



**C<sup>5</sup>** (Cumberland County Custom Career Club)

## Finding Employment

# QUICK TIPS

## FACILITATOR'S GUIDE

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*\* Idea \* Line the participants in a single file line upon arriving. As they enter, without explanation, shake each participant's hand. If they give a firm, good handshake with good eye contact, then give them a card. The ones that don't give a good handshake would not receive one. Each youth that received a card would receive some type of incentive (ex. a piece of candy, toy, praise). Do a quick explanation of what a good handshake should be. At the end of the program, have all participants line up and shake hands as they are leaving, correcting any inconsistencies.*

### First Impressions

**Discuss how to recognize first impressions in everyday life.**

You never know who is connected to who. Networking is everything. First impressions are very IMPORTANT! Get in the habit of exhibiting good behavior at first meetings. Use some examples of good habits (see Language/Body Language section of Pamphlet).

### Self-Exploration

**It's very important to be able to talk about yourself.**

*\*Idea\* Have a few of the youth participants give a weakness/negative and a strength/positive about themselves. Then explain to them to choose a weakness/negative that is really a strength/positive, (ex. Perfectionist – A good quality, but may wreak havoc on time constraints).*

Explain the website and the test itself:

[www.16personalities.com](http://www.16personalities.com)

### Appearance

*\*Idea\* Let the participants give examples of appropriate and inappropriate attire.*

Discuss key points such as:

- Personal hygiene: Showering, Brushing Teeth, Cologne/Perfume, etc.
- Appropriate interview attire.
- Tattoo coverage & piercing removal for interview.

### Making Job Inquiries & Applying

Discuss key points such as:

- Research company and the position of interest prior to showing up.
- No buddy system! Don't show up with a friend that becomes a distraction as to why you are really there. If catching a ride with a friend, act as if you came alone until you leave.
- Revisit First Impressions Section of Pamphlet and how important they are.
- Bring a pen, resume, cover letter, reference sheet and all needed info to complete application (Discuss briefly what each document is).

### Language/Body Language

Discuss key points such as:

- Eye contact and its importance.
- Firm handshake.
- Speaking clearly. Don't use words that you're not sure of the meaning.
- Posture, sitting up straight, no slouching.
- Treating everyone in the building as if they are the one hiring you.

### The Interview

*\*Idea\* Show a picture of acceptable interview attire for both men and women. Reiterate everything covered in the Appearance Section of Pamphlet. Let the youth participants know that this is a CONVERSATION! Try not to be too nervous. A lot of the time the interviewer is also nervous. Don't ramble! Discuss appropriate interview questions.*

### 10 Common Interview Questions

#### That You Must Be Ready To Answer

*\*Idea\* Allow youth participants to choose a tie that they like. Show participants how to tie a tie (possibly a handout of directions). Allow them to keep the tie of choice for future interviews.*

Ask a few of the 10 Commonly Asked Interview Questions in the Pamphlet, allowing participants the opportunity to answer. Then discuss all answers thoroughly, guiding them with constructive criticism.