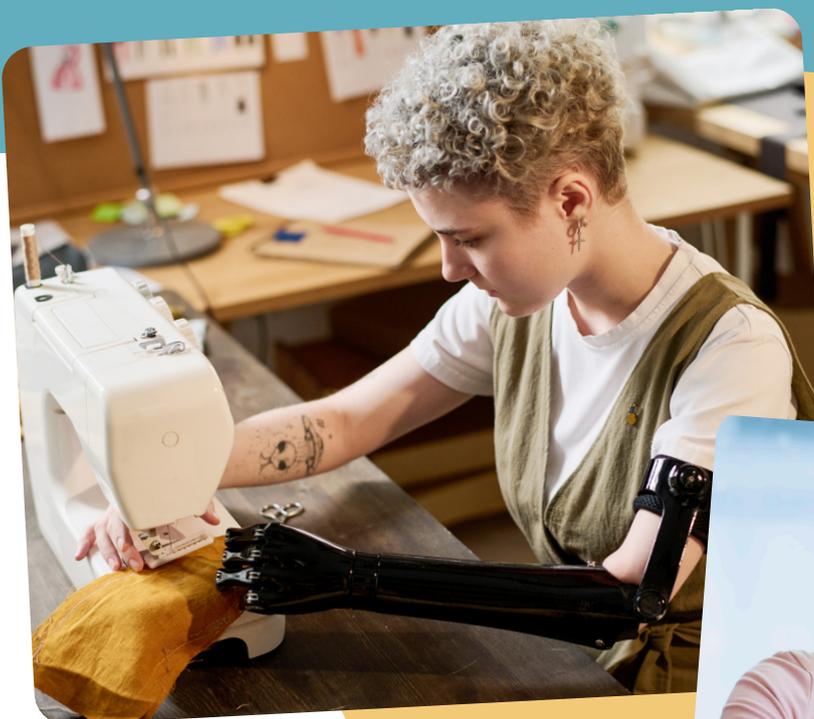
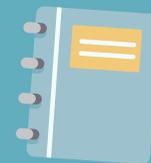


