JOB HUNT CHECKLIST

☐ I have identified my assets in terms of skills, abilities, and personal resources.
☐ I have identified my interests.

☐ I have thought about the type of lifestyle I want.

☐ I have (at least mentally) summarized my personal experience in terms of work, education, and vocational abilities.

☐ I have identified personality characteristics that should be considered in my job decision.

☐ I know my feelings about the environmental setting I would like.

☐ I have researched (at least generally) various career possibilities.

☐ I have narrowed my career choices down to a manageable number worth further exploration.

☐ I have identified people who would be good contacts in my career area.

☐ I have talked to one or more persons in the field(s) I am considering.

☐ I have considered all related career groups in my employment exploration.

☐ I know the various entry-level positions in the field(s) being considered.

☐ I have identified any additional education or experiential background I should get or can get to better prepare myself for my choices.

☐ I have taken the necessary steps to obtain this additional background if necessary.

☐ I have obtained employer and professor recommendations.

☐ I have prepared a good résumé and know how to write cover letters and thank you notes.

☐ I am familiar with the interview process.

☐ I have identified sources of assistance and other pertinent resources.

☐ I have identified some employers I want to contact for interviews.

☐ I have (at least minimally) researched these employers.

☐ I have an understanding of the various approaches used to obtain interviews.

☐ I know what I want and the steps necessary to obtain it.

☐ I have reasonable alternatives in mind if unable to get my first choice.

☐ I have talked over my best alternatives with significant others (mate, friends, parents, etc.)
APPLICATIONS

Your application is an advertisement of yourself and a sample of your work—an important reflection on you. By looking at applications, employers choose people to interview for the job and are generally more impressed with an application that has been filled out neatly and completely. The way in which you fill out the application may make a big difference in whether or not you get the job. Following are some guidelines in filling out applications.

1) Read the application completely before filling it out, including the small print. Follow directions.

2) Fill out the application neatly. Print or write with a fine-point, blue or black pen. Use consistent lettering.

3) Fill out the application accurately. Avoid errors in punctuation, spelling, and grammar.

4) Be prepared to complete the application while you are waiting. Have references, education, employment history, dates, addresses, telephone numbers, etc., written out so you can simply transfer this information from your notes onto the application form. Include volunteer jobs, internships, etc., that relate to the job for which you are applying. A worksheet is included in this packet.

5) If it is suggested that you take the application home to fill out and return later, make a copy to practice completing.

6) Be aware of information which is illegal for the employer to ask during an interview. (Social Security Number, age, how many children you have, etc.)

7) Write something in every blank—no, none, or N/A. If there is a choice, choose appropriately and leave the other items blank. Or if you feel the question is unfair/illegal or has absolutely nothing to do with the job and you object to giving the information, you may want to leave it blank or put a line (—) in the space.

8) Organize the space before you start to write. Don’t abbreviate unless there is not enough space; then use an appropriate abbreviation.

9) Be sure to have a phone number, answering machine, and/or message number where you can be reached.

10) Know the title of the job you want.
Applications (continued)

11) Select the kinds of words that will reflect well on you. For example, when stating reason for leaving your last job, don’t use negative words like “quit” or “fired.” Use words or phrases with positive meanings such as “lacked advancement opportunities” or “left to continue education” or “reduction in force.” If the salary being offered is known, write the amount in the “salary expected” blank. If not known, write “to be discussed” or “negotiable.”

12) Be prepared to give three references. Make sure you have asked permission to use a person’s name as a reference. Choose references carefully. They should be people who know you well enough to give positive information about your work performance or personal characteristics. Use a variety of sources:
- Local business persons who can speak about your work ethic and skills
- Former instructors (sign waiver allowing them to speak about you)
- Former employers
- Former co-workers
- Directors of volunteer organizations you have worked with

Avoid Using:
- Ministers or priests (unless you have a professional or working acquaintance with them).
- Doctors or psychiatrists you have seen only professionally.
- Lawyers (unless you have a professional or working acquaintance with them).
- Friends or relatives.

13) Sign your name legibly.

14) When you are finished, read over the application again to check for errors.

15) Include your résumé with the application.

