loved you. -John 15:12

Welcome to Uplift Career Coaching

What to Expect

The purpose for Uplift Career Coaching is to help you begin this journey. The following areas are specifically addressed to provide tools to help meet your career journey goals:

Career assessment – we will strive to help you find more than just a job; it is our goal to discover your unique skills and interests so you can go on to find a meaningful, enjoyable career.

Resume – our volunteers will help you put together a professional resume.

Interview skills – we will give you helpful tips on dressing for success and putting your best foot forward for an interview.

Active career search – volunteers will help you comb through local career resources to find active job leads.

You and your coach will use this manual to help you stay focused and on target.

Now, let's get started.



Section 1:

Career Assessment

Career Assessment

Read the 60 work activities below. Place a check in the box by the activities you would like to do. **Do not think about how much education/training is needed or how much money you will make.** Count the number of checks for each shaded section and write that total in the box to the right of each section. These are **your scores** for each interest area.

<input type="checkbox"/> Build kitchen cabinets <input type="checkbox"/> Lay brick or tile <input type="checkbox"/> Repair household appliances <input type="checkbox"/> Raise fish in a fish hatchery <input type="checkbox"/> Assemble electronic parts	<input type="checkbox"/> Drive a truck to deliver packages to offices and homes <input type="checkbox"/> Test the quality of parts before shipment <input type="checkbox"/> Repair and install locks <input type="checkbox"/> Set up and operate machines to make products <input type="checkbox"/> Put out forest fires	Total <input type="text"/>
Realistic checks =		
<input type="checkbox"/> Develop a new medicine <input type="checkbox"/> Study ways to reduce water pollution <input type="checkbox"/> Conduct chemical experiments <input type="checkbox"/> Study the movement of planets <input type="checkbox"/> Examine blood samples using a microscope	<input type="checkbox"/> Investigate the cause of a fire <input type="checkbox"/> Develop a way to better predict the weather <input type="checkbox"/> Work in a biology lab <input type="checkbox"/> Invent a replacement for sugar <input type="checkbox"/> Do laboratory tests to identify diseases	Total <input type="text"/>
Investigative checks =		
<input type="checkbox"/> Write books or plays <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Compose or arrange music <input type="checkbox"/> Draw pictures <input type="checkbox"/> Create special effects for movies	<input type="checkbox"/> Paint sets for plays <input type="checkbox"/> Write scripts for movies or television shows <input type="checkbox"/> Perform jazz or tap dance <input type="checkbox"/> Sing in a band <input type="checkbox"/> Edit movies	Total <input type="text"/>
Artistic checks =		
<input type="checkbox"/> Teach an individual an exercise routine <input type="checkbox"/> Help people with personal or emotional problems <input type="checkbox"/> Give career guidance to people <input type="checkbox"/> Perform rehabilitation therapy <input type="checkbox"/> Do volunteer work at a non-profit organization	<input type="checkbox"/> Teach children how to play sports <input type="checkbox"/> Teach sign language to people who are deaf or hard of hearing <input type="checkbox"/> Help conduct a group therapy session <input type="checkbox"/> Take care of children at a day-care center <input type="checkbox"/> Teach a high-school class	Total <input type="text"/>
Social checks =		
<input type="checkbox"/> Buy and sell stocks and bonds <input type="checkbox"/> Manage a retail store <input type="checkbox"/> Operate a beauty salon or barber shop <input type="checkbox"/> Manage a department within a large company <input type="checkbox"/> Start your own business	<input type="checkbox"/> Negotiate business contracts <input type="checkbox"/> Represent a client in a lawsuit <input type="checkbox"/> Market a new line of clothing <input type="checkbox"/> Sell merchandise at a department store <input type="checkbox"/> Manage a clothing store	Total <input type="text"/>
Enterprising checks =		
<input type="checkbox"/> Develop a spreadsheet using computer software <input type="checkbox"/> Proofread records or forms <input type="checkbox"/> Install software across computers on a large network <input type="checkbox"/> Operate a calculator <input type="checkbox"/> Keep shipping and receiving records	<input type="checkbox"/> Calculate the wages of employees <input type="checkbox"/> Inventory supplies using a hand-held computer <input type="checkbox"/> Record rent payments <input type="checkbox"/> Keep inventory records <input type="checkbox"/> Stamp, sort, and distribute mail for an organization	Total <input type="text"/>
Conventional checks =		

In the boxes below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

	2		3	
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SCORE REPORT

O*NET Interest Profiler Short Form Career Starter

Name: _____

Congratulations on completing your O*NET Interest Profiler! Interest Areas are a summary of the type of work you like. Now you will:

- Learn about your work interests;
- Discover careers linked to your interests that you might find satisfying and rewarding;
- Explore careers that match your interests based on job preparation level; and
- Experience hands-on activities relating to your career interest choices.

Primary (1), Second (2), and Third (3) Interests

Copy below the three Interests from the bottom of your Interest Profiler. Remember the Interest with the highest score (most number of checks) is your **Primary Interest**.

Primary Interest: 1 _____

Second and Third Interests: 2 _____ 3 _____

What do your Interests mean?

RIASEC Interests

Realistic:	People with Realistic interests like work activities that include practical, hands-on problems and answers. They like working with plants and animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work.
Investigative:	People with Investigative interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like to search for facts and figure out problems.
Artistic:	People with Artistic interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.
Social:	People with Social interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.
Enterprising:	People with Enterprising interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profit.
Conventional:	People with Conventional interests like work that follows set procedures and routines. They prefer working with information and paying attention to detail rather than working with ideas. They like working with clear rules and following a strong leader.

What is Your Job Zone?

To figure out what careers to explore, it's helpful to know how much education, training, and experience you need to do a job. This level of preparation is known as a **Job Zone**. Careers that require similar levels of preparation are grouped into the same Job Zone. To explore careers, you will need to choose a **Job Zone** that you plan on working towards in the future.

Job Zone 1 — Careers need **Little** or **No** Preparation

- **No previous skills, knowledge, or experience is needed.**
 - May require a high school diploma or GED certificate.
 - May need from a few days to a few months of training.

Job Zone 2 — Careers need **Some** Preparation

- **Usually need a high school diploma.**
 - Some previous skills, knowledge, or experience is usually needed.
 - May need from a few months to one year of working with experienced employees.

Job Zone 3 — Careers need **Medium** Preparation

- **Usually requires training in vocational schools, related on-the-job experience, or an associate's degree.**
 - Previous skills, knowledge, or experience needed.
 - Need one or two years of training.