JOB SEARCH NOTEBOOK

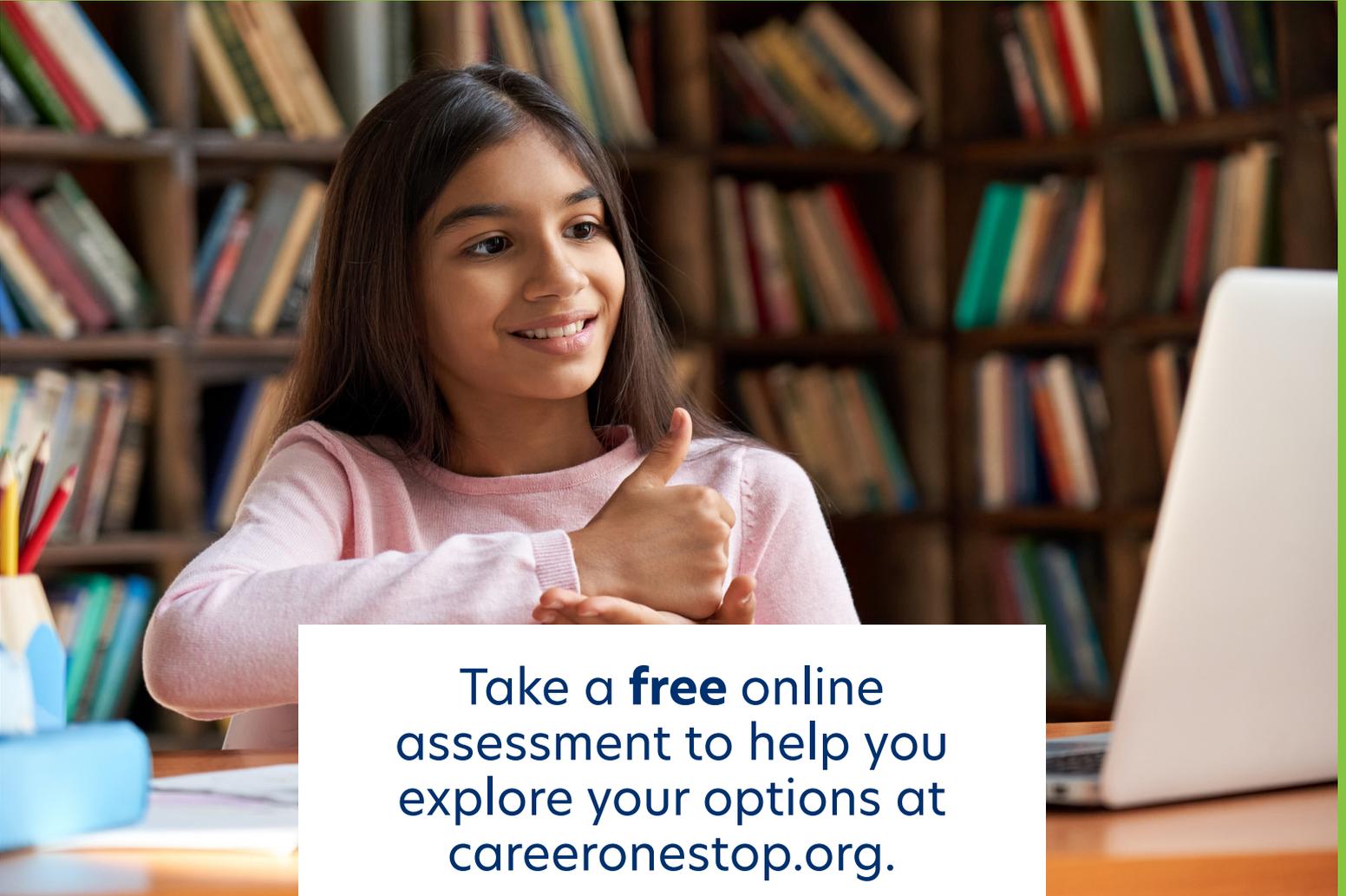


**WORKFORCE
SERVICES
REHABILITATION**

Welcome! This is your portfolio to get you started on your job search. Keep notes and other papers here for reference and convenience. Good luck on your job search journey!



Career Exploration



Take a **free** online assessment to help you explore your options at careeronestop.org.

Scan the QR code to find out what jobs are in demand and what they pay.





Career Exploration

I have discussed my plans with:

Person

Date

Pre-Employment Experiences

Name of Assessment	Date	Vocational Options
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Learn as much as you can about a career or job before making a choice. Decide what you want and pursue opportunities to reach your goals. Your future self will thank you for taking the time to plan, explore and prepare.

Preparation and Exploration Ideas:

- Network by talking with others about potential opportunities
- Set up a job shadow or informational interview
- Volunteer
- Talk with staff at your school

- Talked with parents or adults about career plans
- Participated in extracurricular activities
- Participated in community activities
- Explored career information with my counselor
- Observed or shadowed a worker
- Took a field trip related to a career
- Participated in an informational or actual interview
- Took part in a career fair or college day
- Held part-time or summer jobs
- Heard speakers (including college rep.)
- Participated in job sampling through school
- Completed a resume
- Compiled references sheet
- Completed job applications

Master Application

Prepare a Master Application to help you quickly fill out online applications.



A Master Application helps you select relevant information and tailor your applications, resumes and cover letters to each job.

Completing Applications

Your application must make an impression as employers review hundreds of applications. Many employers use an applicant tracking system (ATS) to determine if your application moves forward.

The average recruiter spends six seconds scanning for six pieces of information.





State of Utah
Department of Workforce Services
Utah State Office of Rehabilitation
MASTER APPLICATION – STUDENT VERSION

The purpose of a Master Application is to have all of your contact information, education, experience, and skills in one document for completing employment applications.

1. Applicant Information

Name: _____
Last First Middle

Address: _____
Street address

_____ City State Zip Code

Home phone: _____ Cell phone: _____

Email address: _____

2. Employment Interest

List the positions you are interested in:

1st choice: _____ 2nd choice: _____

Available to work: Full time Temporary Part time Shift work

Date you can start: _____

3. References

Name/Title	Company/Address	Telephone/Email
Professional		
Personal (Persons not related to you who you have known at least one year.)		

4. Work History (List your work experience, beginning with most recent)

Employer: _____

Dates of employment from: _____ to: _____

Address: _____
Street address City State Zip Code

Supervisor's name: _____ Phone & email: _____

Hourly wage: _____

Job title, responsibilities, and duties:

Reason for leaving: _____

Employer: _____

Dates of employment from: _____ to: _____

Address: _____
Street address City State Zip Code

Supervisor's name: _____ Phone & email: _____

Hourly wage: _____

Job title, responsibilities, and duties:

Reason for leaving: _____

5. Education and Training

High School Name, City, State: _____

Highest level completed: Diploma GED Highest grade completed (1-12): _____

College, business, trade schools	Location	Major	Dates attended	Degree/ Certificate or # of credit hours

Application Tips

- Target your application to the specific position you are applying for. Look for ways to use keywords to match the specific job requirements.
- Specify the position you are applying for.
- Make sure your application is error-free. Use black ink if no color is specified for paper applications.
- Respond to all questions, avoid abbreviations, complete all sections and write "N/A" if a section is not applicable. Steer clear of health, personal, legal or financial problems.