16) When turning in the application, have the recipient read it over for completeness. Be sure to ask questions at this time: What is the total application procedure? When will applicants be notified for an interview?

Make follow-up contacts—let it be known that you are interested and available.
# Employment Application

## Applicant Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Date</th>
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<th>Date Available</th>
<th>Social Security No.</th>
<th>Desired Salary</th>
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**Position Applied for**

- Are you a citizen of the United States? [ ] YES [ ] NO
  - If no, are you authorized to work in the U.S.? [ ] YES [ ] NO

- Have you ever worked for this company? [ ] YES [ ] NO
  - If so, when? |

- Have you ever been convicted of a felony? [ ] YES [ ] NO
  - If yes, explain |

## Education

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<th>High School</th>
<th>Address</th>
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<tr>
<th>From</th>
<th>To</th>
<th>Did you graduate?</th>
<th>YES [ ] NO [ ]</th>
<th>Degree</th>
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## References

*Please list three professional references.*

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<th>Full Name</th>
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### Previous Employment

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<th>Company</th>
<th>Phone (  )</th>
<th>Address</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Starting Salary $</td>
<td>Ending Salary $</td>
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<tr>
<td>Responsibilities</td>
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<tr>
<td>From</td>
<td>To</td>
<td>Reason for Leaving</td>
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<tr>
<td>May we contact your previous supervisor for a reference?</td>
<td>YES ☐</td>
<td>NO ☐</td>
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<th>Company</th>
<th>Phone (  )</th>
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<td>Reason for Leaving</td>
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<td>YES ☐</td>
<td>NO ☐</td>
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### Military Service

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<tr>
<th>Branch</th>
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<tr>
<td>Rank at Discharge</td>
<td>Type of Discharge</td>
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<tr>
<td>If other than honorable, explain</td>
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</table>

### 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
PROFESSIONAL IMAGE

- Style reflects your personality. Your personal style, to a large extent, determines how other people remember you. Successful careers require a personal style that is professional and so memorable associates will want to do business with you.

- Developing a personal style and image is an important part of your training. Competition can be intense. Many people have the book knowledge to succeed, but only those with special qualities will rise above the competition. Professional style and a winning image can help set you apart from the crowd.

- Personal style changes and develops as you mature and gain experience. As a student, your style is based primarily on your appearance. It is fashionable to have the latest haircut and to dress in the newest fads. Professional style is based on taste and communication skills as well as appearance. As you prepare for a career in your field, you will need to learn new rules about how to look, what to say, and how to act.

- Your overall appearance is the first thing that people notice. Appearance encompasses not only how you dress, but also how you stand, walk, and sit. Try it with a book balanced on your head! It will force you to stand or sit tall and have good posture. Although it may make you feel rigid and unnatural at first, it is good practice. It helps you to become aware of the difference between a professional posture, and a slouching stance. Ultimately, you will appear taller, more alert, and more confident.

- Good grooming habits are another sign of a positive and professional attitude. Pay special attention to hair and fingernails. Develop a daily grooming routine and follow it every day without exception. Most successful professional women wear very little makeup. What they do wear enhances their natural features, and they wear the same amount every business day.

- Professional men should be clean-shaven. Mustaches and beards, if present, should be neatly trimmed. If you decide to grow a mustache or beard, it is best to do soon your vacation to avoid the “five o’clock shadow” look until it has grown.

- Busy professionals find they have less time for grooming than they did in school. You need to create an efficient and consistent routine that will work for you.
An important part of your professional appearance is, of course, your clothing. The suitable wardrobe for your career depends to a great extent on where you work and what you do. The best way to determine what is appropriate is through observation.

What do the managers wear? If you want to rise to their status, you will want to dress that part to stand out from your co-workers. However, you will want to dress appropriately for the type of work you will perform.

A professional wardrobe must be in good repair. Hemlines and buttons should be intact. Shoes should be clean and polished. Many young people are shocked at the cost of maintaining a professional wardrobe, but it is worth it! You will look terrific and feel special in clothes that fit well and are clean.

