PICK ME!!! Apply, Interview, and be Hired for the Right Job!

Overview of the Process

Evaluating a Job Prospect

Should I apply?

- Do my skills match what they are looking for?
- Is this a job I want?
  - Hours
  - Duties
  - Location
  - Pay range

Applying for that dream Job

What should I put in my application?

- Match your skills and experience with what they are looking for
- Use the PD or job ad to figure out what they want – what are the most important aspects of the job?
- Use paid and unpaid experiences, training, and interests.

Passing the Screening to Get an interview

How do I increase my likelihood of getting an interview?

- Anticipate the screening process based on the PD.
- Be sure to include your training and experience related to the major duties listed.
- May be a formal or informal screening
- Accuracy and attention to detail!

Interviewing for Selection

How do I show I am the best-fit applicant for the job?

- Prepare & Practice!
- Anticipate interview question areas from the PD or job ad.
- Be prepared to sell yourself
- Be honest and open…you only want the job if you are a good fit.