



**Presents**

**Session 1:  
Preparing for the Interview**

# **KY-SPIN**

(Special Parent Involvement Network)

## **Parent Training & Information (PTI) Center**

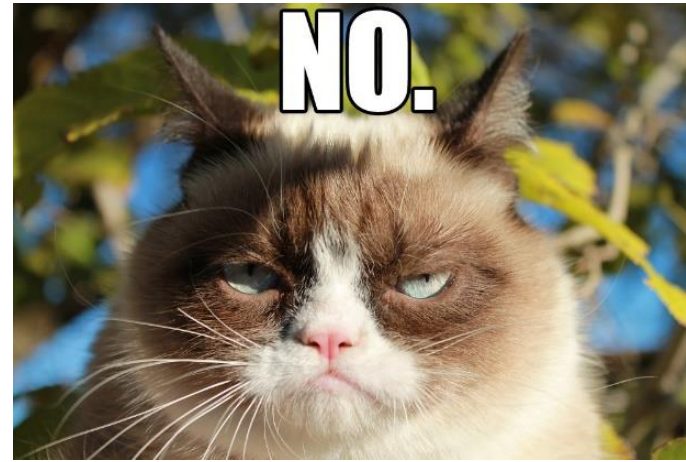
Funded by the U.S. Dept. of Education under IDEA since 1988 when Kentucky first received a PTI. KY-SPIN Parent Center provides training, information and support for children and youth with all types of disabilities (birth through 26 years old), their parents, families, and professionals.

# Be Careful!

## Employers Check Your Social Media



## Be Careful! Employers Check Your Social Media

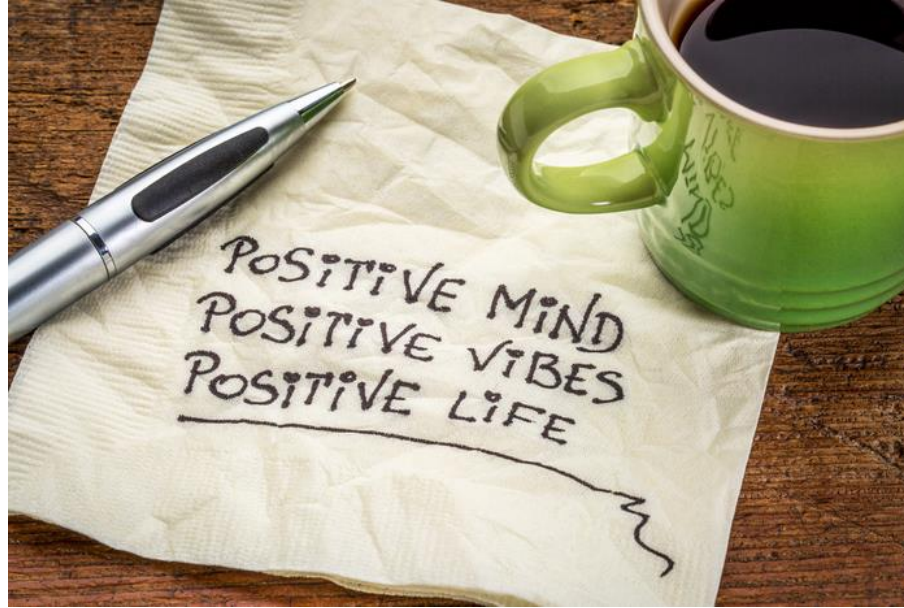


Things to **Avoid** on your  
Social Media Accounts:

- ▶ Drug and alcohol references
- ▶ Profanity
- ▶ Inappropriate
- ▶ Check the background!



Be Careful!  
Employers Check  
Your Social Media



The Good News!