In addition to looking professional, you should sound professional. Speech habits are probably the most difficult to correct because it is not easy to hear yourself and, up to this point in your life, most of your conversations have been with friends and family. Become aware of your own communication style. Begin by listening to yourself when you speak. Do you say “yeah” instead of “yes?” “Cuz” instead of “because?” Or “gonna” instead of “going to?” Watch out for slang words and empty language like “you know,” “um,” and “uh.” The way to break these habits is to begin correcting yourself in everyday conversation. Successful people speak clearly and with a pleasant tone. Listen to public speakers and newscasters. These people make a living with their speech habits and are skilled communicators.

Success is reflected in appearance, speech, and actions. These special qualities are found in people who love what they do and are good at it. It seems to spring from a combination of maturity, confidence, and good taste; it’s professional style. You can develop your own professional style if you really want to and are willing to work at adjusting your appearance and behavior.

Professional image: It’s what you wear and how you wear it, what you say and how you say it, what you do and how you do it...It’s one of the most important keys to success!
WHERE TO LOOK FOR A JOB

Most jobs are not advertised. You will not find them by looking in the want ads or by reading employment bulletin boards. You must explore the “hidden job market,” and acquaint yourself with the following resources:

1) **Friends and Relatives**
   Let everyone know not only that you are looking for a job, but the type of job as well.

2) **Internet**
   There are many internet sites which offer local, national, and worldwide career opportunities. This document offers a few of the many sites available. Use these listings to determine the qualifications needed in that particular profession.

3) **Yellow Pages of the Telephone Directory**
   Use these to develop a list of contacts in your skill or occupational areas (business groups).

4) **Business Firms**
   Visit in person as many companies / agencies as possible that hire people with your skills and interests. Talk to the person with the “authority to hire.” Also, visit with as many employees of these firms as possible. Discuss career opportunities and develop a list of contacts.

5) **Chambers of Commerce**
   Information concerning major employers in an area can be obtained from the Chamber of Commerce offices. Many Chamber of Commerce offices offer a time employers and potential employees can meet.

6) **College Career Centers**
   Make daily visits to see what jobs are posted and utilize resource materials; ask questions about possible problem areas, i.e., your résumé, your interviewing skills, how you present yourself, or perhaps even your personal appearance. Instructors are also a potential resource.

7) **State Employment Service**
   Check daily for new listings.

8) **Newspaper Want Ads**
   Check daily, but remember the majority of the better jobs aren’t listed in newspaper ads.

9) **Unions**
   Familiarize yourself with local union halls and check for apprenticeship openings and application dates.

10) **Private Employment Agencies**
    Most require a fee for placement, which is paid by you or the employer. They also require a contract, so be sure to read the entire contract before signing since they are legally binding documents.

11) **Temporary and Part-Time Help Agencies**
    Oftentimes, part-time jobs lead into full-time positions. Most agencies do not charge a fee to the job seeker, but it is wise to check for certain.

12) **Local Libraries**
    Check for directories that list employers and associations. They also have information regarding attributes your industry is seeking.

13) **Professional Journals and Trade Magazines**
    These provide a broad range of openings. However, details are often insufficient for determining if you are qualified. Analysis of the ads will provide information about the extent of the employment activity in job fields throughout the area.
INTERNET RESOURCES FOR JOB SEEKERS

NON-COMMERCIAL WEBSITES
America’s Career InfoNet:  http://www.acinet.org/
America’s Job Bank: http://www.jobbankinfo.org/

Sponsored by the U.S. Department of Labor
Idaho Job Service:  www.labor.idaho.gov
www.careers.org

NETWORKING SITES
www.linkedin.com
www.spoke.com
www.ryze.com

TRADITIONAL COMMERCIAL JOB SEARCH SITES (CHANGES MAY APPLY)
www.jobhuntersbible.com  (from “What Color is Your Parachute?”)
www.monster.com
www.careerbuilder.com
www.hotjobs.com
www.about.com/careers
www.careermag.com
www.rileyguide.com
www.quintcareers.com
www.careerjournal.com

