



Strategies for Success

Your guide to
finding and landing
the job you want.



Manpower®

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Expect change

Change is normal. It is a natural part of life. Although change can be uncomfortable; it can also be good. It can open new doors for you. Expose you to new experiences. Challenge you to grow and become a stronger person.

Whether you're looking for your first job, considering a new career, or exploring what's out there, change can feel overwhelming. The key is to be prepared. Here are some suggestions to make the transition easier:

Remind yourself that change can mean opportunity. Try to keep a positive attitude and don't dwell on the tough parts of looking for a job or even the reasons you are in the market for a job again. A better career may be around the corner.

Develop a plan of action. Set goals. Get in the job search state of mind as soon as possible. This guide was written with you in mind and includes tips, strategies and ideas to help you get started.

Keep active. A job search is work. Stay on top of potential job leads. Consider volunteering at the same time you're conducting your search. It will not only help your physical and emotional well-being, it could lead to professional contacts as well.

10

Average number
of jobs Americans
hold before age 40.

Source: Bureau of Labor Statistics

Get organized

To best manage your job search, have all your materials and information in order.

Internet access. Most organizations have online job boards and resume submissions. Therefore, it is important to get Internet access – if not at home, then at your local library, community college, workforce center, etc.

Supplies. Include resume paper, stamps, a calendar and a notebook or binder in your job search supplies.

Documentation. Gather school transcripts, letters of recommendation, reference lists and a list of former employers (complete with addresses, phone numbers and dates of employment). Have this information readily available in electronic and printed form so completing phone interviews, networking, filling out job applications and building your resume can quickly and easily be done.

Wardrobe. Plan your interview attire and be sure it's ironed and ready for a meeting at a moment's notice.

Daily schedule. Create a daily worksheet of job search items to accomplish. For example, determine and list everyone you should call, how many jobs you want to apply for, etc.

Activity log. Keep track of all your job search contacts and activities. Make note of contact dates, employer notes, phone numbers, follow-up information and more.

The time spent organizing your job search information may seem tedious, but it will help you keep up with your goals and track your progress.



Make a plan

Create a career plan. Begin by determining which career path you want to follow. Then assess what you need to do to prepare for that career.

A career goal helps you concentrate on what you want to do for a living. Consider a short-term and a long-term career goal.

A career plan outlines the steps you need to take to reach your career goal and can help to keep you motivated and focused.

Steps to developing a career plan

- 1. Evaluate yourself.** What do you like to do? What experiences do you enjoy? Evaluate what you like, what you find challenging and what you have learned from your experiences.
- 2. Identify jobs.** Research different careers so you know what occupations fit your interests and skills and what jobs are in demand in your area. Review the section on page 14 titled “Sites to learn about jobs/careers.”
- 3. Fill in the gaps.** If you’re short on a skill or need to learn something new, take some training or consider volunteering.

By developing a career plan, you can better target what you want to do and how to get there.

Know who you are and what you want

The better you know yourself and what you want, the more effective your job search will be. You will be able to focus your energy and effectively market yourself to employers.

Know what you want and can afford to do:

- Do you want full- or part-time work? Will part-time work meet your financial needs?
- What shift do you want to work? Does the shift desired help you manage your personal life, e.g., babysitter, sleep requirements, etc.?
- How far are you willing to travel to work? Will you need to take a bus or do you have a vehicle?
- What kind of work environment do you prefer?
- How much do you want to earn? Does that align with what the market is paying for the job you desire?

Know what you like

- Do you like to work with people?
- Do you prefer to work on a team or independently?
- Do you like numbers?
- Do you like to be creative?
- Do you like to work with things (e.g., computers, tools, machines, etc.)?

Know your skills

Skills are typically divided into three categories:

1. **What are your transferable skills?** Skills you can apply to a variety of jobs like problem solving, communication or organizational skills.
2. **What are your job-related skills?** Skills specific to a job, like proficiency with specific computer programs, customer service experience, forklift driving, etc.
3. **What are your personal (adaptive) skills?** Skills that relate to your personality, like enthusiasm, punctuality, honesty, loyalty, dependability, etc.

Capturing the right blend of skills and interests, and communicating that information through your personal brand, can be the key to landing a new job.



Wonder what jobs employers have a hard time filling?

Here's the top 10 jobs
based on the 2016/2017
ManpowerGroup
Talent Shortage Survey:

1. Skilled Trades
2. Drivers
3. Sales Representatives
4. Teachers
5. Restaurant & Hotel Staff
6. Accounting & Finance Staff
7. Nurses
8. Laborers
9. Engineers
10. Technicians

Build your brand

To stand out from other job seekers, you have to have a great personal brand. Think of great corporate brands like Nike, Apple, or Disney. Keep in mind, people are brands too. Oprah, Justin Timberlake, LeBron James, and Rachael Ray are individuals who have created a brand for themselves. As soon as you hear their names, you know exactly who is being talked about, what they do and what they stand for.

What is personal branding?

Personal branding is the way you define yourself professionally. It is comprised of your unique set of skills and experience, what you want to be known for and how you present it to the world. Whether you are looking for a job or not, you are marketing yourself non-stop, every day, to everyone you meet. And you are the sole decision maker and creative genius behind your brand – the brand being YOU.

