

DEPARTMENT OF POLITICAL SCIENCE SRI Y.N.COLLEGE (A) NARSAPUR.

CAREER PLANNING



Getting the job ready

- ❖ How to find a job
- ❖ Remember that looking for work is a full-time job
- ❖ Try to spend as much time looking for work as you would at a job
- ❖ Remember that your effort will determine your results

Appearance

- ✓ First impression are important
- ✓ Take time to look your best
- ✓ Your appearance will make a lasting impression
- ✓ Dress in clothing that is suitable for the type of job

Check list

- ❧ Get a good sleep the night before
- ❧ Freshen up with a bath
- ❧ Shave or trim facial hair
- ❧ Do not wear perfumes or aftershave
- ❧ Make up and jewelry should be simple
- ❧ Wear clean, neat clothing

Attitude

- Your attitude and sense of commitment will help you interview well
- You need a good attitude to be successful in your job search
- Be willing to learn new skills and tasks
- Be persistent and determined to get the job done; keep trying
- Be dependable by getting to the interview on time




Commitment

- ✧ Make sure you are reliable by keeping your word
- ✧ Carry out tasks within a promised period
- ✧ Be honest in your dealings with co-workers
- ✧ Demonstrate a positive attitude in the interview
- ✧ Show your commitment by working the hours expected and doing your best

Resource on internet

- The internet provides excellent resources for your job search
- Newspaper classified advertisement
- Current job openings
- Monster. COM <http://www.monster.com>

Internet

-  The internet has many job postings
-  You can look them up later at www.jobs.com web site
-  Other helpful on-line sites are also available in the internet.

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Job fairs

- A place to meet employers and gather information about current job openings
- Employers participate in job fairs to meet and hire people
- Consider your visit to job fair as an important part of your job hunt activities
- Many employers conduct mini interviews at job fairs

Job fairs

- ✦ Bring your personal information with you
- ✦ Complete the application form before attending the job fair
- ✦ Take two application (if two make mistakes you can fill other application)
- ✦ Study the employers. Usually the employers will have company details.
- ✦ Try to read these materials before talking with an employer
- ✦ Be professional

Job fairs

- ⇒ Introduce yourself
- ⇒ Shake hands confidently
- ⇒ Do not take too much of the employers time
- ⇒ Try to ask questions to see how you fit into the company
- ⇒ Be polite and direct your goal is to get an interview at the company

Job fairs

- 7 Be organized : you will receive a large volume of paper work such as business cards, brochures and job description
- 7 Bring a folder with you to carry and organize your job fair materials
- 7 After talking to an employer, jot down a few notes to study at home later.

Job fairs

- ➔ Notes will help you preparing for the next interview
- ➔ Talk with other people at the fair further information about other interviews
- ➔ Ask for business cards ,which will help you to your follow-up after the job fair
- ➔ Send a thank you note to the people that interviewed you.

Research the employer

- ☑ The information that you gather about a company will come in handy when you go for interview
- ☑ More you know the better you will look to employer
- ☑ Go to company website and look for the company details

Tips for success

- 🚲 You should be neat at the first appearance
- 🚲 Copies of your resume
- 🚲 Your completed application is a reflection of you, make it a good one
- 🚲 Be honest in you answers

Work data

- Always fill in the space for the position desired
- In the salary desired field write “open” or negotiable
- In the availability field write “immediately”, if you are currently employed.

THANK YOU