Applications I Have Completed



Employer

Date

Results

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Career Success



Do you have:

- Your resume?
- Your references? (names, addresses and phone numbers)
- Your two forms of ID? (Social security card, driver's license, ID card)
- Money for gas and phone?
- Paper and pen? (not just pencil)
- The manager's name, address and phone number?

Resumes



Average resumes tell the employer **WHAT** a candidate did on the job; powerful resumes tell the employer **HOW WELL** a candidate did on the job.

References and Letters of Recommendation



Contact each reference:

- Ask permission to use them as a reference
- Ask if they could write you a letter of recommendation
- Be sure to target your references to each job



“Find a great mentor who believes in you, and your life will change forever!”

—Bill Walsh

Prepare for New Job Opportunities

Organize your career documents, work samples, letters of recommendation and certificates.

- Set SMART goals, with smaller steps and timeframes to achieve your goals
- Create opportunities by networking and looking for new ways to approach things
- Initiate ideas and be open to feedback from others
- Keep your options open and have a plan B

Master Resume Template

MASTER RESUME TEMPLATE

Your Name (Resume Header)

Email: your@emailaddress.com

Phone Number: (###) ###-####

EDUCATION

Name of High School, Location

YYYY-YYYY

High School Diploma

WORK EXPERIENCE

List all your job and work experience below, can include internship experience. Pull from this list and adjust wording based on the job you are applying for.

Job Position #1

Company Name, Location

MM/YYYY – MM/YYYY or Present

- Job responsibility or achievement #1
- Job responsibility or achievement #2

Job Position #2

Company Name, Location

MM/YYYY – MM/YYYY or Present

- Job responsibility or achievement #1
- Job responsibility or achievement #2

RELATED EXPERIENCE

Volunteer Position #1

Company Name, Location

MM/YYYY – MM/YYYY or Present

- Job responsibility or achievement #1
- Job responsibility or achievement #2

OTHER SKILLS

Skills

References

1. Name: _____ Business: _____
Address: _____
Phone: _____ Years Acquainted: _____

2. Name: _____ Business: _____
Address: _____
Phone: _____ Years Acquainted: _____

3. Name: _____ Business: _____
Address: _____
Phone: _____ Years Acquainted: _____

Personal Work Philosophy: _____

Interviewing Tips



An interview is an opportunity for an employer to see if you are a good fit for the position, department and company; it is also your opportunity to see if the employer is a good fit for you.

Interviewing Tips



Your nonverbal communication cues—the way you listen, look, move and react—tells others whether or not you care, if you're being truthful and how well you're listening.



Pre-Interview Checklist

How you present yourself for a job interview is important. You only get one chance to make a first impression, and you want to be sure your first impression is good. The skills and abilities you listed on your resume were interesting enough for an employer to contact you for an interview, so you want your grooming and dress to be impressive as well. How you dress and your hygiene will be a factor in whether or not you get the job. In most cases, you want to dress a step above the position you are interviewing for. You also want to be sure you dress to impress when you attend job fairs where you have the opportunity to talk with employers from many companies. Taking the time and care to be clean and well-dressed will result in you making a good impression and get you one step closer to getting the job. Below is a list of things to consider as you get ready for a job interview.

- Be clean and neat, freshly showered with clean fingernails, teeth, hair, face, clothing and shoes
- Choose conservative, basic colors in clothes, hair, makeup, nail polish, etc.
- No jingling keys or bulky items in your pockets
- No candy, gum, or tobacco in your mouth
- Wear minimal jewelry and fragrance
- Turn off electronic devices before you go into the interview
- Smile and be friendly
- Have a good attitude and use clean language
- Shake hands firmly with good eye contact (fist or elbow taps are allowable)
- Don't interrupt or argue with the interviewer
- Be prepared with copies of your resume
- Be sure to say "thank you"



30-Second Commercial

One of the keys to getting a job you will enjoy is networking. Meeting and talking with people who work in the field you are interested in is a good way to get tips for interviewing. One of the first things you can do when you meet someone you would like to add to your network of contacts is to tell them a little bit about who you are and what your interests are. You can use your 30 second commercial throughout your working life:

- ✓ At a job interview
- ✓ When meeting new people
- ✓ In a cover letter
- ✓ When calling or walking into a business where you are interested in applying
- ✓ When attending a job fair

My name is _____. I am a student at _____ school and my favorite subject is _____. I have experience with _____ (describe skills you have from jobs, volunteering, helping neighbors). I am looking for a job where I can _____ (talk about what you want to do for work). I can be a benefit to your company by _____ (what skill can you bring to their company).

