

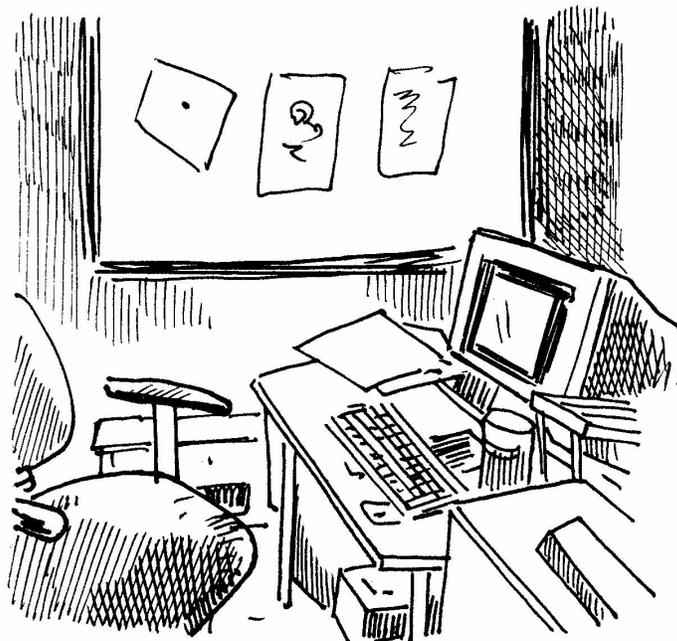
# GETTING A JOB



Pick up some career flyers from your high school counselor or job placement counselor.

Finally, let's examine number 3. Prior to your first interview, review the information in your folder. Often, when you look at all the lists and piece them together, you get a pattern or picture of yourself. Now, think about the type of work situation you are interested in.

Would you like to work in an office?



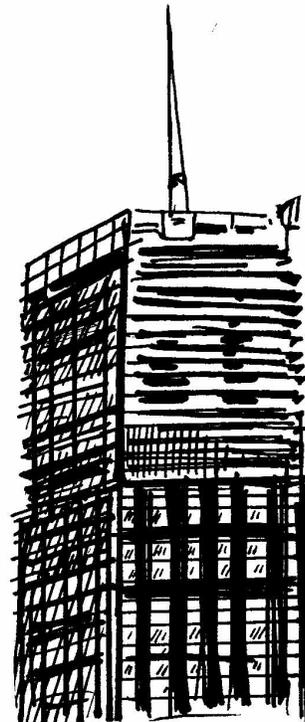
Or outside doing construction?



With both feet on the ground?

Or high up in the air?

Knowing the type of work and working conditions you are seeking will save you a great deal of time and effort.



# GETTING A JOB

Now, remember sources for finding a job:

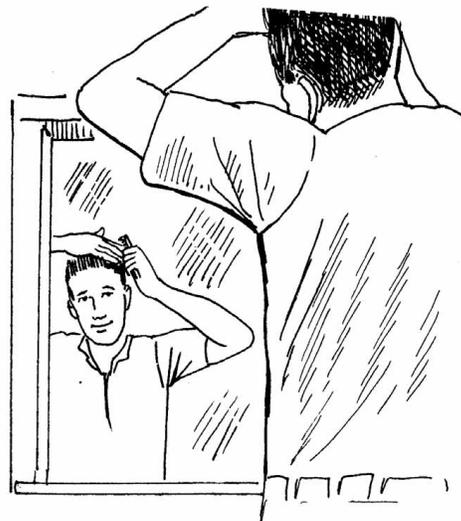
1. LOCAL NEWSPAPER
2. STATE EMPLOYMENT OFFICE
3. CIVIL SERVICE OFFICE
4. PLACEMENT COUNSELOR

The job interview will make you or break you. Before you go, review your job folder, go over your resumé, and think about what you are going to say. Then, check your appearance:



1. USE PLENTY OF SOAP AND WATER
2. SELECT YOUR FINEST CLOTHES
3. COMB YOUR HAIR
4. MAKE SURE YOU LOOK NEAT AND CLEAN

*I'm going to leave early and make sure I'm there on time, thought Rick.*



*I'm lucky that I could borrow this car. If I get this job, I'll have to take a bus or share a ride with a fellow worker.*



Rick arrived at his destination. *Wow. I'm really too early for my interview, he thought. I think I'll stop by another company's personnel office and see if they have any job openings.*

Good thinking, Rick. Sometimes cold calls produce results. That company may not have an opening right now, but maybe they will later. They might know of other companies that are hiring. Be sure to seek out the personnel director – don't ask employees about a job. And, above all, don't be discouraged if you're not hired right away. These days, good jobs are hard to find – so you are likely to be rejected several times.

