Keys to Career Success
Presentation Notes
Keys to Career Success
The Job Interview

- Impressions DO count when evaluating someone, particularly for a professional position.

- As an interview candidate, you have your foot in the door, but so do all the other candidates that are being interviewed.

Be prepared for the interview.
- What would happen if you did not know something about the company?
- The employer may want to interview you the same day you fill out an application.
- Did you research the company?
- What products does it sell or what services does it provide?

Be ready to answer questions.
- Why do you want to work at this company?
- What kind of work are you seeking?
- What hours and days are you available?
- Are you available on the weekends?
- Why should we hire you?

When the interviewer sees that you took the initiative to learn about the company and are prepared for the interview, he or she learns two important facts about you.
- you are really interested in the job
- you are willing to go the extra mile into something that is important to you

Make a great impression!
Just as it is important to look your best for your friends or on special occasions, it is more important when it is for a job interview.

- Hair should be clean and neatly styled.
- Bangs should be out of your eyes and not distracting.
- Makeup (if you wear it) should be kept to a minimum.
- Jewelry should be kept to a minimum and not loud/distracting to the interview.
- Hands should be clean and nails manicured or neatly trimmed.
- Deodorant is a must!!
- Perfume and cologne should be avoided.
- No body piercings, tattoos, extreme hair color/nails/clothes.

Clothes are a major part of your interview attire.
- Clothes should be clean and appropriate for the job position.

What are some examples of dressing professionally?
What items do you want to avoid wearing on a job interview?
What accessories?
Remember, your clothing is very important. Looking your best shows self-respect and confidence. Make sure your clothes are clean, pressed and in good condition. Invest in a lint roller!
Women’s Clothing

- Wear a well-tailored suit in traditional colors.
- Blouses should be cotton, silk or a nice looking artificial fiber in a conservative color that goes appropriately with the suit.

Remember to dress conservatively.
What does that mean?
Improper clothing may prevent you from getting the job. With today’s job market, you need every advantage you can get to land that job. Take time to carefully select your wardrobe for the job interview. Possible shades, such as green and purple can be worn if the color goes well with your skin and hair coloring.

If you are applying for a job at a fast food restaurant, the clothing does not have to be so tailored or professional. It does need to be clean, appropriate and pressed. What would be appropriate to wear for a job interview at a fast food restaurant?
A person with a “Can Do” attitude is someone who is confident, enthusiastic, willing to work hard, has good work ethics, is sincere, honest, polite, responsible, respectful and takes the initiative.
You can dress the way you want anytime; but on a job interview, dress for success. Would you hire these people? Remember first impressions are very important.

View YouTube™ video:
Dress for Success
Getting ready for an interview
http://youtu.be/AbrdG638JjM
Your personal priorities help set your goals. When you set goals and attain them (especially important ones), you feel like you achieved satisfaction and it builds your self-confidence.

What is important to you at this time?
What are some small goals you make every day?
What are big goals?

Name some short term goals.
Short term goals can be achieved in an hour, a day or even a week.

Long term goals may take months or even years to achieve.

All goals are unique to the individual person and not all goals are attained in the same manner.
What do you need to do to set long term goals?
Teacher note: You may have the students write and complete the steps on their notebook paper.
Have them list all the ways they can achieve their goals.
Give as many options as possible.
Life happens and you need to be able to adapt your goals.
Take definite steps and action to achieve your goals.
The final step in setting and achieving goals is to set deadlines, consequences and rewards.

What goals have you set for yourself? Setting goals is an important part of accomplishment. Goals give you a sense of direction and help move you closer to achieving the goals. They also motivate you. The more you set and achieve goals, the more confidence you will have in yourself.
Be Successful!

Remember to always look your best on job interviews

Set your goals and achieve them!
Courses in the Human Services Cluster, prepare individuals for employment in career pathways that relate to families and human needs such as:

- Counseling and Mental Health Services
- Family and Community Services
- Personal Care
- Consumer Services
- Early Childhood Development

What kind of jobs are available in Human Services? What jobs are you interested in these areas?
Questions?
## References and Resources

### Textbook:

### Websites:
- AchieveTexas
  - AchieveTexas is an education initiative designed to prepare students for a lifetime of success. It allows students to achieve excellence by preparing them for secondary and postsecondary opportunities, career preparation and advancement, meaningful work, and active citizenship. [http://www.achievetexas.org/](http://www.achievetexas.org/)
- Bureau of Labor Statistics
- CTE: Learning that works for America
  - In cooperation with the National Career Technical Education Foundation (NCTE), NASDCTEc provides leadership and support for the National Career Clusters™ Framework to deliver high-quality CTE programs through improved curriculum design and instruction. [http://www.careertech.org/career-clusters/](http://www.careertech.org/career-clusters/)
- WorkSmart - Getting Job Ready with Your Appearance
  - Take time to look your best! Your appearance will make a lasting impression. Even if you are only going to pick up forms or drop off an application, dress in clothing that is suitable for the type of job you are seeking. [http://www.worksmart.ca.gov/ready_appearance.html](http://www.worksmart.ca.gov/ready_appearance.html)
References and Resources

YouTube™:

- Dress for Success
  Getting ready for an interview
  http://youtu.be/AbrdG638JjM
- Dressing the Part: The New Professional’s Guide
  Podcast for young adults transitioning from college to the workforce. Tips on interviewing and professional dress for young men and women are offered.
  http://youtu.be/INKZ2u79E_Q