WEB-SCRAPING TYPE SITES
www.indeed.com
www.simplyhired.com

INDUSTRY-SPECIFIC SITES
www.medzilla.com
www.careersinwind.com

OTHER JOB SEARCH SITES (CHANGES MAY APPLY)
www.magicvalley.com
www.hotjobs.yahoo.com
www.jobs.aol.com
www.snagajob.com
www.thejobfool.com
www.bettertwinfallsjobs.com
www.careers.msn.com
www.findjobsbyzip.com/Idaho-twin_falls.html
www.twinfallsguide.com
http://www.craigslist.org/about/sites

Be aware that internet technology is evolving rapidly. Some websites are developing security features, but many will make any personal information you provide available to anyone who wants to view it for an unlimited amount of time. The information you provide could appear in websites other than those with whom you register. There MAY be charges associated with registration in and use of some websites.
THE INFORMATION INTERVIEW

The goal of an information interview is to collect information about a career field, a particular industry, or a particular organization. It is one step in the career planning process.

**REMEMBER: YOU ARE LOOKING FOR INFORMATION, NOT A JOB.**
Don’t turn an information interview into a job interview. People are generally interested in talking about what they do and how they do it. Don’t waste their time or yours – be prepared.

**SAMPLE QUESTIONS:**

1) What do you do in a typical day?

2) How did you get into this type of work?

3) Why did you choose this occupation?

4) What classes should I take or projects can I do to be prepared for this career area?

5) What kind of education do you have or what kind is necessary for this job?

6) Knowing what you know now, would you take the same job again?

7) What do you like most about your job? What do you dislike most about your job?

8) Are there any special skills or personal qualities necessary for this career?

9) In your opinion, what is the job outlook for this career area?

10) Generally, what is the salary range for this occupation? (Don’t ask what that person is earning!)

11) Would you advise someone else to enter into this career area? Why or why not?

**Follow-up:** Always follow up with a thank-you note. In it, you might want to mention information that you found particularly interesting or helpful.
RESEARCH A COMPANY

Know the companies before you apply for a job!

Why research a company?

Why is it important to learn about an employer before you go to the interview? You will be able to make a stronger argument to show that you have the skills needed and that you are the person for the job! Additionally, you will know whether it is the place you want to work.

Picture yourself at an interview with XYZ Company where a job opening fits what you want to do. Think about answering the inevitable question, “Why do you want to work for XYZ?” If you had not found out about the company before the interview, you might be able to say:

“I think I will enjoy the work and the people here. It seems to be a nice place to work, and I know I can do the job.”

However, if you had done some investigating, you might be able to say;

“XYZ is a growing company. It has been in business for more than 40 years and has a reputation for being one of the best. The company offers so many fine products – stereos, VCRs, home appliances and more. The employees have a reputation for being committed to maintaining standards of excellence. I would love to grow with this company.”

What’s the difference? The person giving the second answer has found out how old the company is, what it does, and some of the company’s goals. The interviewer, of course, already knows these things but will be impressed that the job applicant cared enough to find out and to use the information in the interview.

Having these facts at hand gives you the extra edge that is often the difference between making a good impression and a great one.
Sorting It Out

When you begin digging into a company’s business, what should you look for? First, gather information that will help you learn enough to determine if you want to work there.

Here are some questions to consider:

- What does the company do, make, or sell?
- How did it get started and who started it?
- How big is the company?
- What does the company pay for the job I want?
- What kind of positions are there—in addition to the one I am interested?
- At what other places does the organization have offices/plants?
- Who is the president?
- Who is in charge of the department where I would work?

How Do You Find Out?

- Most companies have a website.
- Talk to someone who works there or who worked there recently.
- Ask your parents, relatives, neighbors, etc., what they know about the company.
- The library may have a number of resources.
- The local Chamber of Commerce may have information on smaller local employers.
- The annual report to stockholders will tell you what the company does and how it performed over the last year.

More Sources Of Information On Employers Are:

- Internet Websites
- Also check the Magazine Index and the Business periodicals index at your library to find articles about specific fields.
- Better Business Bureau
- Dun and Bradstreet’s Million Dollar Directory
- Standards and Poor’s Corporation Records

Remember, you want to find out about the company so you can decide if you want to work for that company. You can stress the skills that you have that you know the company needs, and you can say positive comments about the company.