Job Zone 4 — Careers need **High** Preparation

- **Most careers require a four-year bachelor's degree, but some do not.**
 - Long-term skills, knowledge, or experience needed.
 - Need several years of work-related experience and training.

Job Zone 5 — Careers need **Extensive** Preparation

- **Most of these careers need a graduate school education.**
 - Extensive skills, knowledge, and experience are needed; many requiring more than five years of experience.
 - May need some on-the-job training; however, the person will usually have the needed skills, knowledge, work-related experience, and training before starting the job.

Pick a **Job Zone** from above that matches the education, training, and experience you plan on getting in the **FUTURE**. Careers in **higher** Job Zones often pay more and offer more opportunities. Learn about the type of careers that can match your interests in the **FUTURE!**

FUTURE Job Zone: _____



Exploring Careers Using Your Interests and Your Job Zone:

Using your **Primary Interest** and **Job Zone** allows you to find careers that match your interests and fit your amount of job preparation. The **O*NET Career Listings** document shows careers for each Interest and Job Zone.

1. Find your Primary Interest and look over the careers listed.

2. Find your Job Zone under your Primary Interest and review the careers listed. Do you see any careers that you would like to find out more about? Write down the Career Title for each career you want to explore. **On the next page, an O*NET Careers Worksheet is provided to write these titles down.**

3. Now that you have selected careers to explore, go to My Next Move at: <https://www.mynextmove.org/>.

Search careers with keywords or to browse careers by industry. For each career, you can find:

- the types of activities that are performed in those careers;
- the knowledge, skills, abilities, technology, and education that are needed for the careers;
- job postings, training, certification, and apprenticeship information for the careers;
- state-level employment statistics for the careers; and
- the wages and future employment outlook that are predicted for the careers.

4. To find more career choices related to your interests not in your list, go to the Interest Browse function within My Next Move at <https://www.mynextmove.org/find/interests>.

5. If you don't like the careers in your Job Zone listed for your Primary Interest, you have choices:

- Review the Job Zone definitions to make sure that you have chosen the Job Zone that best matches what you have now.
- Choose a different Job Zone that you want to work towards in the FUTURE.
- Use your second or third highest interests to look at careers.



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O*NET Careers Worksheet

The **O*NET Career Listings** document includes a sample of the careers that are linked with the six Interests and the five Job Zones. They are organized first by Interest and then by Job Zone within the Interest.

Copy your Primary, Second, and Third Interests from page 1 of the **Score Report** below:

Primary Interest: 1 _____

Second and Third Interests: 2 _____ 3 _____

Also, copy your Job Zone from page 2 of the **Score Report** below:

Your FUTURE Job Zone: _____

To look at the careers linked with your Primary Interest, locate the section for your Primary Interest in the **O*NET Career Listings** document and then find the career listing for your Job Zone under that section. For a longer list of careers, refer to My Next Move's Interest Browse at <https://www.mynextmove.org/find/interests>.

You can also use your second or third highest interest to look at careers. Find the career listings for your Job Zone under the sections that match your second or third interest.

Write Below the Career Titles You Have Picked to Explore:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.



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O*NET CAREER LISTINGS

O*NET Careers by Interest and Job Zone

REALISTIC | JOB ZONES 1 – 2

People with **Realistic** interests like work activities that include practical, hands-on problems and answers. They like working with plants and animals, and real-world materials, like wood, tools, and machinery. They enjoy outside work.

REALISTIC — JOB ZONE 1 (*Little or No Preparation Needed*)

O*NET Career Title

Agricultural Equipment Operators
Bridge & Lock Tenders
Cement Masons & Concrete Finishers
Cooks, Fast Food
Counter Attendants, Cafeteria, Food Concession, & Coffee Shop
Derrick Operators, Oil & Gas
Dining Room & Cafeteria Attendants & Bartender Helpers
Dishwashers
Farmworkers & Laborers, Crop
Fishers & Related Fishing Workers

O*NET Career Title

Food Preparation Workers
Helpers--Painters, Paperhangers, Plasterers, & Stucco Masons
Hunters & Trappers
Landscaping & Groundskeeping Workers
Laundry & Dry-Cleaning Workers
Logging Equipment Operators
Meat, Poultry, & Fish Cutters & Trimmers
Plasterers & Stucco Masons
Roustabouts, Oil & Gas
Septic Tank Servicers & Sewer Pipe Cleaners

REALISTIC — JOB ZONE 2 (*Some Preparation Needed*)

O*NET Career Title

Ambulance Drivers & Attendants
Animal Trainers
Bicycle Repairers
Construction Carpenters
Cooks, Restaurant
Earth Drillers
Heavy & Tractor-Trailer Truck Drivers
Helpers--Electricians
Janitors & Cleaners
Laborers & Freight, Stock, & Material Movers, Hand

O*NET Career Title

Light Truck or Delivery Services Drivers
Maids & Housekeeping Cleaners
Manicurists & Pedicurists
Medical Equipment Preparers
Nonfarm Animal Caretakers
Refuse & Recyclable Material Collectors
Security Guards
Solar Photovoltaic Installers
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Weatherization Installers & Technicians

REALISTIC | Job Zones 3 - 5

REALISTIC — JOB ZONE 3 (*Medium Preparation Needed*)

O*NET Career Title

Audio & Video Equipment Technicians
 Barbers
 Computer User Support Specialists
 Construction & Building Inspectors
 Electrical Power-Line Installers & Repairers
 Elevator Installers & Repairers
 Endoscopy Technicians
 Heating & Air Conditioning Mechanics & Installers
 Maintenance & Repair Workers, General
 Medical & Clinical Laboratory Technicians

O*NET Career Title

Medical Appliance Technicians
 Pipe Fitters & Steamfitters
 Plumbers
 Radiologic Technologists
 Refrigeration Mechanics & Installers
 Security & Fire Alarm Systems Installers
 Solar Thermal Installers & Technicians
 Surgical Technologists
 Surveying Technicians
 Veterinary Technologists & Technicians

REALISTIC — JOB ZONE 4 (*Considerable Preparation Needed*)

O*NET Career Title

Airline Pilots, Copilots, & Flight Engineers
 Automotive Engineers
 Biological Technicians
 Cartographers & Photogrammetrists
 Civil Engineers
 Computer Network Support Specialists
 Electrical Engineering Technologists
 Environmental Engineering Technicians
 Foresters
 Freight & Cargo Inspectors