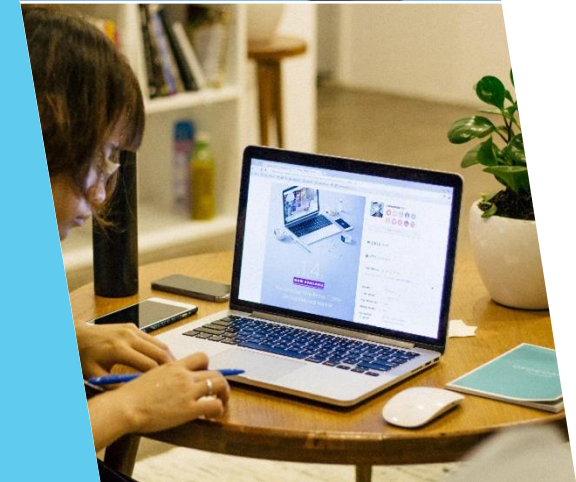
# Be Careful! Employers Check Your Social Media

## Things to **Embrace** on Social Media:

Post (appropriate) pictures of:

- ▶ Your last trip
- ▶ Your soccer team
- ▶ Your Community Involvement  
or Volunteer Work
- ▶ Your awesome cooking skills





# Research the Company

## Learn About The Job

# Research The Company

#1 What skills and experience is the company looking for?





# Research The Company



#2 Key players  
of the  
organization

A stack of newspapers, with the top one being 'The New York Times'. The masthead 'The New York Times' is clearly visible. Other visible text includes 'Home', 'NEW YORK TIMES', 'Debt Bills', and 'Path and a Killing on Mental Care'. There is also a small box with the text 'All the News That's Fit to Print' and 'VOL. CLX, No. 55, 4/20/18'.