Define your personal brand

A personal brand sounds great, but how do you get one? Actually, you already have one, but you may need to define what it is. What are the top 3-5 things you want the world to know about you? Think about details such as: what you are good at, what you like to do, what you want to be the expert on, what you believe in, what makes you unique, etc. Here are a few categories to help you define your personal brand:

- Vision/Mission
- Values
- Purpose
- Skills
- Passions
- Goals
- Attributes

Branding Tips

Building your personal brand may sound like a huge task, and it can be. But, here are 10 tips that should make it a little easier:

- 1. Know who you are.** Define your brand. Think about your skills, personality, expertise, passion and goals. What are the 3-5 things you want the world to know about you?
- 2. Build your brand online.** You can search for potential networking contacts, participate in group or association conversations, answer questions, create a website or blog to start sharing your work and telling your story, etc. And don't forget, your photo impacts your brand. Use a professional image for your profile photo across the various social media channels (Facebook, Twitter, LinkedIn, etc.)
- 3. Use LinkedIn.** LinkedIn is like a resume in action and then some. For maximum impact, be sure you complete 100% of your profile as identified

by LinkedIn. Start finding relevant contacts by connecting with current and former colleagues and classmates. Continually build your bank of quality networking partners. Join pertinent groups and be a quality contributor by sharing relevant information with the group.

- 4. Tweet to establish expertise.** Use Twitter to provide insightful and informational tweets as well as share great content you find. Your tweets should relate to your brand and build upon your brand, demonstrating your expertise in your profession. Follow experts and strive to become one yourself.
- 5. Use a personal website as your brand hub.** Consolidate your social presence on one main splash page. Sites like about.me or flavors.me provide an awesome branding opportunity. These sites are simple, yet allow for creativity and your personal stamp. You could also create your own website to showcase your brand. Make sure to include links to these personalized sites on all your job search communications.
- 6. Be consistent.** Take a look at all your job search materials, websites, email, social profiles, etc. Do they have a similar look and feel? Brands always present a consistent look. Use similar photos, user names, wording, tone, and messaging to help your brand image. Make sure you present a consistent story.
- 7. Don't forget old school networking.** Networking is still the top way to land a job. Keep up the social networking online, but don't forget about networking calls, live events and in-person meetings. Your brand should shine through in every networking communication and conversation.
- 8. Monitor your brand.** Strange things happen online; make sure you have a good handle on what is being said about you and how you appear in search results. Make a plan for keeping an eye on your brand.
- 9. Use Google.** Google is a resource you can't ignore. Google yourself. Analyze what you see and then work to improve results as needed. What you see when you Google yourself is what employers see. Does it represent your brand? Investigate the Google Dashboard for additional tools to use to improve and monitor your brand.
- 10. Live your brand.** Figure out how to put yourself out there. Set short- and long-term goals. Create a schedule for daily, weekly, monthly and yearly tasks to make sure your brand stays relevant. Make sure people know who you are and what you're all about.

Promoting your brand is work. It will take some time for your brand to gain traction. But, every step you take toward building your brand helps create a solid foundation for your future.

Top 5 qualities/skills employers want.

1. Ability to work on a team
2. Problem-solving skills
3. Communication skills (written)
4. Strong work ethic
5. Communication skills (verbal)

Source: Job Outlook 2017 Survey, National Association of Colleges and Employers

Find your job

Your job is out there, you just need to find it. It may take filling out several applications and going to many interviews, but that is part of the process. Consider each step a learning experience, and be open to feedback along the way to continually improve. The key to a successful search is using multiple job search methods.

To get your job search started, try these methods:

Apply directly. Identify employers you are interested in and apply directly. Review the company's website to check out their current job openings. If no openings are posted, consider visiting the company with your resume in hand, connecting on LinkedIn with company recruiters and/or people who work at the company, or directly calling the company to ask for an informational interview.

Note: An informational interview is simply meeting with someone to learn more about a job or company. It requires asking questions about what a person does in the job, what the responsibilities are, and what it is like to work at the company.

Network. Ask every friend, relative, teacher, former co-worker and acquaintance about job vacancies they may know about. Tell everyone you know or meet about your search and desired job. The more people know about your job search, the better your chances for success.

Search job boards. Job boards have an incredible number of job listings and job-related information. Also use free job board aggregators such as Indeed.com or Simplyhired.com to search multiple job boards at once.

Be active on LinkedIn. LinkedIn is an online networking site for professionals and a top resource for recruiters to find candidates. Make sure you create and complete your profile. Keep your skills up-to-date. Be active on the site by engaging at least once per week by posting updates, providing relevant content, and commenting on others' posts.

Consider smaller companies. Many new jobs are being created from smaller, growing companies with fewer than 500 employees. Although larger employers are often more visible, well-known and aggressive in looking for employees, smaller companies may have similar positions. Don't forget to look at small companies that are expanding and projecting high growth.

Try temporary or contract work. Working as a temporary or contractor can provide you with valuable experience, contacts and references. Temporary or contract jobs can even turn into permanent positions.

Consider federal and local government sources. Local job centers have many free resources available to job seekers and know about local jobs available. Visit your local job center (it may be called the One-Stop Center or the employment office, depending on your city) and take advantage of the services offered.

Contact your school placement office and professional organizations. College career planning and placement offices are connected to local employers with job opportunities for students or alumni. Professional organizations have job postings as well, such as human resource groups, engineering professionals, etc.

Search for jobs on the Internet

Without a doubt, today the Internet is key to your job search. Not only is it your primary channel to search a variety of job databases, but you can also post your resume so it's easily accessible to recruiters. You can also access a variety of job search resources online.

Search for jobs and post your resume

There are a lot of job sites online that you can search for current job opportunities and immediately apply for jobs. You can also post your resume online which is like placing an advertisement indicating you are looking for a job. Companies and recruiters search resume databases to find the ideal candidate based on keywords that identify the person's experience in a particular industry, education, job function or skill set. When you post your resume, the number of companies that have access to it increases as well as your odds of being matched with an employer.