O*NET Career Title

Geological Sample Test Technicians
 Manufacturing Engineers
 Museum Technicians & Conservators
 Precision Agriculture Technicians
 Remote Sensing Technicians
 Security Management Specialists
 Solar Energy Systems Engineers
 Surveyors
 Transportation Engineers
 Wind Energy Engineers

REALISTIC — JOB ZONE 5 (*Extensive Preparation Needed*)

O*NET Career Title

Anesthesiologist Assistants
 Athletic Trainers**
 Computer & Information Research Scientists**
 Dentists, General**
 Environmental Engineers**
 Environmental Restoration Planners**
 Farm & Home Management Advisors**
 Fuel Cell Engineers
 Human Factors Engineers & Ergonomists**
 Microsystems Engineers**

O*NET Career Title

Molecular & Cellular Biologists**
 Nanosystems Engineers**
 Oral & Maxillofacial Surgeons
 Orthotists & Prosthetists**
 Radiologists**
 Remote Sensing Scientists & Technologists
 Set & Exhibit Designers**
 Soil & Plant Scientists**
 Surgeons**
 Veterinarians**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



INVESTIGATIVE | Job Zones 1 – 3

People with **Investigative** interests like work that has to do with ideas and thinking rather than physical activity or leading people. They like to search for facts and figure out problems.

INVESTIGATIVE — JOB ZONE 1 (Little or No Preparation Needed)

O*NET Career Title

Derrick Operators, Oil & Gas***

O*NET Career Title

Logging Equipment Operators**

INVESTIGATIVE — JOB ZONE 2 (Some Preparation Needed)

O*NET Career Title

Animal Breeders**

Bicycle Repairers***

Brickmasons & Blockmasons***

Construction Carpenters***

Dental Laboratory Technicians**

Dietetic Technicians**

Earth Drillers**

Explosives Workers, Ordnance Handling Experts, & Blasters**

Insulation Workers, Mechanical***

Lathe & Turning Machine Tool Setters, Operators, & Tenders, Metal & Plastic**

O*NET Career Title

Medical Equipment Preparers***

Metal-Refining Furnace Operators & Tenders**

Millwrights***

Non-Destructive Testing Specialists**

Operating Engineers & Other Construction Equipment Operators***

Recreational Vehicle Service Technicians**

Reinforcing Iron & Rebar Workers***

Riggers***

Rough Carpenters***

Structural Iron & Steel Workers**

INVESTIGATIVE — JOB ZONE 3 (Medium Preparation Needed)

O*NET Career Title

Audio & Video Equipment Technicians**

Chemical Technicians

Computer Numerically Controlled Machine Tool Programmers, Metal & Plastic**

Computer User Support Specialists**

Coroners

Diagnostic Medical Sonographers

Elevator Installers & Repairers**

Emergency Medical Technicians & Paramedics**

Fire Investigators

Hearing Aid Specialists**

O*NET Career Title

Histotechnologists & Histologic Technicians**

Industrial Engineering Technicians

Medical & Clinical Laboratory Technicians**

Nuclear Medicine Technologists

Paralegals & Legal Assistants**

Quality Control Analysts**

Registered Nurses**

Respiratory Therapists**

Veterinary Technologists & Technicians**

Web Developers**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

INVESTIGATIVE | Job Zones 4 - 5

INVESTIGATIVE — JOB ZONE 4 (*Considerable Preparation Needed*)

O*NET Career Title

Atmospheric & Space Scientists
 Biomedical Engineers
 Business Intelligence Analysts
 Cytogenetic Technologists
 Environmental Science & Protection Technicians, Including Health
 Environmental Scientists & Specialists, Including Health
 Forensic Science Technicians
 Geodetic Surveyors
 Geoscientists
 Industrial Engineers

O*NET Career Title

Marine Architects
 Marine Engineers
 Market Research Analysts & Marketing Specialists
 Medical & Clinical Laboratory Technologists
 Network & Computer Systems Administrators
 Occupational Health & Safety Specialists
 Petroleum Engineers
 Software Developers, Applications
 Software Developers, Systems Software
 Water Resource Specialists

INVESTIGATIVE — JOB ZONE 5 (*Extensive Preparation Needed*)

O*NET Career Title

Allergists & Immunologists
 Audiologists
 Biostatisticians
 Dermatologists
 Dietitians & Nutritionists
 Family & General Practitioners
 Financial Quantitative Analysts
 Human Factors Engineers & Ergonomists
 Management Analysts
 Mathematicians

O*NET Career Title

Nurse Anesthetists
 Operations Research Analysts
 Optometrists
 Orthodontists
 Physical Medicine & Rehabilitation Physicians
 Physicists
 Psychiatrists
 School Psychologists
 Sports Medicine Physicians
 Veterinarians

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



ARTISTIC | Job Zones 1 – 3

People with **Artistic** interests like work that deals with the artistic side of things, such as acting, music, art, and design. They like creativity in their work and work that can be done without following a set of rules.

ARTISTIC — JOB ZONE 1 (*Little or No Preparation Needed*)

O*NET Career Title

Models

ARTISTIC — JOB ZONE 2 (*Some Preparation Needed*)

O*NET Career Title

Actors

Childcare Workers**

Floral Designers

Furniture Finishers**

Glass Blowers, Molders, Benders, & Finishers***

Nannies**

O*NET Career Title

Public Address System & Other Announcers***

Sewers, Hand**

Shoe & Leather Workers & Repairers***

Stone Cutters & Carvers, Manufacturing**

Tile & Marble Setters***

ARTISTIC — JOB ZONE 3 (*Medium Preparation Needed*)

O*NET Career Title

Camera Operators, Television, Video, & Motion Picture**

Cooks, Private Household

Craft Artists

Dancers

Desktop Publishers

Fashion Designers

Film & Video Editors

Fine Artists, Including Painters, Sculptors, & Illustrators

Hairdressers, Hairstylists, & Cosmetologists

Jewelers**

O*NET Career Title

Makeup Artists, Theatrical & Performance

Merchandise Displayers & Window Trimmers

Music Composers & Arrangers

Musical Instrument Repairers & Tuners**

Photographers

Preschool Teachers**

Self-Enrichment Education Teachers**

Singers

Sound Engineering Technicians**

Tailors, Dressmakers, & Custom Sewers**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ARTISTIC | Job Zones 4 - 5

ARTISTIC — JOB ZONE 4 (*Considerable Preparation Needed*)

