



## **Job Hunting 101**

*Take a minute and remember back to when you got your first job...For most of us, searching, applying and interviewing for a job is a nerve racking experience. Below are some tips for you to share with your youth in an effort to alleviate much of the initial stress of job hunting. We encourage you to speak from your own experiences, as that is how our youth learn best.*

### **Finding a Job:**

Before beginning the job search, have a conversation with your youth about their interests, special skills etc. in order to explore jobs that aren't typical for young men and women (i.e. referee youth sports vs. fast food). **Places to look:** - High School Guidance Office may have postings for local businesses, for babysitting or for other part-time positions. Speak with teachers, family, coaches, friends, parents of friends. Also, keep an eye out for job fairs, or reach out to your FFY match coordinator. Most jobs are found through referrals and people you know and are often happy to assist. Employers in fields like retail and hospitality often are very interested in hiring teens and are willing to provide training. These types of employers often don't advertise, so encourage youth to check with the stores or restaurants close to home to see if they have openings. Youth should consider their access to transportation prior to applying. Arapahoe/Douglas County Works is also a great resource. Here is the link: <http://www.adworks.org/index.php/youth/>

### **Interviewing:**

Have a conversation about the importance of being freshly showered and how to dress appropriately (clean, unwrinkled dress pants and collared shirt for males, and dress/skirt or dress pants and nice blouse (no cleavage) for females). Make sure your youth understands the value of a firm handshake and good eye contact. Remind them of the importance of appropriate body language (sitting up, arms unfolded, etc.).

Discuss the importance of arriving on time, or early for an interview. You could also take a drive with them ahead of time so they know exactly where the location is, and how long it will take to get there. Help them practice speaking clearly **without** using slang (complete sentences, avoiding terms like yeah, umm, it's cool, etc.). Encourage them to listen to the entire question before answering.

### **How to Prepare:**

A great activity to do with your youth is to practice answering common interview questions to help them prepare for an interview. Help them come up with appropriate answers that help highlight their gifts, talents and potential. Researching the organization/company they are interviewing with could also be beneficial.

### **Top 10 Interview Questions**

1. What is your greatest strength?
2. What is your greatest weakness?
3. How do you handle stress and pressure?
4. Describe a difficult work situation / project and how you overcame it.
5. How do you evaluate success?
6. Why are you leaving or have left your job?
7. Why do you want this job?
8. Why should we hire you?
9. What are your goals for the future?
10. Tell me about yourself.

***Make sure youth understands the age old saying, "if a job sounds too good to be true, it probably is." Predators often promise quick money through fraudulent employment.***

*\* You may also want to refer back to our Mini Training #1 to further support this topic.*

*\* Tips found on About.Com*

*Note from Match Coordinators: The above topics are only suggestions, if your youth is struggling with a different issue it is recommended that it be the focus of the conversation. As always, we are here to support you as you build this important relationship. Please do not hesitate to contact us at 303.756.9285 if you have specific questions or just need additional ideas as to how to approach your youth about a specific topics.*