Word of caution:

Be sure to keep track of your resume postings so when you do find employment you can remove your resume, if desired. Also, realize that your current employer may find your resume and realize you are actively looking for a new job.

Get an email account

An email address is required when applying for a job online.

You can establish a free email account at sites like Google.com or Yahoo.com. Even if you do not have a computer at home, you can access an email account (as long as you know your username and password) from any public computer with Internet access, such as those typically available in public libraries.

When creating the username for your email address make sure it is professional. Avoid using words that reveal too much personal information such as “Gnarly456@emailaddress.com” or “Pinkshoelover@emailaddress.com.” For your job search, you should keep your username to your first initial and last name or some combination that is not only easy to type, but can be easily recognized by those who receive and may save your emails.

Save time by using job search agents

Most job boards and job searching sites have search agents you can set up. The search agents will continually look for jobs based on criteria you specify. You receive notifications when jobs that match your criteria are found. This saves you from having to return to the site and keeps you up-to-date when new opportunities are available.

Most sites let you decide how often you wish to be notified by email of jobs that match. The advantage of a daily notification is that you learn of new jobs as soon as they appear on a career site—giving you the ability to be one of the first applicants. The disadvantage of a daily notification is that you may constantly receive emails from these sites.



Internet resources

The Internet is populated with hundreds of career sites designed to make your job search easier. Some of the best sites for general career information, company research and job openings are listed below. The following websites have been verified as accurate and valid at the time of this publication.

However, due to the dynamic nature of the Internet, resources may disappear and addresses may change.

Visit **manpower.com** for quick tips to help you make your job search a success including free webinars, templates and worksheets. You can also search the jobs we have available and/or register on our site.

Sites to find jobs

Job Boards. Visit job boards like Monster (monster.com) and Careerbuilder (careerbuilder.com) to search thousands of jobs in a variety of industries and occupational categories. These sites also host job search resources to help you make the most of your job search effort.

Job Aggregators. Tools like Indeed.com (indeed.com) and SimplyHired (simplyhired.com) pull job listings from a variety of different sources online like job boards, news listings, and company websites. These tools make it easy to review a large number of job postings and then drill down to your specific areas of interest.

Search Engines. Sites like Google.com or Bing.com can also be great places to start a job search. Conduct searches based on the job title you desire and the names of companies and cities or towns where you would like to work.

Niche & Local Sites. Use niche and local sites to hone in on jobs specific to your skill set or local area. Try Craigslist (craigslist.com) for local classified listings as well as city listings (e.g., atlantajobs.com, bostonjobs.com or texas.jobing.com). To find job boards specialized for your skill set, search Google for jobs within your industry or occupation. Examples: jobsinlogistics.com, jobsinmanufacturing.com, or callcentercareers.com.

Networking Sites. One of the best ways to find a job is by networking with the people you know and people who have common interests. Online sites make it easy to make connections and develop relationships. Some to try include LinkedIn (linkedin.com), Twitter (twitter.com) and Meetup.com.

Sites to educate you about companies

Hoover's Online – hoovers.com

Hoover's Online is the go-to source for finding company information.

Vault.com – vault.com

Vault.com has a wide range of information on companies and jobs for professionals and students.

CNN Money.com – money.cnn.com/

CNNMoney provides thorough company background information, vital statistics and earnings estimates.

Glassdoor.com

Glassdoor is a must-see resource for information on a specific company. It includes millions of company reviews, CEO approval ratings, salary reports, offices photos, and more, including job postings.

CareerBliss.com

CareerBliss offers millions of independent company reviews, salary comparisons, job listings, and direct company questions and answers.

Sites to find out what you're worth

Salary – salary.com

Salary.com offers a range of information about salaries and benefits. The site showcases its Salary Wizard, which allows users to see whether their salaries meet the average in their area, as well as what kinds of salaries they would make in other parts of the country.

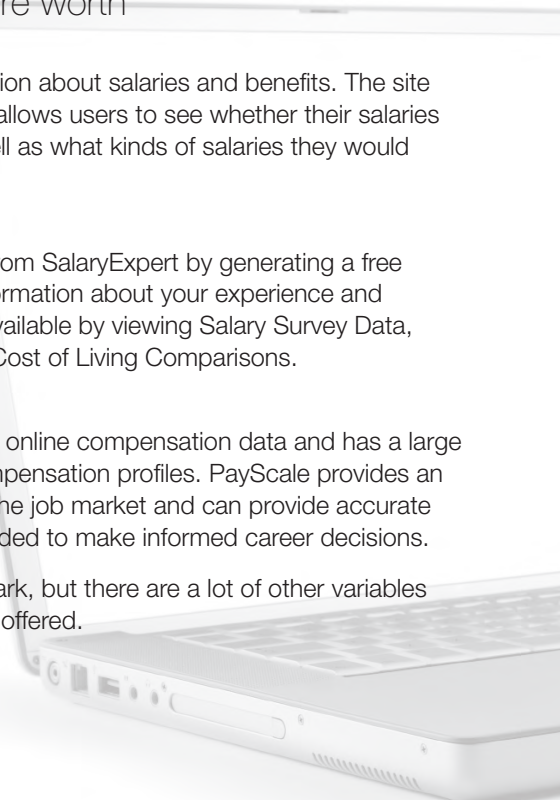
SalaryExpert – salaryexpert.com

Salary information can be obtained from SalaryExpert by generating a free salary report after inputting basic information about your experience and job tasks. Additional information is available by viewing Salary Survey Data, Geographic Salary Comparisons or Cost of Living Comparisons.

PayScale – payscale.com

PayScale is a market leader in global online compensation data and has a large database of individual employee compensation profiles. PayScale provides an immediate and precise snapshot of the job market and can provide accurate and reliable compensation detail needed to make informed career decisions.