O*NET Career Title

Architects
 Architectural Drafters
 Art Directors
 Broadcast News Analysts
 Choreographers
 Commercial & Industrial Designers
 Editors
 Graphic Designers
 Interior Designers
 Interpreters & Translators

O*NET Career Title

Landscape Architects
 Multimedia Artists & Animators
 Music Directors
 Musicians, Instrumental
 Poets, Lyricists & Creative Writers
 Radio & Television Announcers
 Reporters & Correspondents
 Technical Writers
 Training & Development Specialists**
 Video Game Designers

ARTISTIC — JOB ZONE 5 (*Extensive Preparation Needed*)

O*NET Career Title

Anthropologists**
 Architecture Teachers, Postsecondary**
 Art Therapists**
 Art, Drama, & Music Teachers, Postsecondary**
 Astronomers**
 Biochemists & Biophysicists**
 Communications Teachers, Postsecondary**
 Counseling Psychologists***
 Education Teachers, Postsecondary**
 English Language & Literature Teachers, Postsecondary**

O*NET Career Title

Foreign Language & Literature Teachers, Postsecondary**
 Geneticists**
 Marriage & Family Therapists**
 Mental Health & Substance Abuse Social Workers***
 Philosophy & Religion Teachers, Postsecondary**
 Political Scientists**
 Set & Exhibit Designers
 Sociologists**
 Special Education Teachers, Preschool**
 Substance Abuse & Behavioral Disorder Counselors**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



SOCIAL | Job Zones 1 – 3

*People with **Social** interests like working with others to help them learn and grow. They like working with people more than working with objects, machines, or information. They like teaching, giving advice, and helping and being of service to people.*

SOCIAL — JOB ZONE 1 (*Little or No Preparation Needed*)

O*NET Career Title

Counter Attendants, Cafeteria, Food Concession, & Coffee Shop**
Dining Room & Cafeteria Attendants & Bartender Helpers***

O*NET Career Title

Food Servers, Nonrestaurant

SOCIAL — JOB ZONE 2 (*Some Preparation Needed*)

O*NET Career Title

Ambulance Drivers & Attendants**
Bus Drivers, Transit & Intercity**
Childcare Workers
Crossing Guards
Customer Service Representatives**
Dietetic Technicians
Forest Firefighters**
Funeral Attendants
Home Health Aides
Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop**

O*NET Career Title

Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers**
Locker Room, Coatroom, & Dressing Room Attendants
Nannies
Nursing Assistants
Personal Care Aides
Physical Therapist Aides
Psychiatric Aides
Public Address System & Other Announcers
Ushers, Lobby Attendants, & Ticket Takers
Waiters & Waitresses

SOCIAL — JOB ZONE 3 (*Medium Preparation Needed*)

O*NET Career Title

Acute Care Nurses
Concierges
Critical Care Nurses
Dental Hygienists
Emergency Medical Technicians & Paramedics
Fitness Trainers & Aerobics Instructors
Hearing Aid Specialists
Licensed Practical & Licensed Vocational Nurses
Massage Therapists
Medical Assistants

O*NET Career Title

Occupational Therapy Assistants
Physical Therapist Assistants
Preschool Teachers
Radiation Therapists
Registered Nurses
Residential Advisors
Self-Enrichment Education Teachers
Speech-Language Pathology Assistants
Teacher Assistants
Tour Guides & Escorts

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

SOCIAL | Job Zones 4 - 5

SOCIAL — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Adapted Physical Education Specialists	Informatics Nurse Specialists
Career/Technical Education Teachers, Secondary School	Kindergarten Teachers
Child, Family, & School Social Workers	Middle School Teachers
Coaches & Scouts	Midwives
Community Health Workers	Patient Representatives
Education Administrators, Preschool & Childcare Center/Program	Probation Officers & Correctional Treatment Specialists
Elementary School Teachers	Recreation Workers
Emergency Management Directors	Special Education Teachers, Secondary School
Equal Opportunity Representatives & Officers	Training & Development Specialists
Health Educators	Tutors

SOCIAL— JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Arbitrators, Mediators, & Conciliators	Marriage & Family Therapists
Area, Ethnic, & Cultural Studies Teachers, Postsecondary	Mental Health Counselors
Athletic Trainers	Nurse Midwives
Chiropractors	Nurse Practitioners
Counseling Psychologists	Occupational Therapists
Genetic Counselors	Physical Therapists
Healthcare Social Workers	Physician Assistants
Hospitalists	Psychology Teachers, Postsecondary
Instructional Coordinators	Speech-Language Pathologists
Law Teachers, Postsecondary	Substance Abuse & Behavioral Disorder Counselors

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



ENTERPRISING | Job Zones 1 – 3

People with **Enterprising** interests like work that has to do with starting up and carrying out business projects. These people like taking action rather than thinking about things. They like persuading and leading people, making decisions, and taking risks for profit.

ENTERPRISING — JOB ZONE 1 (Little or No Preparation Needed)

O*NET Career Title

Amusement & Recreation Attendants
 Baristas
 Bridge & Lock Tenders***
 Cement Masons & Concrete Finishers**
 Combined Food Preparation & Serving Workers, Including Fast Food***

O*NET Career Title

Counter Attendants, Cafeteria, Food Concession, & Coffee Shop***
 Door-To-Door Sales Workers, News & Street Vendors, & Related Workers
 Food Servers, Nonrestaurant***
 Models**

ENTERPRISING — JOB ZONE 2 (Some Preparation Needed)

O*NET Career Title

Aircraft Cargo Handling Supervisors
 Bartenders
 Customer Service Representatives
 Demonstrators & Product Promoters
 Farm Labor Contractors
 First-Line Supervisors of Food Preparation & Serving Workers
 First-Line Supervisors of Helpers, Laborers, & Material Movers, Hand
 First-Line Supervisors of Housekeeping & Janitorial Workers
 First-Line Supervisors of Retail Sales Workers
 First-Line Supervisors of Transportation & Material-Moving Machine & Vehicle Operators

O*NET Career Title

Food Service Managers
 Gaming Supervisors
 Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop
 Mates- Ship, Boat, & Barge
 Parts Salespersons
 Recycling Coordinators
 Retail Loss Prevention Specialists
 Retail Salespersons
 Telemarketers
 Waiters & Waitresses**

ENTERPRISING — JOB ZONE 3 (Medium Preparation Needed)

