



LOOKING FOR A JOB: STEP BY STEP

EXTRA STEPS FOR SUCCESS

STEP 12

You will be a step ahead of everyone else looking for a job if you take these extra steps. Follow them and you will have a better chance of finding a job.

- **WHENEVER** you visit an employer...even just to ask for an application, you are making a lasting impression. Look and be at your best. You do not get a second chance to make a first impression.
- **GO ALONE** when you visit an employer.
- **WHEN** you visit an employer **DO NOT** ask, "Are you hiring?" Instead...politely ask to fill out an application. Ask the employer to keep it for the future. Then your application will be ready when the employer needs help.
- **FIND OUT** the name of the person who does the hiring. He/she is your link to a job. Write down his/her name for your records. Sometimes you must give your application to someone else. Let the person who does the hiring know that your application has been filled out and returned.
- **WHEN** you ask about a job, you may be interviewed right away. Be ready! An "instant interview" can be a success if you have:
 - made a fact sheet (Step 2)
 - thought about your good work qualities (Step 3)
 - learned why you want to work at the company (Step 11)
 - are looking your best (Step 7)
- **GO** back to employers you visited. Talk with them again. Remind the hiring person that you are still interested in working there. The employer will know you really want to work.
- **ANSWER** in the language in which the interviewer asks the question. The interviewer may be testing to see if you are bilingual.
- **WRITE** a thank you note after each interview. Applicants who write thank you notes are more likely to be hired.
- **SMILE** throughout the interview.
- **KEEP** eye contact with the interviewer, but do not stare. Look away every so often.
- **REMEMBER**, looking for a job is a job! You may need to apply at many employers before you find a job. Do not apply at only two or three and then wait. Keep applying. Do not give up...your hard work will be worth it!