

Get
the
Job



Research Potential Employers

One of the best ways to prepare for an interview is to get to know the company.

When you show interest in the overall mission and are knowledgeable about their accomplishments, it shows an interviewer you are serious about getting on board.

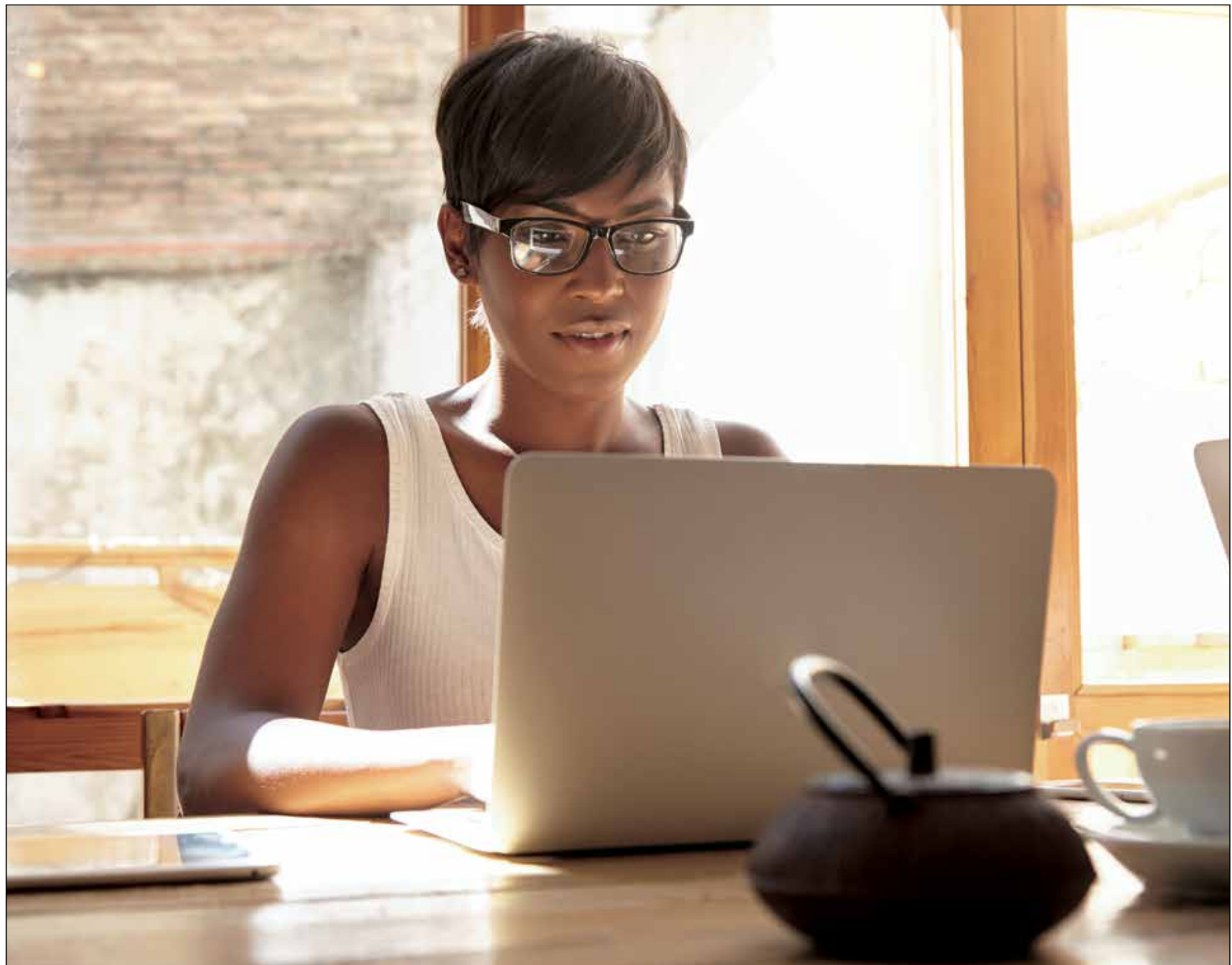
WHERE TO FIND INFORMATION

Today's technology gives job seekers awesome tools to research a company. If they have a social media presence, that's a great place to start. A simple search of their name can reveal charitable contributions, performance milestones and additions to their team. Be sure to mention things you relate to, regarding the strides they are taking to grow.

