Job Hunting 101!
**Hands On Workshops**

**MICHIGAN WORKS!**

**Mondays**
8:30-11:00 AM

**Fridays**
8:30-11:00 AM

304 Harriet St
Ypsilanti, MI 48197

**Space is limited!**
For More Information and to Reserve Your Seat
Please call

- Get one-on-one help to perfect your resume
- Discuss your resume, interview skills, and networking possibilities

**Advanced Workshops**

**Resume II**
Tuesday Bi-Weekly
9:30-11:00 AM

- Get tips on how to revamp and update your resume
- Learn how to modify your resume for each position
- Learn how to be specific and display your value
- Discuss Formatting and how to keep from looking generic

**Job Seeking**
Thursday Bi-Weekly
9:30-11:00 AM

- Learn how to do a self assessment
- Learn how to effectively utilize research sites
- Learn how to develop a plan of action
- Learn more about your network and how to use it

**Networking**
Tuesday Bi-Weekly
9:30-11:00 AM

- Make active use of your connections to achieve specific outcomes
- Instruction on how to get started with online networking websites
- Strategies on making the most of networking opportunities

**Interview Skills II**
Thursday Bi-Weekly
9:30-11:00 AM

- Learn how to sell your skills and abilities
- Learn what to do before, during, and after an interview
- Find out how to convey your skills in an appropriate and affective manner

**Advanced Workshop Registration**

- Registration: [michiganworks.eawashitewa.org](michiganworks.eawashitewa.org)
- TDG Services is available through the Michigan Relay Center 1-800-649-3777.

Michigan Works! is an Equal Opportunity Employer/Program that is supported by the State of Michigan. Auxiliary aid services are available on request for individuals with disabilities.
CAREER ADVISOR SERVICES

Workforce Investment Information Sessions

Wednesdays
1:00-2:30 PM
304 Harriet St
Ypsilanti, MI 48197

- Learn about Career Advisors
- Explore possible services
- Get the help your future needs

Space is limited!
Sign-up today at the Front Desk or call
(734)544-6799
Your Network:
You know: 8 people.
Those 8 people know: 22 people.
Total number of people you could talk to about your research: 30+ people
WHO ARE YOU ON THE INTERNET?

1. Create an online presence
2. Google yourself
3. Be consistent in what you post (i.e., Twitter/LinkedIn should match)
4. Be careful with what you post
5. Never post company Business
Linked In Opportunities

- Research companies (160,000+).
- Network with employees of targeted companies/industries.
- Find job postings.
- Access recruiters.
Preparing for the Interview
Preparing for the Interview

Research the Company:

- Internet:
  - Company website
  - Articles
  - Blogs

- Networking contacts

- LinkedIn
Preparing for the Interview

Research the Job:

- Accomplishments linked to requirements
- SAR Format:
  - Situation
  - Action
  - Result
Preparing for the Interview

Bring to the interview:
- Resumes
- References
- Reference letters
- Business cards
- Paper & pen
- Your questions
Goals of an Interview

They want to know:

- Can you do the job?
- Work together?
- Fit with the team?
- What will you bring to the team?
Types of Interviews

- Informational Meeting
- Screening Interview
- Employment Interview
- Follow-up Interview
Types of Interviews

Employment Interviews:

- **Standard:**
  One candidate, one interviewer.

- **Multiple:**
  Several employees individually.
Types of Interviews

Employment Interviews:

- **Panel or Team:** Many interviewers, one candidate
- **Group:** One interviewer, many candidates
10 Tips

1. Practice, practice, practice
2. Research
3. Questions
4. Resume/Accomplishments
5. Dress
10 Tips

6. Arrive early
7. Handshake
8. Confidence, enthusiasm
10. Business cards & thank yous
“Tell Me about Yourself”:
- 2 to 3 minute response
- Link accomplishments to the job
- Write response
- Practice
Handling Illegal Questions

- “Can you give me an idea of the specific functions included in the job which would require this information?”
- Be positive!
Questions to Ask

- Job responsibilities
- Job expectations
- Work environment
- Department
- Company
Salary Negotiations

Talk *requirements*, not *history*:
- Salary ranges not comparable.
- Unique benefit packages.
Salary Negotiations

- Analyze previous package:
  - Annual salary ÷ 2,080 hours = salary/hour
  - Salary/hour x hours/day x days = $x for vacation, holiday, sick time
  - Benefits = $x
  - Total salary plus benefits = $x
Salary Negotiations

Online research for typical salary ranges:

- O*NET (online.onetcenter.org)
6 Tips to Get What You Want

1. Monthly budget.
2. Analyze/prioritize benefits.
3. Salary requirements.
4. Salary range plus benefits.
5. Job requirements.
6. “What salary range do you have in mind?” Or … “What are typical salary ranges for this type of position in your company?”
Salary Negotiation Priorities

1. Job Responsibilities
2. Their Benefits
3. Their Salary Range
4. Intangible Benefits