Note: Salary sites provide a benchmark, but there are a lot of other variables that can impact a salary you may be offered.



Sites to learn about jobs/careers

Occupational Outlook Handbook – www.bls.gov/ooh

The Occupational Outlook Handbook is a nationally recognized source of career information designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings and expected job prospects in a wide range of occupations.

CareerOneStop – careeronestop.org

Sponsored by the U.S. Department of Labor, CareerOneStop provides career resources including occupation and industry information, salary data, career videos, education resources, self-assessment tools and job seeking advice.

Occupational Information Network – www.onetonline.org

This is the nation's primary source of occupational information, providing comprehensive information on key attributes and characteristics of workers and occupations. Their database is continually updated by surveying a broad range of workers from each occupation. Information from this freely available database forms the heart of O*NET OnLine, the interactive application for exploring and searching occupations.

Careers.org – careers.org

This is a comprehensive directory of career-related resources, including detailed information on over 1,000 occupations. Job and educational resources are available by U.S. counties, cities, and states as well as profiles for thousands of U.S. colleges and universities.

Mynextmove.org – mynextmove.org

Sponsored by the U.S. Department of Labor, this site contains a career interest assessment and the ability to browse different careers based on keywords or based on your interest.

Develop your network

The people you know can help you find a job. Get the word out both online and offline that you are looking for a job or considering new opportunities.

To network is to develop mutually beneficial relationships with friends, friends of friends, family members, colleagues and even strangers. Explore how you can help them while discussing your career goals. Networking is also a great way to gain access to role models and mentors.

4 P's of Networking

Know your Purpose. Have an end-goal in mind and be able to clearly explain what you hope to achieve. Be specific in terms of your goals and desires. Are you looking for a job in a particular industry or particular company? Do you want to pursue a completely different job from your experience/previous jobs? Knowing your goal will help you focus your efforts and keep you motivated. It also makes it possible for your network to better help you with your search.

Identify your People. Identify who you know and who you want to know to reach your goal. Make a list of your contacts and identify those that want to help you, know many people, work where you want to work, etc.

Prepare your Pitch. Take time to prepare what you would say to the question "What can you tell me about yourself?" This should be about a 30 second statement specific to your skills and experience. It should prompt enough interest that a person wants to ask more questions. Refer back to your work on defining your personal brand to make this statement short and impactful.

Outline your Path. Determine what methods you are going to use to network based on your purpose and what will be the most effective for you. Be sure to consider off-line or face-to-face events such as professional associations or meet-up groups based on your interests. Join online channels like LinkedIn or virtual groups to make connections and build relationships.

Take action

You need to take action by initiating discussions about you. Here is an example of how you might begin a typical networking call or conversation:

Hello Bob, my name is Judy Thompson. I got your name from my uncle, Sam Thompson, who works with you at the Basic Corporation. He told me that you were the head of Human Resources. I am in the process of conducting a job search. My background includes three years as an advertising media planner with Green and Gold Limited. I am also a skilled database programmer.

Would you be willing to spend some time with me and give me some advice on conducting a successful job search here in town? I believe I could learn a lot from your expertise.

Network online

Networking online, also known as social networking, is critical to your job search efforts. It is another source for you to find jobs and for recruiters to find you. Below are steps to get started and top social networking sites for job searching.

Networking tips

- You have to help others to get help.
- Inventory your contacts by type. Network for the specific connections you need.
- Be clear about what you want from your networking contacts.
- Be very thoughtful about your 30 second personal pitch and practice its delivery. It should sound natural, not rehearsed.
- Always be prepared – have business cards and resumes with you at all times.
- Create business cards to be used as “calling cards.” You don’t need to list a job title or company name – just your basic contact information.
- Effective networking is usually not a one-shot deal. Nurture long-term reciprocity.
- Find people experienced in the areas you’re pursuing and build a relationship with them. They’ll be a sounding board for your ideas and help analyze your career goals.
- Volunteering, part-time jobs and temporary work are alternate ways to network for information and job leads.
- Be sure to network both online and offline (in-person).
- Professional associations are full of avid networkers who would welcome you to meetings.
- Stay in touch. Keep interested contacts informed about your job search progress.
- Express your gratitude. Send a thank you letter or email within 24 hours of a meeting.
- Networking is happening all around us. Take a deep breath and do it.

96%

Percentage of recruiters that use LinkedIn to recruit.

Source: Society for Human Resource Management, 2016 Study

How to get started

To get started on any social networking site you need to:

1. Have an email address.
2. Register on the site. This typically requires providing your name, email address, and a password.
3. Confirm your account through your email address.
4. Build your profile. A profile is a web page other members will see if they look you up. It is where you share who you are and what you have to offer in terms of your experience and skills. This is where you establish your personal brand based on what you want others to know about you. Be sure to have a professional photo. Your profile is more likely to be reviewed if you have a photo. Here are some photo tips:
 - Make sure it's a professional, centered head shot (no babies, no weddings, no pets, no icons, no logos, no avatars).
 - Make sure your photo is clear and not a blurred image.
5. Begin to create your network of contacts. Start by adding friends you really know and then broaden your network by including former classmates, relatives, co-workers and others.

Since potential employers view this information, only post information that positions you in the best light to a potential employer.

Top social networking sites

LinkedIn – linkedin.com

LinkedIn is the most popular and widely used online networking site for professionals today. It has more than 500 million professionals from around the world representing 200 different countries; 138 million users are in the U.S. alone. Create your profile and start building connections with your current and former colleagues, clients, friends, family, etc. Engaging with LinkedIn groups with similar interests can also enhance your job search.