Former or current employees will also give you an interesting perspective in how the company operates, internally. Reach out to your peers who have or had a relationship with the group to find out what they expect and what they look for in prospective hires.

PREPARE FOR THE INTERVIEW

Now that you know a little more, you should know how to share your research during the interview. Blatantly spout-



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ing out information can make you come off cocky or bland. Instead, plan how you will incorporate what you learned into the conversation.

When a hiring manager asks if you have any questions about the company or posi-

tion, it's a great time to incorporate some of your research. You can ask them about recent milestones they made and what it took to achieve them. The more prepared you are with how you will present the research will make both

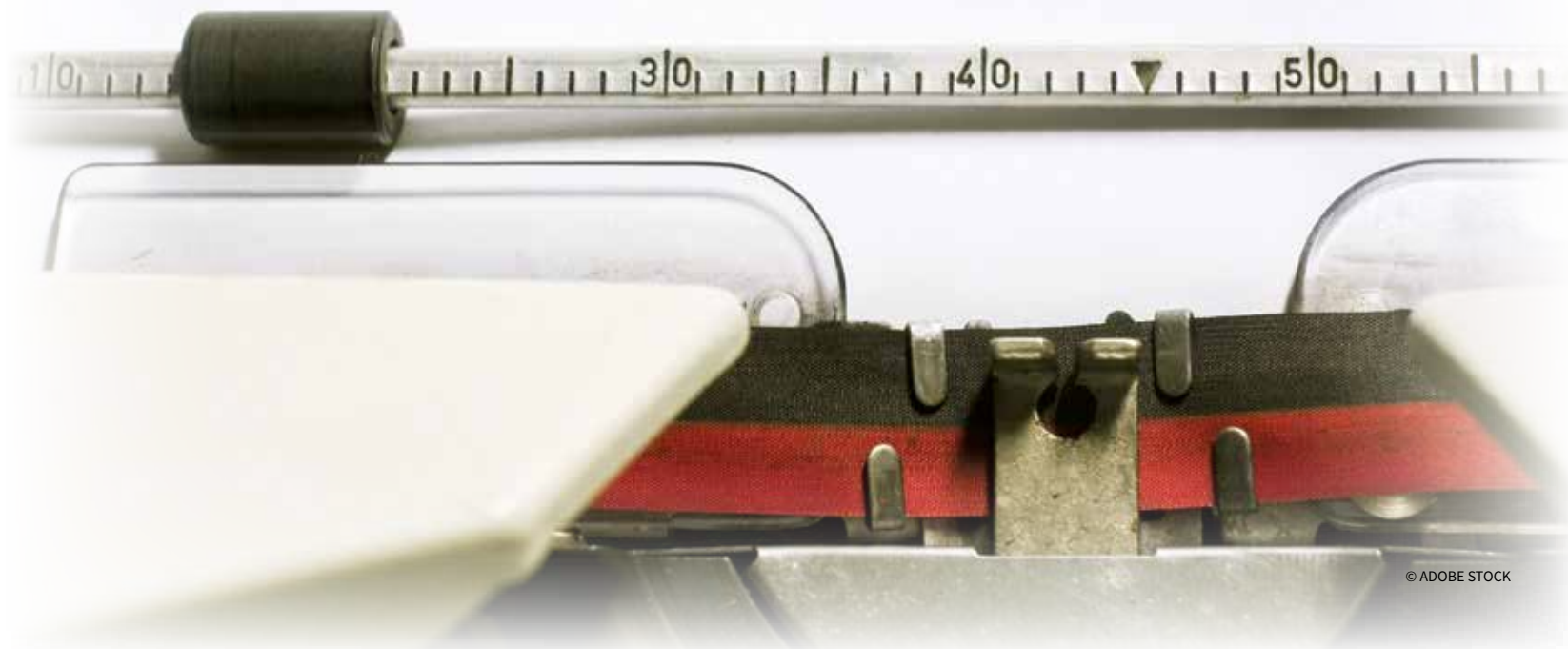
yourself and the interviewer more comfortable during your meeting.

RESEARCH CLIENTS AND SERVICES

Before you go into an interview, it's also helpful to know

the types of services you will be offering and a general idea of the clientele you reach out to. Understanding the crucial components of every operation, can help you strategize an effective way to stand out once you're hired.

Thank You!