O*NET Career Title

Administrative Services Managers
 Airfield Operations Specialists
 Chefs & Head Cooks
 Customs Brokers
 First-Line Supervisors of Construction Trades & Extraction Workers
 First-Line Supervisors of Landscaping, Lawn Service, & Groundskeeping Workers
 First-Line Supervisors of Mechanics, Installers, & Repairers
 First-Line Supervisors of Office & Administrative Support Workers
 First-Line Supervisors of Personal Service Workers
 Flight Attendants

O*NET Career Title

Morticians, Undertakers, & Funeral Directors
 Municipal Fire Fighting & Prevention Supervisors
 Opticians, Dispensing
 Private Detectives & Investigators
 Real Estate Sales Agents
 Sheriffs & Deputy Sheriffs
 Ship & Boat Captains
 Skincare Specialists
 Solar Energy Installation Managers
 Spa Managers

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ENTERPRISING | Job Zones 4 - 5

ENTERPRISING — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Business Continuity Planners	Marketing Managers
Clinical Research Coordinators	Meeting, Convention, & Event Planners
Computer & Information Systems Managers	Online Merchants
Construction Managers	Personal Financial Advisors
Financial Managers, Branch or Department	Producers
Fitness & Wellness Coordinators	Property, Real Estate, & Community Association Managers
Fraud Examiners, Investigators & Analysts	Public Relations & Fundraising Managers
General & Operations Managers	Social & Community Service Managers
Insurance Sales Agents	Sustainability Specialists
Loan Counselors	Training & Development Managers

ENTERPRISING — JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Administrative Law Judges, Adjudicators, & Hearing Officers	Education Administrators, Postsecondary
Architectural & Engineering Managers	Instructional Designers & Technologists
Business Teachers, Postsecondary**	Investment Fund Managers
Chief Executives	Judges, Magistrate Judges, & Magistrates
Chief Sustainability Officers	Lawyers
Clergy**	Management Analysts**
Clinical Nurse Specialists	Medical & Health Services Managers
Curators	Natural Sciences Managers
Distance Learning Coordinators	Treasurers & Controllers**
Education Administrators, Elementary & Secondary School	Urban & Regional Planners**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



CONVENTIONAL | Job Zones 1 – 3

People with **Conventional** interests like work that follows set procedures and routines. They prefer working with information and paying attention to detail rather than working with ideas. They like working with clear rules and following a strong leader.

CONVENTIONAL — JOB ZONE 1 (Little or No Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Amusement & Recreation Attendants**	Door-To-Door Sales Workers, News & Street Vendors, & Related Workers**
Baristas**	Fallers**
Bridge & Lock Tenders**	Food Preparation Workers**
Combined Food Preparation & Serving Workers, Including Fast Food	Graders & Sorters, Agricultural Products**
Conveyor Operators & Tenders**	Grinding & Polishing Workers, Hand**
Cooks, Fast Food**	Helpers--Painters, Paperhangers, Plasterers, & Stucco Masons**
Cutters & Trimmers, Hand**	Landscaping & Groundskeeping Workers**
Derrick Operators, Oil & Gas**	Laundry & Dry-Cleaning Workers**
Dining Room & Cafeteria Attendants & Bartender Helpers**	Rock Splitters, Quarry**
Dishwashers**	Sewing Machine Operators**

CONVENTIONAL — JOB ZONE 2 (Some Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Billing, Cost, & Rate Clerks	Marking Clerks
Cargo & Freight Agents	Office Clerks, General
Cashiers	Order Fillers, Wholesale & Retail Sales
Costume Attendants	Orderlies
Counter & Rental Clerks	Police, Fire, & Ambulance Dispatchers
Court Clerks	Receptionists & Information Clerks
Freight Forwarders	Secretaries & Administrative Assistants
Hotel, Motel, & Resort Desk Clerks	Slot Supervisors
Insurance Policy Processing Clerks	Statement Clerks
Library Assistants, Clerical	Stock Clerks, Sales Floor

CONVENTIONAL — JOB ZONE 3 (Medium Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Assessors	Medical Secretaries
Bookkeeping, Accounting, & Auditing Clerks	Occupational Health & Safety Technicians
Computer Numerically Controlled Machine Tool Programmers, Metal & Plastic	Ophthalmic Medical Technicians
Dental Assistants	Paralegals & Legal Assistants
Energy Auditors	Pharmacy Technicians
Insurance Claims Clerks	Phlebotomists
Loan Interviewers & Clerks	Quality Control Analysts
Loan Officers	Surgical Assistants
Mapping Technicians	Tax Preparers
Medical Records & Health Information Technicians	Web Developers

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

CONVENTIONAL | Job Zones 4 - 5

CONVENTIONAL — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Accountants	Financial Analysts
Actuaries	Geophysical Data Technicians
Audio-Visual & Multimedia Collections Specialists	Information Security Analysts
Auditors	Logistics Analysts
Clinical Data Managers	Regulatory Affairs Specialists
Compliance Managers	Risk Management Specialists
Cost Estimators	Sales Representatives, Wholesale & Manufacturing
Database Administrators	Social & Human Service Assistants
Document Management Specialists	Statistical Assistants
Environmental Compliance Inspectors	Web Administrators

CONVENTIONAL — JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Archivists	Investment Fund Managers**
Bioinformatics Scientists**	Judicial Law Clerks
Biostatisticians**	Librarians
Chief Executives**	Mathematicians**
Chief Sustainability Officers**	Medical & Health Services Managers**
Curators**	Operations Research Analysts**
Distance Learning Coordinators**	Pharmacists**
Economists**	Statisticians
Education Administrators, Postsecondary**	Survey Researchers**
Financial Quantitative Analysts**	Treasurers & Controllers



Sponsored by the U.S. Department of Labor, Employment & Training Administration & developed by the National Center for O*NET Development

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.



Section Notes:

Section 2:

Your Resume



Resume Questionnaire

Answer the following questions in regards to your past work experience, then complete the resume worksheet on page 26 (keeping your answers in mind):

1. List your previous (maximum of two) jobs:
2. What were your responsibilities? Did they ever change?
3. What skills have you developed as a result?
4. Did you supervise people?
5. Did you make specific decisions or recommendations?
6. Did you operate any equipment?
7. Did you research and analyze information?
8. Did your experience involve working with other people?

9. Can you quantify the results of your work? (i.e. number of customers served, percentage increase in sales, percentile rank in class)

10. Did you utilize or develop any technical skills?

11. Did you produce written documents or reports?

12. Did you help other people in any way?

13. Were you able to meet deadlines and handle pressure?

14. Did you assume any leadership roles?

15. Did you have any planning responsibilities?

16. How much time did you work each week?



Resume Worksheet

COACH: If client would like assistance preparing a digital version of their resume, please scan or send photos of page 26-29 to contact@upliftmidmo.org and we will prepare a resume for your client.