Many employers and recruiters use the site to find qualified candidates so it is important to have a strong profile. Your profile, at a minimum, should include a professional photo, a short descriptive headline of what you do, a more

detailed summary of what you do, your employment background, education, and skills. A profile that is 100% complete shows that you are serious about building your contacts and you're committed to establishing your network.

Facebook – facebook.com

Facebook is hugely popular social networking site with 1.94 billion monthly active users. Facebook can be used to network with friends and colleagues, join public discussions, "like" a prospective employers' page, share videos, pictures and more.

Recruiters frequently visit Facebook to research candidates and find job seekers. Therefore, although Facebook is a very social environment, it is best to keep it professional if you are serious about your job search.

Twitter – twitter.com

Twitter allows you to post and read messages up to 140 characters in length. These messages are known as "tweets". There are over 313 million active monthly users with 500 million tweets posted on average per day. As a job seeker, try to follow people and companies that interest you. Create content and/or retweet information relevant to your area of work.

Pinterest – pinterest.com

Pinterest is a website to "pin" things online, similar to what you would pin on a bulletin board. When seeking a job, you can pin your resume or examples of some of your work as a way to promote yourself. You can also pin career advice you find online and follow the boards of companies where you want to work or pin information from their website that you want to track.

Follow Manpower online...

Visit Manpower's social media pages to stay up-to-date on the latest temporary and permanent job opportunities and trends.

- Like the Manpower Facebook page [Manpower_US](#)
- Follow us on Twitter [@Manpower_US](#).
- Follow our Manpower updates on [LinkedIn](#)

Attend job fairs

Attend job fairs/events to gain information about a variety of jobs and companies in one place. It's a great activity to make contacts for jobs, internships or even seasonal work.

Locate job fairs

For information about upcoming job fairs, check newspapers, college placement offices, community centers, and your state or local labor department or job center. Search the Internet for "job fairs" plus "your city name" (e.g., job fairs Atlanta). Attend job fairs that cover the geographic area, companies and positions of interest to you.

Prepare for the fair

Preparation is key. Here are tips to help you be prepared:

- Research the job fair beforehand to identify which companies will be there. Review the company websites before attending so you know what opportunities are available. Then prioritize the companies you definitely want to meet.
- Identify the key strengths you want to highlight from your resume. Prepare what you are going to say about your strengths and how your strengths connect with the opportunities the company/recruiter is hiring for.
- Practice introducing yourself – keep it short and memorable. Think of your personal brand.
- Dress exactly as you would for an interview.
- Bring 25 to 50 copies of your resume depending on the size of the job fair and how many employers you want to approach.
- Be sure to have a pen and notepad.

Be engaging

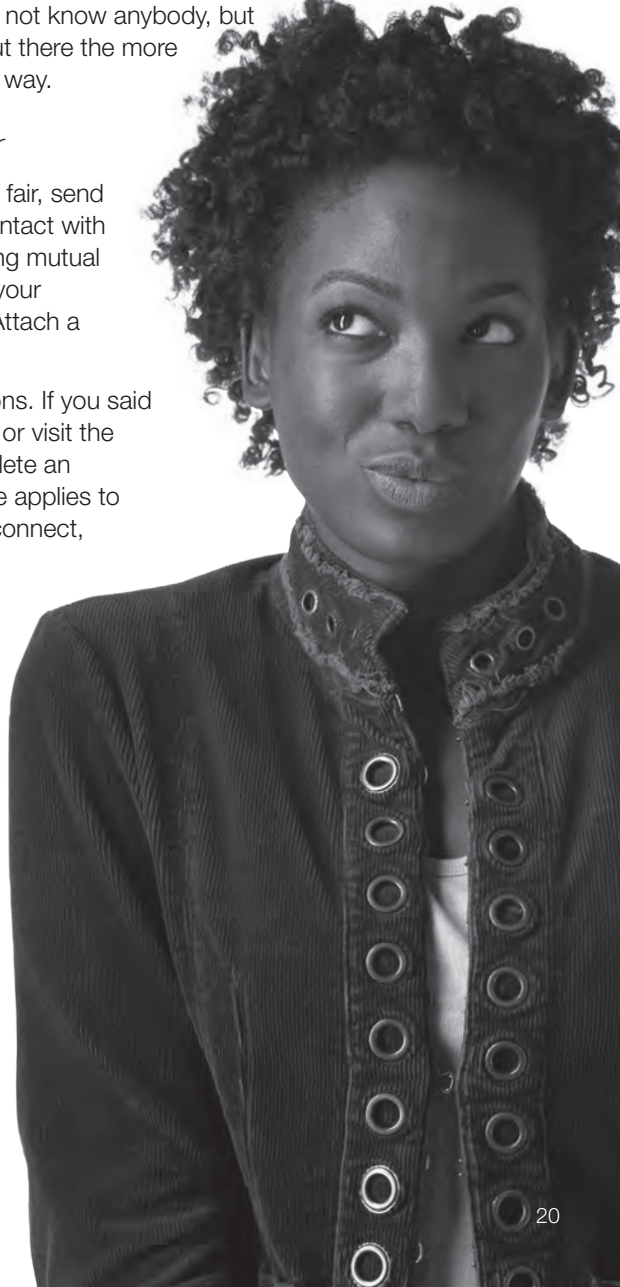
Think of all your interactions at the job fair as part of an interview.

- You may not know who is actually a hiring manager, recruiter, or fellow job seeker, especially in common areas like the parking lot, restroom, or coffee/snack area.
- When in a discussion, pay attention to the nonverbal cues. If the other person looks over your shoulder or at his/her watch, it's time to move on.