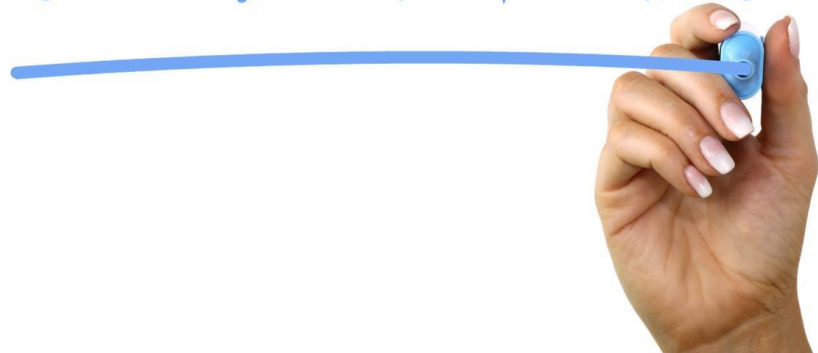
Research the  
Company

#3 News and recent  
events about the  
employer

# Research the Company

#4 The company's culture,  
mission, and values

CORE VALUES





## Research the Company

#5 Clients, products,  
and services





# Update Your Resume

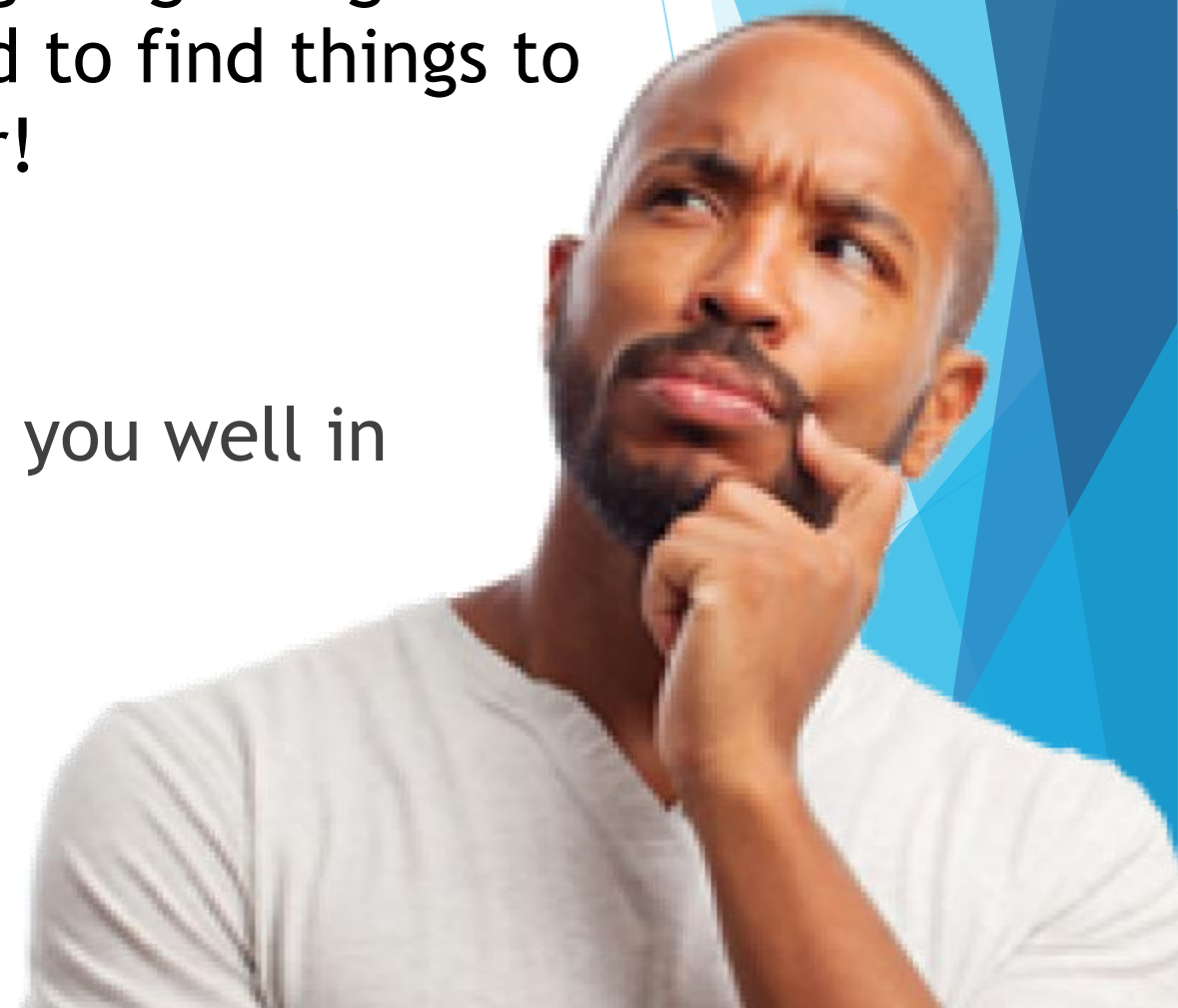
Every job seeker needs a resume!

- ▶ Be creative about what you put in your resume
- ▶ Paid employment is not the only example of work experience and skills!



## Resume Building Tips:

Sometimes when you are just getting started in the workforce, it's hard to find things to fill up that sheet of paper!

- ▶ List any skills you have
  - ▶ List Personality Traits that will serve you well in the workplace
  - ▶ List Academic Acknowledgements
  - ▶ List any Clubs and extra curricular activities you have participated in
- 

# VOLUNTEER



## Resume Building Tips:

Use volunteer experiences to build work skills and improve a resume.





## Resume Building Tips: Don't forget those references!



### Some References you can include:

- ▶ Coaches
- ▶ Church members or religious figures
- ▶ Family friends
- ▶ Teachers





# Dress For Success

- ▶ Clean (hair brushed, teeth brushed, shower, shaved, etc.)
- ▶ Don't wear too much perfume or cologne
- ▶ Wear appropriate business clothes:  
When in doubt,  
Dress up!

