

Employability Workshop

- “Knowledge is power.”
- Employability is how you’re going to stay employed, to move on in the workplace.
- Employers judge you on first appearance and how you present yourself. “First impression”
- Resumes: Selling yourself/services (Average of 1 page)
 - Spelling and punctuation
 - Look professional (Simple paper)
 - Previous employment gives a review of background
 - 30 second advertisement
 - “Tailor your message”
 - Find a good fit to make **their** company better.
 - Accomplishments (grades)
 - Previous work experience
 - References (4-6 professional references)
- Interviewing:
 - Distractions(electronics such as- phones, Bluetooths, headphones) off and away
 - Skills that tie in with the job
 - CONFIDENCE
 - Dress appropriately (Groomed right)
 - 55% is based on physical experience.
 - Arrive early, come prepared (folder with extra copies of your resume, take notes)
 - Use a firm handshake
 - Introduce yourself
 - SMILE
 - Do your homework (Preparation)
 - Know your strengths and opportunities
- Ending the interview:
 - Have questions
 - Don’t be presumptuous
 - Ask for contact info.
- Decision making/life choices:
 - Personal image/appearance
 - Character
 - Reputation
- Things that will impact your future:
 - Employment history
 - Credit history
 - Educational history

- Criminal Record
- Driving Record
- Relationships, marital, and family history
- Residential history
- Military service
- Drug history
- Take charge and make your own decisions.
- Ask yourself while making decisions:
 - Is this good for my future?
 - Is it legal?
 - Will I feel proud?
- Right place, right time, preparation!
- Find what drives you, inspires you.
- Variety of jobs in the business world, more depth into what you see.
- Million dollar difference between a college graduate and a high school graduate.
- 26% of the world has a college degree.