- Use the research you did ahead of time to ask specific questions about the position or department you are interested in. Be ready to explain how your skills match what they are looking for.
- When speaking to the recruiters and others you meet through networking, ask if they are on LinkedIn and if you can connect directly with them.
- Be polite, smile, and outgoing. This can be tough in a new environment where you may not know anybody, but the more you put yourself out there the more opportunities will come your way.

Follow-up after the fair

- Within a day or two after the fair, send a follow-up email to each contact with whom there might be ongoing mutual interest. Remind him/her of your meeting and qualifications. Attach a fresh copy of your resume.
- Follow through on your actions. If you said you would call the employer or visit the employer's website to complete an application, do so. The same applies to LinkedIn — if you asked to connect, make sure you do.
- Be considerate. If you call to follow-up, leave only one or two messages.
- Be prepared to wait for a response. Employers typically have a defined application process, and it may take them awhile to get through multiple applications if it was a large job fair.



Build your resume

A resume is a written summary highlighting your accomplishments, abilities, skills, qualifications and experience. Your resume is an extension of your personal brand. It's telling people who you are and what you can do on paper.

To get started

Choose a resume format that's best for you...

Resume Formats			
	Chronological	Functional	Combination
Key features	<p>Presents work experience in chronological order with most recent first and then works backwards.</p>	<p>Highlights skills, accomplishments and qualifications at the top.</p> <p>Employment history is placed toward the bottom.</p>	<p>Begins with a summary of your most impressive qualifications, skills, abilities and accomplishments.</p> <p>Employment history is written in chronological format.</p>
Best to use when you have	<p>Consistent employment history.</p> <p>Progressively more responsibility throughout your career.</p> <p>Impressive titles and/or experience at well-known companies.</p> <p>Achieved major accomplishments in most recent positions.</p>	<p>Skills and accomplishments from positions earlier in your career (not most recent).</p> <p>Been out of the job market for some time and are trying to re-enter.</p> <p>Held a variety of unrelated jobs.</p> <p>A desire to change careers.</p>	<p>Steady and progressive employment history.</p> <p>Qualifications for the job of interest were earned earlier in your career.</p> <p>A desire/need to match your skills to the job requirements.</p>

Resume basics

Electronic or paper? Both are a must today!

Here are some tips to help your resume pass the electronic and physical gatekeepers of today.

- Use standard fonts and typefaces such as Arial, Helvetica, Times New Roman or Courier in 10 – 14 point font.
- Use keywords. (Be sure to review the keywords information on page 25.)
- Save your resume as a Microsoft Word (.doc) or preferably PDF format (.pdf).
- Make sure grammar is correct and words are spelled correctly.
- Keep information in short sentences or bulleted copy.
- Avoid excessive formatting or multiple bullet styles.
- Have content on only one side of the paper.
- Print on standard 8.5" x 11" quality, white paper.
- Be honest.
- Proofread and check for accuracy.

Attention getters

Your resume should include statements that show how you helped your employer:

- Make money
- Save money
- Save time
- Make work easier
- Solve problems
- Expand business
- Attract/retain customers

Visit the Career Resources section of manpower.com for more resume resources including a resume worksheet, sample resumes and tips for great resumes.



Resume sections

Basic/required sections	Optional/bonus sections
<p>Contact Information</p> <p>Name</p> <p>Address</p> <p>Email</p> <ul style="list-style-type: none"> • Use your professional name. • Create an email specifically for job searching. <p>Phone</p> <ul style="list-style-type: none"> • Include your main phone number. • Where you can be reached from 8 a.m. to 6 p.m. • Have a professional voicemail message. • Always answer the phone in a professional/respectful manner. <p>Links</p> <ul style="list-style-type: none"> • LinkedIn • Personal website (if professional and relevant). 	<p>Branding statement</p> <ul style="list-style-type: none"> • Short headline. • Sets the tone. • Gives employers a quick glimpse. • Helps employers remember you.
<p>Qualifications/Career Summary</p> <ul style="list-style-type: none"> • Marketing statement to ensure the employer sees your most impressive skills and accomplishments. • Short summary of key skills, strengths, accomplishments and results. • Should be results and numbers driven. 	<p>Awards</p> <p>List awards relevant to your job/career.</p>
<p>Work Experience</p> <ul style="list-style-type: none"> • List most recent first. • Include employer name, city, and brief description. • Include job title and length of employment. • Write a job overview statement. • Bullet details of accomplishments and results – quantify your efforts and describe the value you provided. • Begin each phrase with an action verb. 	<p>Non-Work Experience</p> <ul style="list-style-type: none"> • List publications/research relevant to your job/career. • Describe unpaid/volunteer work. • Highlight community activities where you held a leadership role.
<p>Education/Training</p> <ul style="list-style-type: none"> • List highest level/most recent education first. • Provide the name and location of institution(s). • Include degree, diploma or certificate and dates. • Note honorary societies, academic honors and graduation with distinction. 	<p>Education Details</p> <ul style="list-style-type: none"> • Include your GPA if its outstanding. • Include relevant coursework if a recent graduate. <p>Professional Affiliations</p> <ul style="list-style-type: none"> • Highlight your involvement and leadership roles with groups related to your career.
<p>Skills Summary</p> <ul style="list-style-type: none"> • These are transferable or generic skills that are applicable to a variety jobs. • Break skills out in to groups/categories. • Be sure to highlight language skills & particular system or programming languages you may know. 	<p>Technical Skills</p> <ul style="list-style-type: none"> • List industry-specific skills. • Skills used in a limited number of jobs.