PERSONAL CONTACT INFORMATION: Choose centered, left alignment or right alignment for name and address information if using only one address.

Name _____ (first, middle initial, last)

Address _____ (street, city, state, zip)

Phone _____ (include area code)

Email address _____ (make sure it is appropriate)

OBJECTIVE: A resume objective states your career goals. It can be as simple as stating your desired job title, or it can show where you have been and where you hope to go in your career.

SECTION ORDER: List sections in order that best supports your qualifications for the job(s) you are applying for. Education is usually first for a bachelor's Candidate.

EDUCATION: (List most recent first. Use same format for Education & Employment sections):

School /Certificate _____, Location _____

Degree/Major/Type of Course _____, Dates _____

More Information?

School /Certificate _____, Location _____

Degree/Major/Type of Course _____, Dates _____

More Information?

EMPLOYMENT:

Name of Company _____, Location _____

Job Title _____, Dates _____

List Responsibilities:

- _____
- _____
- _____
- _____

Name of Company _____, Location _____

Job Title _____, Dates _____

List Responsibilities:

- _____
- _____
- _____
- _____
- _____

Name of Company _____, Location _____

Job Title _____, Dates _____

List Responsibilities:

- _____
- _____
- _____
- _____
- _____

COMMUNITY SERVICE (VOLUNTEER WORK):

Name of Company _____, Location _____

Job Title _____, Dates _____

List Responsibilities:

- _____
- _____
- _____
- _____
- _____



REFERENCES (on resume, state “References Available Upon Request”): Prepare a second sheet with same personal contact information as on your resume. Be sure to use the same format for heading and text.

Add heading of “References” along with a list of references with their contact information. **Make sure that you ask the references permission first to use them as a reference!** If you are using personal references (non-work related) use only two.

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____

Name _____

Job Title _____

Company/Org. Name _____

Address _____

City, State, Zip _____

Phone # _____



Resume Overview

Choose a template which will best showcase your strengths. Sometimes it is helpful to have a general resume and then make changes in that resume for each specific job opening you are targeting. Most word processing programs like Microsoft Word have professional resume templates you can use as a starting point.

Personal Data: The only required information is your name, address, phone number, and email address. Your name can be in a larger font and size and/or bold if you prefer.

Qualifications/Summary of Skills: You might want to consider a concise statement about your strongest skill areas or personality traits. Again, this section is optional but highly recommended.

Employment/Work Experience/Other Experience: List the most recent first. Use the heading "Employment" or "Work Experience" if you are listing paid positions. If listing both paid and non-paid experiences, use "Other Experience" or another appropriate heading. Include employer, location, position title, dates of employment, description of responsibilities, and accomplishments in the order that best suits you. Regardless of the order, keep your format consistent with each individual experience within this section.

- Use strong effective action verbs (past tense) to describe your job responsibilities, accomplishments, and skills.
- Use numbers when possible, for things such as the size of budget, number of people supervised, etc.

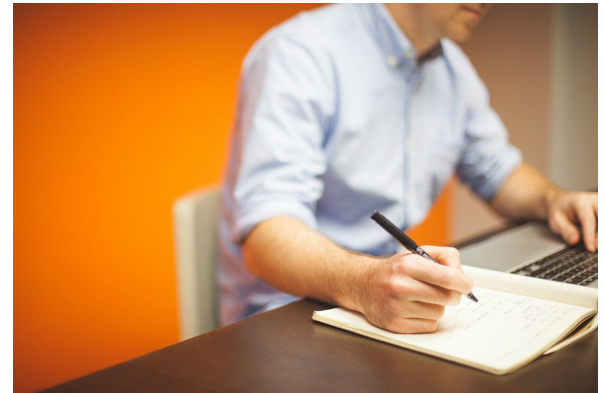
Activities and Accomplishments: This section could include volunteer experiences, honors or awards, and employment/professional memberships. Avoid personal clubs or religious organizations.

Education: Begin with the most recent degrees or certificates. You may or may not need to include high school or GED or HiSET, depending on other qualifications. Education can be placed after the Summary of Skills if you recently returned to school and have credits, a certificate, or a new degree that would contribute positively toward the position for which you are applying.

References: List references on a separate page. Three to five references are sufficient. Be sure to ask their permission first to list them as references. Do not attach references to your resume or put anything on your resume about references. Just have the separate page ready if a prospective employer asks for your references. Put your name and contact information on the top of your reference page.

Resume Tips

- **Be sure your fonts are consistent**
 - » Use larger size and bold lettering for titles and headings
 - » Use a clean and professional looking font (Calibri, Cambria, Arial, Verdana)
- **Keep it to one page if possible**
- **Keep it brief** - hiring managers will not take the time to read a resume if it is too long and has too many words or sentences on it
- **Do not list short term jobs you have had** - jobs you worked for only a few months
- **Check your grammar**
 - » Make sure there are no misspelled words
 - » Make sure you use past tense for prior work and education
 - » Make sure you use present tense for current work and education
 - » Be consistent with your punctuation (i.e. using periods after each bullet point)
- **Keep it simple** - do not use a lot of underlining or borders or graphics/design
- **Make sure you like it** - it is your resume and you want it to represent you as best as possible





Sample Resumes

Sample Chronological Resume

[Address, phone, email]

[Your Name]

Objective [Briefly describe your career goal or ideal job]

Experience [Dates] [Company Name] [City, ST]
[Job Title]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Dates] [Company Name] [City, ST]
[Job Title]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Dates] [Company Name] [City, ST]
[Job Title]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

[Dates] [Company Name] [City, ST]
[Job Title]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]
▪ [Job responsibility/achievement]

Education [Dates] [School Name] [City, ST]
[Degree obtained]
▪ [Special award, accomplishment, or degree minor]

Interests [Briefly list interests that may pertain to the job you want]

References References are available on request.

Sample Functional Resume

Your Name

Address, City, ST ZIP Code | Telephone | Email

Objective

- Check out the quick tips below to help you get started. To replace tip text with your own, just tap it and start typing.

Education

Degree 1 | Date Earned | School

- Major: Tap here to enter text
- Minor: Tap here to enter text
- Related coursework: Tap here to enter text

degree 2 | Date Earned | School

- Major: Tap here to enter text
- Minor: Tap here to enter text
- Related coursework: Tap here to enter text

Skills & Abilities

Management

- Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a tap, on the Home tab of the ribbon, check out Styles.