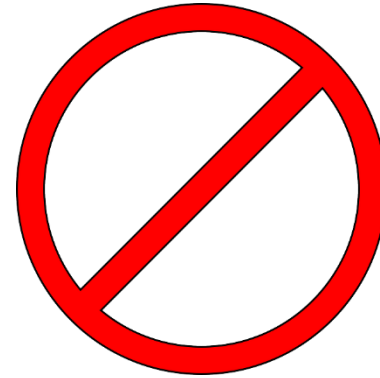


# Dress for Success



## Do Wear:

- Button up shirts
- Blouses
- Dress pants or khakis
- Dress shoes



## Don't Wear:

- Short skirts, jeans or shorts
- Low cut shirts or anything too revealing
- Stained or wrinkled clothes
- Flip-flops

# Dress for Success



**Business  
Casual**

# Dress for Success





# Dress for Success



# Dress for Success



## Prepare for Success

### Know what you want to wear

Take some time to prepare your interview outfit to be sure you're ready to make the best impression.

### Get some new threads

Well in advance of your interview, make sure you have appropriate interview attire, and everything fits correctly.

### Get that outfit ready

Get your clothes ready the night before, so you don't have to spend time getting them ready the day of the interview.

### Clean those kicks!

Be sure to polish or clean your shoes the night before.

# What are Employers Looking For? Professionalism

Professionalism isn't one thing;  
it's a combination of qualities.

## A Professional Employee:

- ▶ Arrives on Time
- ▶ Manages Time
- ▶ Takes Responsibility
- ▶ Works Effectively
- ▶ High Quality Work Standards
- ▶ Honesty and Integrity
- ▶ Clean and Dress Appropriately
- ▶ Communicates Effectively



# Professionalism

- Conducting oneself with responsibility, integrity, accountability, and excellence.
- Communicating Effectively and Appropriately





# So What are Employers Looking For?



- ▶ A good attitude/ Enthusiasm
- ▶ Honesty
- ▶ Punctuality
- ▶ Good communication skills
- ▶ Reliability
- ▶ Appropriate behavior
- ▶ Willingness to learn new things
- ▶ Professionalism

# COMMUNICATION



Why is it so important?

# To an employer, good communication skills are essential!

- ▶ In fact, employers consistently rank good communication skills at the top of the list for potential employees.
- ▶ Communication skills are ranked **FIRST** among a job candidate's "must have" skills and qualities, according to a 2010 survey conducted by the National Association of Colleges and Employers.



# Communication:

## Preparing for a job interview

**During a job interview, employers are impressed by:**

- ▶ A candidate who answers questions with more than one-word answers (such as yeah...yes...no, etc.)
- ▶ Someone who demonstrates that he or she is listening, and shares information and ideas
- ▶ Ask questions for clarification and/or follow-up
- ▶ Remember, non-verbal communication is also critical in an interview. Employers expect good eye contact, good posture, and “active” listening.



## Communication: Preparing for a job interview

The interview is your chance to show how you will interact with:

- ▶ Supervisors
- ▶ Co-workers
- ▶ Customers
- ▶ How you will resolve conflicts when they arise



# Enthusiasm!

What is the difference between “You’re hired!” and “Thank you for your interest, but...”? -The answer is: **Enthusiasm!**



Enthusiasm can mean the difference in not just getting a job, but succeeding in a job and even advancing in your career.

A positive and enthusiastic attitude is a critical component of workplace success.



# Enthusiasm!

- ▶ When employers look at prospective candidates, they not only look for skills, experience, and training, they look for those who demonstrate enthusiasm!
- ▶ Employers want to hire someone they believe will complete assigned tasks in an upbeat and cooperative manner.

# Maintain a Positive Attitude!



Managers sometimes worry that someone without a positive attitude will not get along with supervisors and co-workers, treat customers disrespectfully, or not put much effort into their work.

Employees who are viewed as enthusiastic are known to provide good customer service, resolve interpersonal conflict effectively, and work productively with others.





If you still have  
questions...



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