

February 3, 2010

Youth Advisory Committee
Employability Workshop

Presented by: Jason Pappas and Alan Walls from Target.

Employability Defined:

“...The combination of factors & process which enable people to progress towards or get into employment, to stay in employment and to move on in the workplace.”

Overview:

- Dress professionally.
- Even though a person can express themselves freely, an employer can also decide if they choose to hire that certain individual or not.
- Look the part for the job you are applying for.
- Always smile when going into an interview.
- Never chew gum during an interview.
- Work on your tone of voice.
- Keep your clothes neat, simple, and professional.
- Have good points on your resume.

Resume:

- Keep your resume short and neat.
- Include good points about yourself.
- When going into an interview, make sure you have at least 3 copies of your resume at hand for the employers.
- Always have your reference pages. It will most likely be asked for with an employer.
- Sell yourself.
- Always have someone review your resume to make sure it's clear and good. Always read it to yourself out loud so it makes sense to you.
- Write the resume for the job you are applying for.
- Add overachieving accomplishments.

Interview:

- Dress in basic colors such as white, grey, blue.
- Clothes must be neat and clean. Dress shoes have to be black and shiny.
- For the ladies, no open-toed shoes.

- Keep it to a simple black pump.
- No revealing clothing.
- No perfumes or colognes. No strong smells. Keep it simple to a clean soap smell.
- Leave pagers, cell phones, beepers, Bluetooth head sets in the car.
- Best to have no distractions.
- Always be yourself. No crazy acts.
- Know what you are interviewing for.
- Arrive early and be prepared.
- Any delays, always call in to let your employer know.
- Take a day before to look everything over.

During the Interview:

- Always bring a pen and notepad.
- Take notes and questions.
- Ask for a business card.
- Always thank the interviewer.