



LOOKING FOR A JOB

Step 1: Take Stock of Yourself

- List the job skills you have developed
- List skills you may have developed off the job
- Write out your employment history, listing all your previous jobs. It will help to remind you of the skills you can offer and in filling out job applications identify the working conditions you prefer. Determine the pay and benefits you need (though changing jobs may require a cut in pay initially) and the lowest pay and benefits you will accept.
- The chances for future wage increases and/or promotions as you stay on the job. The costs to you of accepting the job (daycare, transportation, uniforms, tools).
- Call First Call for Help at **835-2211** to be referred to agencies that can help with resume writing, interview skills and retraining programs.

Step 2: Find Out who is Hiring

- Check newspapers ads, your local Michigan Works office and employment agencies for job openings.
- Tell everyone you know that you are looking for work and ask them to watch job openings
- Follow up on all job leads

Step 3: Prepare for the Interview

- Find out as much as you can about the employer and the job opening before you apply or are interviewed. Check their website or annual reports are a great place to start.
- Check your appearance. Be well groomed and dress appropriately.

Take to the Interview:

- A summary sheet of your work experience, skills and education.
- Your Social Security card, driver's license, citizenship documents, and references.

Consider how you might answer typical interview questions:

- Why are you interested in working for us?
- What is your experience?
- What makes you think you can fill the requirements of this job?

When filling out a job application:

- Look over the entire form carefully, and then follow all directions exactly.
- Complete the application in black or blue ink.
- Neatly print answers to all questions.
- If a question does not apply, write in "N/A" (not applicable) or a dash.
- Make certain that all the information you provide on the application is correct.
- Take your employment history to help you remember names, addresses, phone numbers, dates.
- After completing the application, double-check to see that everything is correct.

During your interview:

Sit up, look alert and show that you are interested in the job when answering questions, be honest, to the point and confident

Send a thank you letter to the interviewer after the interview:

Remember it is up to you to convince the interviewer you have the skills to do the job and you want the work.

United Way of Midland County

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First Call for Help: (989) 835-2211

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