Job Hunting Tips

I. Sources of job information
   a. Your local Business and Career Solutions Center
   b. Family and friends
   c. Newspaper
   d. People employed in your field
   e. Telephone book
   f. Direct employer contact

II. Before the interview
   a. Learn about the employer
   b. Know the time and place of the interview
   c. Know how you can benefit the company
   d. Know why you want to work for the company
   e. Dress appropriately and conservatively
   f. Go alone
   g. Be on time

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III. During the interview
   a. Be enthusiastic, courteous
   b. Answer questions clearly, honestly
   c. Maintain eye contact
   d. Speak directly to the interviewer
   e. Tell interviewer why he/she needs you
   f. Show interest in the job

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IV. After the interview:
   a. Evaluate the interview
   b. Send “thank you” letter to employer
   c. List improvements you should make
   d. Follow up with a phone call; if you do not get the job, continue your search

V. Avoid problems on the job by:
   a. Maintaining a positive attitude
   b. Dressing appropriately
   c. Arriving for work on time
   d. Not overstaying breaks
   e. Calling in when you are going to be late or absent

VI. Common reasons employers give for hiring employees:
   a. Absenteeism
   b. Loafing
   c. Personality conflicts
   d. Violating company rules
   e. Incompetence

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