Sales

- Some of the sample text in this document indicates the name of the style applied, so that you can easily apply the same formatting again. For example, this is the List Bullet style.

Communication

- You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

Leadership

- Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

Experience

Job Title 1 | Company | Dates From - To

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

job title 2 | Company | Dates From - To

- This is the place for a brief summary of your key responsibilities and most stellar accomplishments.



Cover Letters

Whenever you send your resume to an employer you should also include a cover letter. You want your cover letter to accomplish the following things:

- Properly introduce yourself
- Demonstrate your knowledge of the organization
- Highlight your resume
- Motivate the employer to interview you

Cover Letter Tips

- Keep your cover letter clear and to the point
- It should be two to three paragraphs in length
- Show enthusiasm about the job you are applying for
- Address it to a specific person (if you do not know who that is, use "Hiring Manager")
- Have another person read over it, especially for spelling or grammar errors



Cover Letter Sample

Your Name
Street Address
City, ST ZIP Code
Telephone
Email

Date

Recipient Name
Title
Company Name
Street Address
City, ST ZIP Code

Dear Recipient Name:

Name of person referring suggested that I contact you regarding the open job title position with Company Name. My educational background in field of study, along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed resume, I have more than number years of experience in the field of area of professional expertise. My resume shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in area of professional expertise, my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at phone. I look forward to meeting you to further discuss employment opportunities with Company Name.

Sincerely,

Your Name

Enclosure



Section 3:

Interview Skills



Interview Skills

Research the Company

You can research the company by visiting their website, Facebook page, LinkedIn and/or Twitter account. Look for links such as mission statements, core values, services and programs. You can also find valuable information in publications or press release links.

Know the Job Description

Look for keywords and phrases; language which can be incorporated into your interview show you care enough to research, and you share the same values and work ethic. The job description will tell you what they are looking for in a candidate.



Responding to Common Interview Questions

1. Tell me about yourself?

Use the Present-Past-Future formula. First you start with the present—where you are right now. Then, segue into the past—a little bit about the experiences you have had and the skills you gained at the previous position. Finally, finish with the future—why you are excited for this opportunity.

Sample Answer: “I’m currently a sales associate at a hardware store, where I handle our merchandising and customer service. Before that, I worked at a restaurant as a waitress (or waiter). And while I have really enjoyed both of these jobs, I would love the chance to be able to focus more in customer service; which is why I’m so excited about this opportunity to work directly with people in registration at Mercy Hospital.”

2. What are your weaknesses?

This question is more about the employer gauging how self-aware and honest you are. Think about something that is not your strong suit, whether it is delegating to others or attention to detail but think about it back in the past. Show how you have taken steps to overcome it, or worked hard on getting better, and mention that you are still working at becoming even better at this skill set.

Sample Answer: “I’ve never been strong at public speaking. Recently, however, I volunteered to be the head coach for my son’s soccer team, to help me be more comfortable when addressing a group. I plan on running for secretary of my daughter’s parent-teacher-association this coming school year, to further increase my ability to speak in front of a group.”

3. What would your past supervisor and co-workers say about you?

The easiest way to answer this question is to paraphrase a recent positive performance review.

Sample answer: “In my most recent performance review, in April, my supervisor described me as someone who takes initiative and doesn’t shy away from hard problems.”

Another way to answer is to start off with a story and conclude it with how your supervisor or co-workers would describe you.

Sample answer: “My colleagues have told me that I am extremely organized and excellent at time management. During one team project, my team members praised me for developing and sticking to a timeline for all the phases of our project. We ended up successfully completing the project ahead of time.”

4. What are you looking for in terms of salary or wage?

The **number one rule** for answering this question is **doing your research** on what you should be paid. Use websites like Payscale.com, Salary.com, or Glassdoor.com. See if you know someone who currently works there or if one of your friends knows someone who works there and find out what they make.

Give the interviewer a range for the position. It is important to be flexible with your salary requirement; however, it is also important to not settle for something that is unrealistic for your lifestyle and experience.

Sample answer: “Salary isn’t my main consideration when making this decision, but in recent years my compensation has ranged between x and x.”

The first “x” should be the lowest amount you are willing to take. The second x should be the highest amount you have ever earned in a similar position.

Sample answer: “From the research that I have done it appears to be in the \$xx-xx range. Is that the range you had in mind?”

Sample answer: “Based on my previous experience and education and the ‘going rate’ for this type of position, I would like to be in the mid to high \$_s. Is that a range that fit with your compensation structure?”



Research is one of the most important aspects of preparation for an interview.



Questions to ask the Interviewer:

The job interview is a two-way street. You need to prepare questions to ask your potential employer about the position, the supervisor, and the company in order to be sure it is the right job and place for you. This shows that you care about the organization and how you will function in it. Try to have three or four questions prepared.

Here are a few examples:

1. How long have you worked for the company and why did you choose to work here?
2. What have been some of your greatest challenges here and some of your greatest rewards?
3. Could you describe your expectations of me if you were to give me the job?

Preparing for the Interview

Rehearsing

- List the questions you expect and the questions you are most anxious about.
- Practice responding out loud.
- Have a friend interview you, using the questions.
- Keep each response at 60 – 90 seconds. Ask questions after each response.
- Practice three to five times.
- Practice answering questions in front of the mirror, with facial expressions (to show your personality).

Eliminate physical tension

- Get a good night's sleep the night before your interview.
- Make sure you have eaten before you go for your interview.
 - » A growling stomach during the interview is a bit distracting for you and the interviewer.
- Do some stretching or take a short walk before the interview.
- Arrive at least five minutes early, preferably ten or fifteen



Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. -Philippians 4:6

Eliminate mental tension

- Deal with personal issues before the interview, so you are not distracted.
- Say a prayer and/or ask a close friend or significant other to pray for you.
- Take personal time before the interview to relax (listen to music, take some deep breaths).

Personal Appearance

- Stand in front of a mirror to see whether you have the look that will impress.
- Are your clothes appropriate (not too dressy, not too casual)? Do they fit well and are appropriately modest (not too tight, short or revealing)? Are your accessories and/or make-up appropriate and in good taste?
- Avoid wearing perfume or cologne, as it might distract the interviewer or even cause an allergic reaction
- Make sure you do not see any wrinkles or spots on your clothing, split seams or an uneven hem line, run-over heels, chipped nail polish, a dirty shirt collar, inappropriate sock choice, untidy hair or unruly facial hair.
- Brush your teeth before you go or take a breath mint.



