

Exploring Careers

The information you need to
know!

In the beginning

Career: A chosen occupation

- A career is something that you will work to have and work in for a long period of time
- It is very important to enjoy the career you have chose.

Things to consider when choosing a career!

- **Work and Family:** will your career take up a lot of your time and keep you from the people you love?
- **Stress:** stress from a job is normal, though carrying it over to your home life is not
- **Interests:** consider what you like to do
- **Aptitudes:** or natural abilities should be considered
- **Skills:** the ability to do something that comes from training or practice.

Getting a Job

- Talk with friends and relatives
- Check with your school counselor
- Contact employers directly
- Read newspaper ads
- Check with employment agencies

Employee Wanted!

New company looking to hire 2 part time and 3 full time people. We have a good reputation for pay and benefits. If you feel you are qualified please call 123-1234 for an application. We are looking for people who are.....

Qualities of a Good Employee

- Punctual
- Able to communicate well
- Organized
- Responsible
- Dependable
- Able to leave personal problems at home
- Honest
- Healthy (not too many sick days taken)
- Willing to ask questions if you don't understand
- Confidential
- Willing to work as a team member
- Willing to dress appropriately
- Friendly with customers and other employees
- A hard worker

When applying for a job you must have :

- Full name, address, and telephone number
- Social security number
- Work experience dates
- Skills and aptitudes you may have
- Personal interests, hobbies, or activities
- Telephone numbers and persons to contact for references

What Makes an Application a Winner?

1. Very neat
2. No spelling errors
3. No grammatical errors
4. All questions completed-insert N/A if you cannot answer a question
5. Good references used with complete addresses and phone numbers
6. Neatly dressed when asking for an application-prepared for an interview
7. Got two copies of the application and used one as a scrap copy

Interviewing for a Job

1. Arrive early
 2. Use persons name and shake hands
 3. Sit up and use good posture
 4. Dress nicely
 5. Look the person in the eye and smile
 6. Answer a yes or no question with an explanation
 7. Tell them why you would make a good employee
1. Share your experiences that relate to the job
 2. Say that you are nervous it is ok
 3. Try to relax
 4. Don't use bad habits
 5. Be happy eager to work
 6. Answer honestly
 7. Write a thank you note