

Going to Work Series

How to Get a Job – Being the Best You Can Be

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A person’s goals, self-image, personality, attitude, personal hygiene and concern for family are personal skills that make a major impression on an employer. You may already have most of the skills, but you may need to upgrade them. Each skill will be discussed to show how it can affect getting a job or losing out on one.

Goals

What do you really want out of work? The main reason for looking for a job should be related to your personal needs or goals. When looking for a job, your needs or goals will help you look for the right job. Goals are things that you want to do in the future. They may include the chance to save money, buy a car to get to work, get school clothes for your children, become a supervisor or buy a home.

Steps in Goal-Setting

- Decide what you want to have in the future.
- List the possible ways of achieving your wants.
- Map out your plan. What steps have to be taken to reach your goals?
- Always keep your goals in mind so you can work on them regularly.
- Believe that you can reach your goals.
- Check your success often.
- If you need to change your goals or start over, do so.

For example, Mary works for a restaurant and her husband works for a local construction company. They both just got their jobs. The first thing they did was write down some of their goals:

- a. Save \$250 for emergencies.
- b. Pay off some overdue bills – furniture, telephone and light bill.
- c. Buy a car seat for Suzie.
- d. Move to a better apartment after saving \$500.
- d. Build a kitchen table.

What do you want to accomplish in the near future?

GOALS

Next 2 Weeks

1. _____
2. _____
3. _____
4. _____
5. _____

Next Month

1. _____
2. _____
3. _____
4. _____
5. _____

Within a Year

1. _____
2. _____
3. _____
4. _____
5. _____

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All of these goals encourage you to work hard and get ahead. You realize how important it is to work hard on the job when you can afford things you really want for yourself or your family.

Self-Image

When you really want a job, play up your good traits and play down your faults. You show that you can handle the job and present a more confident image. The way you feel about yourself will tell the manager that you are in charge of your life and that you can benefit the company. Anyone who is looking for a job needs to have a positive image. If you are given the job, you will work hard to do your best. Employers look for people with confidence who can either work by themselves or work well with other people on the job.

Personality

If you are sincere, happy and positive, you are seen by others as having a “good personality.” Some other traits of a good personality are avoiding gossip and being willing to learn new things from other people.

Businesses always look at a person’s personality. If you are eager to learn, you will be open-minded about new projects. People like you will help the business run smoothly.

For example, Nancy is a department store clerk. She always greets the customers with a friendly smile and offers her assistance. She never appears grouchy or disrespectful to a customer. This has helped Nancy get good evaluations from her boss. When she asked for more work hours, her request was granted because of the way she handled the customers.

Attitude

Your attitude is important in obtaining that first interview or job. Attitude deals with the way you feel about other people and yourself and affects the way you act.

If you are applying for a job as a cashier or waiter, you should be a happy and outgoing person. You need to like people. This will help the boss who is interviewing you see that you would be good with the customers. As you know, employees are the main people who talk to and serve the customer.

All About You

Things I like about myself.

1. _____
2. _____
3. _____

Ways I need to improve.

1. _____
2. _____
3. _____

What do I have that impresses other people?

1. _____
2. _____
3. _____

What do other people say about me?

1. _____
2. _____
3. _____

Personal Hygiene

Having clean clothes, a clean body, clean hair and a neat hairstyle is all part of personal hygiene. This will tell the employer that you are concerned about the way you look at work.

Personal hygiene is what makes a first and lasting impression when you ask for an application or about job openings.

For example, before Jim goes out looking for a job, he makes sure that his hair is cut and combed neatly, he has had a bath, used deodorant and shaved. He has clean clothes and clean fingernails. He never begins his job hunting until he looks and feels clean.

When Sally goes out looking for a job, she makes sure that her appearance is neat, she has had a bath, washed her hair and used deodorant. She never puts on heavy makeup or heavy perfume. She appears sharp and serious. She will look that way on the job.

Personal Hygiene Checklist

Here is a checklist for you to complete before you go looking for a job or report for work.

- Shaved
- Used deodorant
- Took a bath
- Cut my hair
- Brushed my teeth
- Combed my hair
- Cleaned my fingernails
- Have pressed and clean clothes

Don't leave home until you can check them all!

Family Involvement

Sharing your goals and listening to your family about their needs helps you to feel important and want to find a job. A job helps the entire family. If you have to sacrifice and accept a job at night, make sure your family understands. Work out a schedule when you can spend time with them. Everybody learns how to give and take when the adults in a family work. Share your concerns about schedules with each other.

For example: Bob found a job at a local industrial plant. He has to work from 11:00 p.m. to 7:00 a.m. Monday through Friday. He set aside Saturdays and Sundays to spend time with his family. The family wanted him to spend Wednesday afternoon before he went to work doing the things he liked to do. They know this is "his time" and do not plan other things that would involve him then.

Family Involvement

What are some of the things that I like to do with my family when I am not working?

1. _____
2. _____
3. _____

I spend about this amount of time:

- _____ hours with my wife/husband
- _____ hours with each of my children
- _____ hours working on my project
- _____ hours as a community volunteer/church work or other activity with people outside my family

I plan to spend more time with my family by doing these things:

1. _____
2. _____
3. _____

Following these suggestions will help you become the best you can be on and off the job.

When you have positive feelings about yourself, it will be reflected in your work. It will help the boss see that you are an asset to the business. Managers spend a lot of time observing employees from the time they pick up their applications to the interview and then during the early days of employment.

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