Use the following questions to help you fill in the blanks to create your 30 second commercial script.

1. What is your job goal? _____

2. What skills do you have that will help you reach your goal? _____

3. What are you searching for in a job? _____
4. What skills do you have that will benefit the company? _____

Questions You Might Get Asked

1. Tell me about yourself?
2. Why do you want to work as a _____?
3. What qualifications do you have?
4. Why do you want to work for me?
5. How did you learn about us?
6. What do you like and dislike about your present (or last) job?
7. Did you ever have a disagreement with your boss? Why? Why not?
8. As a student, did you enjoy school? Why? Why not?
9. Which course did you like the best? Least? Why?
10. Did you join any school activities? Why? Why not?
11. What do you do to relax after work?
12. What do you expect to be doing for work five years from today?
13. What was your worst disappointment?
14. What do you like most about yourself? Least? Why?
15. Do you have any questions for me?

Questions you should ask:

1. Would you describe a typical work day and the things I'd be doing?
2. What duties are most important for this job?
3. How would I be trained or introduced to the job?
4. What are the department's goals for the year?
5. Who are the other people I'd be working with and what do they do?
6. Can someone in this job be promoted? If so, to what position?
7. If hired, would I report directly to you, or to someone else?
8. Could you give me a tour? I'd enjoy seeing where your people work.

Top 10 Qualities Employers Look for in Job

Candidates

1. Ability to work as a part of a team
2. Ability to make decisions and solve problems
3. Ability to plan, organize and prioritize work
4. Ability to communicate with people inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze information and use it to make decisions
7. Technical knowledge related to the job
8. Ability to use computer software required by the employer
9. Ability to create and edit written reports
10. Ability to sell or influence others

(Adapted from Job Outlook 2014, National Association of Colleges and Employers)





Student Informational

INTERVIEW CHECKLIST

An informational interview is a great way to learn about a job or industry you're interested in, directly from someone who works in it. It's not a job interview, but a chance to ask questions, get advice and make connections. It's a good idea to practice your questions beforehand.

1. Telephone the person in charge of hiring at the company to schedule your interview. Thank the person for taking your call and make the following points:

- I would like to do a brief interview with you to learn about a job in your company.
- I am not looking for a job, I am doing research for my career.
- I am interested in your company because: _____
- May I schedule a time to speak with you? I would only take 10-15 minutes of your time.

2. Employer and Interview Information

Employer Name: _____

Interview Date and Time: _____

Interview Location (in person/phone/virtual): _____

3. Preparing for the Informational Interview

- Research the company you will visit.
- Make sure you are showered and wearing clean clothing.
- Make sure you know how to get there (do a practice run before the appointment) and where to go when you arrive.
- Plan to be 10 minutes early to the appointment.
- Prepare a list of questions about the company, what they do, what it is like to work there, the type of career opportunities they have and the kind of training and education needed.
- Take time to practice introducing yourself (going through your 30 second commercial) to family, friends and teachers before the interview.

4. Making the Informational Interview a Success

- Be respectful. Arrive 10 minutes early and make sure your phone is turned off.
- Pay attention and ask good questions.
- Participate in the interview and have a conversation with the employer about the business.
- At the end of the interview, shake hands and thank the employer for their time.
- Ask for a business card.

Information/questions for the interview

- What does a typical day look like in this career/job?
- What skills are important for people wanting to go into this career?
- Can you tell me about the skills, education and training that led to the job you have now?
- What should I do if I am interested in working in this field?
- What do you like most about your job? What do you like least about your job?
- What advice would you give to someone wanting to go into this career?
- What surprised you the most when you started working in this industry?
- If you could give a person one piece of advice before they pursue a job in this field, what would it be and why?
- Do you have any questions for me?

5. Moving Your Career Forward

- Spend some time reflecting on what you learned from the employer.
- Send a follow up email thanking the employer for their time.
- Consider setting up an Informational Interview with another company so that you can compare notes and look for things that are common and different in different companies.
- Complete the Work-Based Learning Activity Evaluation form and return it to your VR Counselor/Pre-ETS Instructor.

Thank the interviewee for their time and ask for their contact information.

Equal Opportunity Employer/Program • Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Once you are hired, your goal is to learn and apply the skills necessary to be a successful employee.



Be energetic and motivated and take pride in work by improving and learning new job skills.

Notes



jobs.utah.gov/usor/vr