A first impression is formed within the first seven seconds of meeting someone.

What to Bring to the Interview

1. Two copies of your resume (including references) in a nice folder
2. A nice pen and notepad
3. A list of prepared questions in advance, to ask the interviewer
4. A copy of your license/certification
5. An energetic, positive attitude

What NOT to Bring to the Interview

1. Chewing gum or candy
2. Family or significant others
3. Derogatory or negative comments about past employers
4. Loud cell phones with annoying/inappropriate ring tones. Be courteous and turn off your cell phone.



During the Interview

1. Greet the interviewer with a warm smile and a firm handshake. Have your right hand free from coat, purse, etc., to be prepared to shake hands.
2. Call the interviewer by name.
3. Be seated only after the interviewer asks you to do so.
4. Sit and stand erect; do not lean against a wall, chair, or desk.
5. Do not put anything (such as a purse) on the interviewer's desk.
6. Let the interviewer take the lead in the conversation.
7. Answer all questions completely.
 - a. Be sure to answer the questions you are asked.
 - b. Take time to think through your answers.
 - c. Be concise and to the point but not rambling either.
 - d. Use proper grammar and avoid the use of slang.
8. Speak slowly and clearly but do not hesitate to let your personality show through. Show some enthusiasm for what you are saying.
9. Maintain eye contact.
10. Be polite and courteous; do not interrupt.
11. Be sincere and enthusiastic, but also be yourself.
12. Avoid chewing gum, eating candy, giggling, or squirming in your chair.
13. Keep your hands still and your feet on the floor.
14. Do not try to flatter (or flirt with/hit on) the interviewer.
15. Be prepared for personal questions.
16. Tell the truth about yourself and your experiences, but do not volunteer negative information.
17. Be positive and professional.
18. Avoid being critical or negative, particularly of past employers.
19. Thank the interviewer for his/her time and extend your hand for a good-bye handshake.

Section 4:

Active Job Search



Active Job Search

Networking

Many job openings are not published, and the only way to find out about them is by networking. Networking involves letting everyone in your circle of family, friends, and acquaintances know about your situation and desire to find employment. It is also very helpful to make new contacts through joining various community groups, attending church and re-connecting with old friends or former employers.

- Social media can be very useful. The job search process is a good time to assess your public presentation via Facebook, Twitter, Instagram, etc., making sure you are portraying yourself in a positive and professional manner.
- Make a list of networking contacts.

Submitting Job Applications

1. Take Pride in your Appearance

Dress up even when picking up an application. You will never have another chance to make a good first impression. You might even be asked to interview on the spot. Low-cut shirts for ladies and/or short shorts are not appropriate. Undergarments peeking out are not appropriate. Wearing sleeveless shirts for guys and shorts are not appropriate. Boxer shorts or briefs hanging out of your jeans/pants are not appropriate either.

2. Be Prepared

- Take your "Master Application for Employment" worksheet with you. Employers want accurate dates, phone numbers, etc.
- Take a few pens along, in case one of them does not work (either black or blue).
- Employers do call and check references. Call your references ahead of time and let them know which job(s) you are applying for. This will prepare them to answer well on your behalf.
- Many employers now require potential applicants to apply online. **Have a copy of your resume ready to leave with them** if they refer you to their website.

3. Mind Your Manners

- When filling out an application at the job site – always be professional. Be respectful and courteous (polite) to everyone. Attitude counts! This really is your first interview and a chance to make a good impression.
- Oftentimes there is testing of some sort involved (typing test, eye-hand coordination, etc.) Make sure you give yourself adequate time to complete the application and take the test (if there is one).

4. Always Follow Directions

Always read directions before beginning and follow all verbal instructions. Employers evaluate how good of a listener you are and how well you comprehend verbal and written information.

5. Check Grammar

Take a few minutes to read over what you have written: check for correct grammar, spelling, and capitalization of proper nouns. Proper grammar shows your attention to detail and your written communication skills.

6. Follow Up

It is always a good idea to follow up with a quick phone call to employers where you have submitted an application. This shows you are invested in finding a job, and can often be the reason you get an interview.

Notes:



Active Job Search

Employer Name, Address, Phone #	Name & Title of Person Contacted	Contact Person Phone # and Email	Position Applied For	Type of Submission (online, in person, etc.)	Date of Submission

Psalm 55:22

Pile your troubles on God's shoulders – He'll carry your load, he'll help you out. He'll never let good people topple into ruin. ~ The Message

I Peter 5: 6-7

Humble yourselves, therefore, under the mighty hand of God so that at the proper time he may exalt you, casting all your anxieties on him, because he cares for you. ~ ESV

Master Job Application

Last Name												First				M.I.		Date	
Street Address								Apartment/Unit #											
City				State				ZIP											
Phone				E-mail Address															
Date Available				Social Security No.				Desired Salary											
Position Applied for																			
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you ever worked for this				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If											
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes,											
High School												Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
College												Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
Other												Address							
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree									
Please list three professional references.																			
Full Name				Relationship															
Company				Phone															
Address																			
Full Name				Relationship															
Company				Phone															
Address																			
Full Name				Relationship															
Company				Phone															
Address																			



Previous Employment			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Military Service	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

Disclaimer and Signature	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date



Resources

Local Career Resources

Hart Career Center

905 N Wade St, Mexico, MO 65265
(573) 581-5684

Jobfinders Employment Services

1000 S Elmwood Dr, Mexico, MO 65265
(573) 581-1230

Local Temp Agencies

AmeriStaff
205 N Washington St, Mexico, MO 65265
Monday – Friday, 8AM to 4:30PM
(573) 581-1045

Missouri Career Center

109 E Promenade St, Mexico, MO 65265
Monday – Friday, 8AM to 5PM

Missouri Staffing

110 N Clark St, Mexico, MO 65265
Monday – Friday, 9AM to 3PM
(573) 581-9675

QPS Employment Group

205 N Washington St, Mexico, MO 65265
Monday – Friday, 8AM to 5PM
(573) 581-1045

Web Resources

CareerBuilder

careerbuilder.com

Glassdoor

glassdoor.com

Google for Jobs

google.com/jobs

Indeed

indeed.com

LinkedIn

linkedin.com

Missouri Job Centers

www.jobs.mo.gov

ONet

<https://www.onetonline.org/>

ZipRecruiter

ziprecruiter.com



upliftmidmo.org