When you go to the job interview, remember these BEES:

1. **BEE EARLY**
2. **BEE PATIENT**
3. **BEE INTERESTED**
4. **BEE FRIENDLY**
5. **BEE HONEST**

And remember these DON'TS:

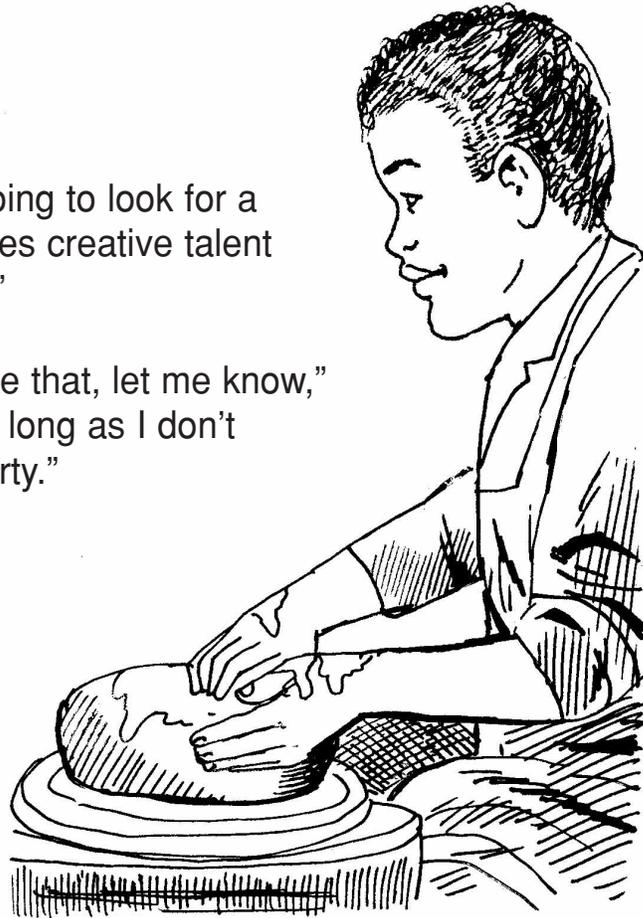
1. **DON'T CHEW GUM**
2. **DON'T SMOKE**
3. **DON'T BE A WISE GUY**
4. **DON'T HAVE A BAD ATTITUDE**

## GETTING A JOB

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“Jerry,” said Bob, “I’m going to look for a nice easy job that requires creative talent and pays *lots* of money.”

“Bob, if you find a job like that, let me know,” replied Jerry, “that is, as long as I don’t have to get my hands dirty.”



## SENTENCE COMPLETION

Use the words in the box to complete the sentences below.

interests	income	yourself
newspapers	resumé	friends
interview	search	benefits

1. Before you begin to look for a job, you should collect as much information about \_\_\_\_\_ as possible.
2. This must include your \_\_\_\_\_ such as math, English, working indoors or outdoors.
3. As you begin your job \_\_\_\_\_, you must look in \_\_\_\_\_ and talk to \_\_\_\_\_ to determine what jobs are available in your area.
4. Before you go for an \_\_\_\_\_, you must prepare a \_\_\_\_\_, which will list your education, work experience, and provide a list of references.
5. At the interview, you will learn how much \_\_\_\_\_ you will make as well as the \_\_\_\_\_ you will receive.

Alfonso is going for an interview tomorrow. His teacher told him to remember to be early, be interested, and be friendly. List some other things that he should remember.

- 1.
- 2.
- 3.
- 4.
- 5.

Answers can be found on page 55.

# GETTING A JOB

## JOB PARTS

Getting a job is divided into three (3) separate parts. Can you name them?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Learn about yourself by creating a job folder.  
Make a list of your likes and dislikes.

I LIKE

I DON'T LIKE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

On a separate sheet of paper, create a resumé. List your educational background, any work experience, and your hobbies and interests. Use this space to make notes.

**Education:** (List all schools, colleges, trade schools, etc.)

**Sports/Hobbies/Community Service/Volunteer Work** (List all your activities)

Answers can be found on page 55.

## THE JOB SEARCH

1. *The job search requires collecting information from various sources. Where can some of this information be found?*

2. *What should you do before going to a job interview?*

3. *Put a check next to the things you should NOT do during your interview.*

Smile

Chew Gum

Answer your cell phone

Be honest

Bite your fingernails

Be friendly

Smoke

Have a bad attitude

Be interested

Be patient

Yawn

Tell a bad joke

Look discouraged

Comb your hair

Put on lipstick

Be a wise guy

Be calm

Be courteous

*Answers can be found on page 55.*

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# **KEEPING A JOB**

"Jerry. . .you're fired!"



"We just don't need you anymore."



"Yes, Alvin, you're fired! Pick up your check and be on your way."



\* \* \* \* \*

# KEEPING A JOB

For some of us, getting a job is easy, but keeping it is a different story. Take the case of Jerry Light, for instance.

“Jerry began working for me about two months ago,” said Mr. Scott, owner of a furniture store. “He was a nice boy, neatly dressed, and real friendly. His art teacher was a personal friend of mine. She said he was well-liked by his classmates. So, I hired Jerry and assigned him several jobs around the store.

“At first he was a willing worker. But after about a week, the trouble started. Jerry began showing up late for work.

“He abused his break time and never returned from lunch on time.



“One day I had to get to the bank before it closed and I needed the back storage area cleaned for a new shipment of lamps due to arrive in the morning.

“I carefully explained to Jerry exactly what needed to be done and why it was so important. I just had to get to the bank before 3:00!