Action verbs

Throughout your resume and job-seeking communications, use action words to convey your completed activities or achievements. Below is a short list to get started. More words can be found on the Internet; just search “resume action verbs.”

Achieved	Employed	Interpreted	Recruited
Accomplished	Enforced	Interviewed	Redesigned
Administered	Established	Introduced	Reduced
Advised	Evaluated	Investigated	Regulated
Analyzed	Examined	Launched	Reorganized
Appointed	Executed	Led	Resolved
Approved	Expanded	Logged	Revitalized
Assessed	Finalized	Maintained	Saved
Attained	Forecasted	Managed	Secured
Audited	Formed	Minimized	Set up
Centralized	Formulated	Monitored	Simplified
Certified	Fulfilled	Negotiated	Solved
Completed	Generated	Obtained	Staffed
Conducted	Guided	Operated	Standardized
Converted	Handled	Organized	Streamlined
Created	Hired	Outperformed	Supervised
Decentralized	Hosted	Performed	Surveyed
Delivered	Identified	Persuaded	Tested
Designed	Implemented	Planned	Tracked
Determined	Improved	Presented	Transformed
Developed	Increased	Processed	Updated
Directed	Initiated	Produced	Upgraded
Documented	Inspected	Published	Verified
Effected	Installed	Purchased	Wrote
Eliminated	Instructed	Qualified	Yielded

Keywords

Resume keywords are words that recruiters, hiring managers, and resume scanning technology focus on when reviewing your resume. Therefore, make sure your resume includes keywords related to the job. The keywords to use vary by job and are typically nouns – not verbs. Keywords refer to skills, certifications, degrees, job titles, names of products or services, names of processes, names of hardware and software, company names, names of professional or trade organizations, or names of schools.

To figure out the best words to use, look for words in the job description. You can also search the website of the company hiring, major job boards to review similar job postings, professional or trade associations related to your job or career, along with blog and other company websites hiring for a similar position. Here are some keyword examples categorized for ease of reference.

Skills

- Bilingual
- CNC Machinist
- Customer Service
- HTML
- JAVA scripting
- Leadership
- Oral and written communication skills
- OSHA Standards
- Soldering
- Ten key data entry

Software and Technology Competencies

- Adobe Suite
- Microsoft Office
- Excel
- Customer tracking system
- Computer skills
- Photoshop

Certifications & Degrees

- Apprenticeship
- Associate of Arts
- Bachelor of Arts
- CompTIAA Project Certification
- PMI Certification
- University of Arizona

Resume review checklist

- Information is accurate (dates, address, titles, etc.).
- Information provided honestly reflects your experience and skill level.
- Artwork or pictures are not used (unless you are an artist, model, or actor).
- Personal references are not listed.
- Tasks/skills are listed out in bullets.
- Keywords are used throughout the resume.
- Acronyms are written out and there are no abbreviations used.
- Job accomplishments and results are highlighted with numbers as much as possible.

Sample resume

Pat M. Samples

100 Main Street, Milwaukee, Wisconsin 53555 • Cell: (555) 999-1234
Email: psamples@gmail.com • LinkedIn: www.linkedin.com/in/patsamples

Qualifications Summary

Award-winning customer service professional with proven methods of streamlining processes in call center operations. Creator of innovative scheduling process for call center of 500 people. Recognized for skills in handling challenging customers.

Experience

Office Supplies-R-U's

June 2015 – Present

Any town • Wisconsin

Largest direct marketer of office supplies in the United States.

Customer Service Representative

Inbound telemarketing, upselling and order entry for a product line of 3,000 items.

- Accrued the highest award level on work team for perfect attendance and successful upselling. Earned ABC Performance Award for accomplishment.
- Recognized by management for sensitivity and ability to handle difficult customers.
- Simplified scheduling process for a call center of 500 people.
- Set record for acquiring 100 new customers in August 2016.

XYZ Phone Company

June 2010 – June 2015

Anytown, NY

The Midwest's leader in telecommunications services.

Call Center Representative

Inbound representative answering incoming 800 customer service line.

Consistently met targets related to data entry, setting up new customer accounts and handling customer inquiries. Performed a variety of administrative duties.

- Cross-trained in customer relations, billing and new accounts.
- Tested new call center tracking software.

Human Resources Receptionist

Compiled and maintained personnel records; prepared, typed and filed personnel reports; verified employment; screened phone calls; accurately completed data entry functions.

Education

Bachelor of Business Administration, Spanish Minor

May 2010

Ohio State University • Dean's List, Six Semesters
Who's Who Among College Graduates 2010

Community Involvement

Spring 2010 - 2015

United Way Volunteer

Tips for filling out job applications

In addition to resumes, employers often use job applications to make hiring decisions. The applications are a way for employers to standardize the information they obtain from job seekers. Here are factors to keep in mind when completing job applications.

- Be sure to read all instructions carefully.
- Have all your personal and job-related information organized, including your resume, social security card, driver's license, and certifications.
- Have a list of previous employers, dates of employment and salary information for each previous job.
- Read and follow instructions carefully. Each job application can ask for information in a different order or format. Be sure to respond appropriately.
- Neatness counts. Fill in the application as neatly as possible.
- Complete a paper application with a black or blue pen and do not cross out answers. If the application is online, watch for typos and other errors.
- Answer questions completely and provide concise details. List skills and accomplishments.
- Don't leave any blanks. If there are questions that do not apply to you, simply respond with "not applicable," or "n/a."
- Be honest. Answer all questions truthfully.
- Have your reference list ready.
- Keep your application consistent with your resume. Make sure all dates, names, titles, etc., on your application match the information on your resume.
- Fill out the application completely – even if you have also uploaded your resume.
- Proofread carefully. Read over your application one or two times before submitting it. Make sure words are spelled correctly, appropriate punctuation is used and your information is accurate.
- If the application process is online, once you submit your application, double check your email to make sure you receive a confirmation email that your application was accepted by the system.