The Thank-You Letter

One important strategy which job hunters forget is the power of sending a thank-you letter after an interview. It is a welcome gesture from hiring managers and emphasizes your interest for the position. Timing is everything when sending the document, especially if a decision will be made quickly.

IS IT REALLY IMPORTANT?

The simple answer is yes, but the reasons why will show you the importance of this beneficial note. A recent study performed by CareerBuilder revealed that 22 percent of employers are less likely to hire a candidate who skips sending a thank-you letter. Even more encouraging, 91 percent of hiring managers enjoy being

thanked, which puts you in a positive light. Don't wait too long, Monster Worldwide Inc. recommends sending the thank-you note 24 hours after the meeting.

WHAT TO INCLUDE

Never send a generic response or copy a template you found online; this should be a personal letter which helps your submission stand out. Consider these tips from

the American Management Association when crafting the perfect follow-up to an interview.

Restate your value.

Reiterate the qualities that make you a strong fit for the position and continue your interest in the opportunity.

Be specific. Emphasize points from your conversation which impressed the hiring manager and showcases your qualifications.

Keep it short and sweet. Don't ramble on.

GETTING TO THE RIGHT HANDS

How you send your letter should rely on how the interviewer contacted you initially. For instance, a company who used email to schedule your meeting or ask questions should receive their note in the same way.

The advantage of electronic

mail is it will be received immediately.

However, if your contact has been limited to physical letters and phone calls, you should consider sending a follow up through the mail. Obviously, the downside here is it will take a few days before it is in a hiring manager's hands. However, the gesture will make a big impression as they make a decision to fill the position.

Job Hunting While Unemployed

There are many reasons why Americans find themselves unemployed.

Perhaps a company downsized a position, shut down or simply terminated employment. Regardless of the reason, job hunting without a job presents sizable hurdles.

FILL THE GAPS

One of the biggest challenges for unemployed job hunters is the gap on their resumes. There are ways to strategically fill the gaps and using your free time to make a difference.

Here are some beneficial tips from the UCLA Student and Alumni Services.

If you lost your job: Be professional and mature about why you were terminated. Negative words about a previous employer will almost always be a deal breaker. Express your gratitude for the opportunity and what you learned from the experience.

If you went back to school: Take advantage by explaining you took a break from your career to focus on expanding your educational goals.

If you took care of family: Explain the general situation without being too personal. Perhaps, you had a new child, or a family member became ill. Showcase things you learned while you were being a caretaker and how it benefits you professionally.



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JOIN A GROUP

There are likely many others in your community who found themselves in the same position. Network with other job-hunters to discover leads

and offer support to one another. To find like-minded people, reach out on social media, at events like career fairs or at a public library. Encouraging others to land a

position will also give you motivation.

FIND A JOB FAIR

An opportunity to get your qualifications in the hands of

many different hiring managers is to attend a local job fair. You get the chance to explain your unemployment in a face-to-face setting without waiting on a scheduled interview.



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Choosing from Multiple Offers

You may find yourself with multiple job offers on the table. It can be an overwhelming decision, as each position comes with its own set of pros and cons. Be sure you weigh your options carefully.

If you are unemployed and struggling to keep up financially, the highest offer may seem like the most enticing option. However, it is important to think long term. Which company best suits your future goals and gives you the best chance of moving up the ranks and establishing yourself in a career?

Here are a few considerations to make before deciding between multiple offers.

CONSIDER WHAT IS MOST IMPORTANT

When facing several job options, don't forget what attracted you to the position in the first place. Employers have increased company

perks to attract top talent to their workforce. Many become impressed by the benefits rather than focus on the job description.

While a solid benefit package should be part of your considerations, make sure you will enjoy the job and it meets your standards. If you think of any questions that

never came up in the interview, it's a good idea to talk with your hiring manager to address your concerns.

WHERE DO YOU WANT TO GROW?

If advancing in your career interests you, make sure to reach out to managers about internal opportunities. When

a company promotes from within, they are investing in their employees to enhance their overall success. Think about the future and consider how comfortable you feel growing with a company based on the workload and overall mission. Also, consider how committed you are to the community near the office.

Gain Experience

Before you begin applying for new positions, take the time to familiarize yourself with a new field and show hiring managers you are serious by taking strides to learn more about the industry.

