

Would YOU Hire YOU ?



Objectives

Upon completing this unit, the student-learner will be able to:

1. Investigate the O*NET website
2. Assess necessary skills for employment
3. Select a prospective career
4. Compare one's skills with job requirements
5. Probe techniques prospective employers use in the hiring process

O*NET

- What is O*NET and how can it be used?
 - Free; contains hundreds of occupation-specific careers
 - Helps to evaluate or investigate career options
- Main Web site:
- <http://www.onetonline.org>
- Discover occupations by taking an on-line survey:
- <http://www.mynextmove.org/explore/ip>
- If you already have a career in mind, check out this link:
- <http://www.mynextmove.org/>

Questions

1. How many times does the average person change jobs in a lifetime?
2. What is the difference between entry-level and advanced-level skills?
3. What purpose does the Resume serve?
4. Why is a Cover Letter important?
5. How is Social Media used in the job search process?

FYI

- The average person changes jobs 11 times
- The average retirement age is 67 yrs.
- Education doesn't end with high school or college graduation!

SKILLS

- Why are skills important?
- What skills are necessary for my chosen field?
- Entry level vs. Advanced
 - Entry level: “basic” skills
 - Advanced: require direct knowledge pertaining to the job; possible work experience
- What are my skills?

How do I show off my skills?

- Resume
 - Used to “sell” your abilities to prospective employers
- Cover Letter
 - Purpose is to “introduce” you and give an overview of your qualifications.
- Resumes may be hand delivered, mailed, or sent via email.
- Some sites allow for immediate uploading

Resume Tips

- Why do I need one?
- Keep the design simple
- Keep it to one page
- Use brief phrases; no complete sentences
 - No more than 10-12 words per statement
- Make sure you have a professional email address (gmail). Stay away from cute or suggestive addresses.

More Resume Tips

- Use bullet points where applicable
- Capitalize or use bold font on section headings
- Single space within sections; Double space between sections
- No “fluff”; be honest or it could haunt you
- Stress your achievements
- If printing, use good, quality bond paper
- Do not include references on resume. List on separate sheet

How do I begin?

- One good way is to chart your strengths and weaknesses (you will mentally recall these during the interview process)

Strengths	Weaknesses

What role does Social Media play?

- 37% of companies research candidates via social media (Source: careerbuilders.com)
- Take a look at yourself on-line. Do you like what you see?
- Clean up your act! Get rid of silly nicknames, offensive comments!
- Delete questionable pictures.
- Re-evaluate your “friends”

Social Media and “The Hunt”

- Popular among business/industry
- Many companies have pages to “Like”
- Companies’ goals/mission statement
- Use a “connection” in cover letter, if you can

- Twitter- emerging job search tool
 - 140 characters or less
 - Be careful who you “follow” and who you allow to “follow” you!
 - Some recruiters are using twitter because it is so brief
 - Link Twitter to your personal web page so recruiters can see more details

- Personal web page-
 - Increasingly popular
 - Consider posting one so you can link to it on your resume
 - Display qualifications in detail, including pictures and videos

Summary

1. What is O*NET?

O*NET is the nation's primary FREE source of occupational information which contains hundreds of occupation-specific career descriptions.

2. What is the difference between entry-level and advanced level skills?

- Entry level: “basic” skills;
- Advanced: require direct knowledge pertaining to the job; possible work experience.

Summary

3. What purpose does the Resume serve?

Used to “sell” your abilities to prospective employers

4. Why is a Cover Letter important?

Purpose is to “introduce” you and give an overview of your qualifications.

5. How is Social Media used in the job search process?

37% of companies research candidates via social media. This number is growing. Recruiters use “Screening systems” to check for keywords on resumes in order to manage the large number of applicants.

O*NET Access Information

- <http://www.onetonline.org>
- Discover occupations by taking an on-line survey:
- <http://www.mynextmove.org/explore/ip>
- If you already have a career in mind, check out this link:
- <http://www.mynextmove.org/>

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