

Job-Acquisition and Advancement Skills

Job-Acquisition

- Job-acquisition – all the steps a person takes to help them get a job
- Preparing to apply for a job by doing a job search, developing a résumé, filling out a job application and preparing for an interview.

Job Search

- Ask around (Friends, Family members, college buddies and even co-workers).
 - This refers to networking
- Attend events like charities, professional organizations, and job fairs. Also check with the local unemployment office.
- Check job boards and job websites like careers.com and indeed.com
- Create a **LinkedIn** account.

Job Application

- An application for employment, job application, or application form (often simply called an application) usually includes a form or collection of forms that an individual seeking employment, called an applicant, must fill out as part of the process of informing an employer of the applicant's availability and desire to be employed, and persuading the employer to offer the applicant employment.

Things Asked on a Job Application

- Social Security Number (SSN)
- Phone number
- Previous work experiences from most recent to least recent
- Street address
- Have you ever been convicted of a crime? If yes Explain
- May ask:
 - Tell us why you want to work here
 - Driver's license

Resume

- Resume - A brief account of a person's education, qualifications, and previous experience, typically sent with a job application.
- The purpose of a resume is to provide a summary of your skills, abilities and accomplishments. It is a quick advertisement of who you are. It is a "snapshot" of you with the intent of capturing and emphasizing interests and secure you an interview.

Thing to Include on Your Resume

- Your name and contact information.
- Your previous work experience that relates to the job you are applying for.
- Information about your degree or training.
- Any special work skills and work certificates.
- References

Interview

- Interview - a meeting of people face to face, especially for consultation or a discussion.
- You should always dress the part for an interview.
- Make sure you are professional throughout the interview
- Never be late, in fact get there 10 minutes early.
- Completely explain each answer. Less you say the less they are impressed.

Interview Process

- Today, many companies have an involved interview process starting with screening interviews, which often take place on the phone, followed by in-person interviews, second interviews, and even third interviews. In addition to a hiring manager, you may meet with managers, employees, and other staff.
- Job requirements may include specific skills, types and amounts of work experience, personal qualities, educational credentials, professional certifications, or areas of knowledge.

Interview Questions

- Tell me about yourself?
- What is your greatest strength?
- What is your greatest weakness?
- Why should we hire you?
- What are your salary expectations?
- Why are you leaving or have left your job?
- Why do you want this job?
- How do you handle stress and pressure?

Advancement Skills

- Advancement Skills – the characteristics a worker has that will help him get promotions and a better standing within his company.
- Identifying steps for seeking promotion such as taking advantage of professional development opportunities, offering to accept additional assignments, and learning new skills.

How to Advance Your Career

- Do a self-assessment. “Assess your soft skills and your hard skills,”
- Get feedback. ...
- Establish goals. ...
- Develop an executive presence. ...
- Build your network. ...
- Develop a career timeline. ...
- Talk to your manager

Benefits of Career Advancement

- A major increase in salary.
- More power within the organization
- More Job security
- Sometimes you receive extra benefits
 - Company Car
 - Your own office
 - Your own parking space