Analyze general qualifications for the jobs you want. If you notice you lack the required degree for the position, sometimes there is no choice other than going back to school and obtaining certification. It can be a long process to land your dream job but if you have the time to dedicate yourself, the rewards will be well deserved.

BALANCING SCHOOL AND A JOB

If you find yourself requiring additional education before you can begin a new career, holding down your current job while studying can be challenging. Follow these tips from Honor Society to avoid burning out and give your complete attention to the experience.

Ask an employer to work with your schedule. Make sure to disclose your decision to pursue additional education to better yourself and future.

Plan ahead. Be prepared to sacrifice social activities and remain dedicated to performing at both work and school.

Don't get in over your head. Remember to make some time for yourself. Even if that means working extra hours to give yourself a day off in the future, taking care of yourself is crucial to successfully juggling a career and continuing education.



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INTERNSHIPS

Apply for internships to sharpen your skills on the field you are considering. This may not always be possible for those with financial com-

mitments, but if you can comfortably take a break from work, this experience will look great on a resume. Don't be discouraged if you feel finances will hold you back from

this opportunity. Show your interest to companies, you may get lucky and find one who does pay enough for you to live well while learning more.

VOLUNTEERING

Look for volunteer opportunities. They provide interesting experience to put on an application while serving a purpose in which you believe.

Get References



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The peers in your career can make or break your chances of landing a job if a new employer receives degrading information. In fact, career experts at Monster Worldwide Inc. report that hiring managers removed about 21 percent of candidates from consideration after speaking to their professional references.

WHY REFERENCES MATTER

While you may impress a hiring manager with a solid performance at the interview and a resume that shows you're qualified for the job, a reference is sometimes the determining factor to narrow down potential employment. Here are a few common questions your new employer may

have for your list of references, from OfficeTeam, a leading staffing service:

- 36 percent inquire about past job duties and experience.
- 31 percent want to know about an applicant's strengths and weaknesses.
- 11 percent will ask to confirm job titles and dates of employment.

It's important to be honest

when filling out your resume, as managers will likely eliminate you from consideration if a reference cannot backup the information you provided.

WHO TO ASK

Most employers only require a handful of professional references when you apply for a position. Because of this, make sure to choose people who you know will

give an honest review of your qualifications. Who to include can depend on what type of position you are applying for. For instance, when entering upper management, ask for permission from previous managers. If you are trying to land an entry-level job, include both professional peers and supervisors. The right mix of people can give you the upper hand when

negotiation for a new career.

SAY THANKS

Networking is a big part of the job search. Remember to say thanks to your references who take time out of their busy schedule to promote you to a potential employer. You never know when they may need a kind word. Let them know you are willing to return the favor.

Fast-Growing Occupations

In April of 2018, the United States Bureau of Labor revealed the unemployment rate in America is at its lowest since 2000. At an impressive 3.9 percent, a large portion of the country is finding work.

If you're struggling to find a rewarding career or a job that fully utilizes your talents, check out a few of the occupations that are expecting a rapid-growth rate over the next decade. These median salaries and positions are per the U.S. Bureau of Labor Statistics.

SOLAR PHOTOVOLTAIC INSTALLERS

2017 Median Salary:
\$39,490

According to the Solar Energy Industries Association, it is estimated that, in late 2018, two million solar installations will have been performed in the United States. They also state by 2023, that number will be as high as four million installs. This growing position requires workers to install, assemble and maintain solar panel systems on rooftops and other structures. Qualifications typically require a high school diploma and training. The field is expected



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to grow 105 percent by 2026.

WIND TURBINE SERVICE TECHNICIANS

2017 Median Salary:
\$53,880

These devices that change kinetic energy created by the wind into electricity require regular inspections and maintenance. As a technician, expect to work outdoors, in

confined spaces and sometimes great heights.

Wind turbines are an alternative electricity source that is expected to see to see a growth of 96 percent by 2026. The Wind Energy Foundation states, each year in the United States, wind installations will save the nation more than 20 billion gallons of water that would otherwise be used for

steam or cooling in conventional plants.

Workers are granted a great career path and the chance to do their part for the environment.

HOME HEALTH AIDES
2017 Median Salary:
\$23,210

Home health aides deliver beneficial services to those

with disabilities, chronic illnesses or cognitive impairment by evaluating them in the comfort of their home. This career path is an excellent choice for those with an interest in health care. The field is expected to grow a staggering 41 percent by 2026. As Baby Boomers age, the need for home health aides will increase.