Who knows your work?

References are lists of people who know how you work and what you can do. Recruiters check references to determine if there are any red flags or experience gaps. Chances are good you are going to be asked for references so be prepared with a list of people that can speak on your behalf. Here are some tips to help you develop your reference list.

1. Choose people that can speak about your performance and professional attributes from a variety of different perspectives. Think of current and previous managers, co-workers, teachers, supervisors, volunteer coordinators, and professional contacts.
2. Reconnect with the people you are considering as a reference. Ask the individual if he/she will be a reference for you. Determine the desired approach for the individual to be contacted (e.g., email, home phone number or work number).
3. Provide your references with as many details as possible about your current job search. Give them a copy of your resume, explain why you left or are leaving your current position and tell them why you would like to use them as a reference.
4. Contact your references every time you give out their names. Keep them updated on your job search progress. Ask them to let you know each time they are called.
5. Only provide references when asked. Don't automatically include references on your resume.
6. When your search is over, let them know about your new position and thank them for their help. Send a letter, email or card to your references to thank them.

Reference questions

Here's a list of typical questions your references might be asked:

- How would you describe [applicant's] professional style?
- What was [applicant's] major contribution to the organization?
- Why did [applicant] leave your company?
- What are [applicant's] strengths? Weaknesses?
- What type of management style would best fit with applicant's approach?
- How would you describe [applicant's] relationship with peers? Supervisors?
- Given the described position, would you hire/rehire applicant for the job? If not, why not?

Share your reference list

Set up your page of references on the same type of paper as your resume and use the same font.

Provide your name, address, phone and email information at the top in the same format and typeface as your resume. Include the following information for each reference:

- Name
- Current Position/Job Title
- Company
- Address
- Home phone/cell phone number. (Note: Ask your reference which phone number he/she prefers to have listed.)
- Email address. (Note: Be sure to ask your reference whether a personal or work email address should be listed.)
- Relationship
- Notes (Mention any specific achievement or skill that this person could discuss.)

Communicate in writing

Written communications, whether sent in a letter or email, are a key component of your job search.

Proofread and check every piece of communication, regardless of how you send it. Have someone you trust read your communications, and offer comments and suggestions. If you still need help, review sample communications online or in the library, but use them only for ideas – do not copy them directly.

Job search communications can take the following categories:

1. Cover letter
2. Follow-up letters
3. Thank-you notes

Cover letters

This is your introduction to the company. Tailor your qualifications to the job opening, highlight your skills and experience, feature and explain your key accomplishments.



Typical cover letter structure:

1st Paragraph

- State the position for which you are applying.
- Indicate how you learned of the position.
- Explain why you are interested in the position.

2nd Paragraph

- Explain why you can perform the job.
- Highlight your knowledge of the company and how your knowledge, skills and abilities will be a good fit for the prospective employer. Provide information that reflects why you are interested in the employer or type of work that the employer does.

Tip: Use key words that match the job posting throughout your cover letter. This increases your application being selected by the applicant tracking system that most organizations use.

- Include information that outlines related assignments or accomplishments, as well as similarities to your current position.

3rd & Final Paragraph

- Thank the reviewer.
- Repeat your interest in the job.
- Request the next step in the interview process.
- Mention how to get in touch with you – repeat your phone number and email address.

Here is an example.

I am responding to your job posting on websitename.com for the Call Center Specialist position at your New Jersey location. I am very interested in this position and believe that my experience and skills in a call center environment will be extremely valuable to XYZ company.

In my current position, I am a call center agent for a large phone company where I have progressed from a data entry operator, to an entry-level call center agent, to my existing role as a team lead in the call center. My strong communication skills, both verbal and written, and excellent computer and phone skills contributed to my advancement. I repeatedly ranked in the top 10 of our monthly Customer Service Agent Excellence Survey. As a team lead, I have thrived on educating and mentoring other agents, which fits perfectly with your strong training culture and customer service focus.

I would appreciate an opportunity to discuss how my background and experience could benefit your organization. I can be reached via email at myname@email.com, or by phone at (555) 555-1234.

Thank you for your time and consideration.

Follow-up letters

Any personal interaction is an opportunity for further contact. After a meeting with a potential employer, or a discussion at a job fair, send a follow-up letter. It is an opportunity to reinforce the conversation and your qualifications. You can include much of the same information that you featured in your cover letter.

Keep the following points in mind:

- Send your communication within 48 hours of the meeting.
- Address the person you spoke with by name and title.
- Express appreciation for their time.
- Summarize the important points of your conversation to show you were listening and to remind the recruiter or interviewer of your conversation.
- Express your enthusiasm for the project and/or company.
- Ask for the assignment or an interview, if appropriate.
- Include a copy of your resume, even if you already shared it.

Thank you letters

Send a thank you after you have formally met with a business contact regarding an available position. Spoken thanks are mandatory, but a written thank you will drive home your appreciation and interest in the job.

Send your thank-you note within 24 to 48 hours. Tailor this example below to fit your needs.

I enjoyed meeting you to discuss the position of Call Center Supervisor with ABC Company. I appreciate your openness and honest answers to my questions. This position is exactly what I have been looking for, and I think I would be a great asset to your team based on my background and work experience. I can be reached next week at (555) 432-9999.

I look forward to talking to you further.

Note: Emailing a communication is acceptable. Let the company's culture be your guide. If you know a hiring decision will be made quickly, consider sending an email or following-up via LinkedIn. (The increased use of LinkedIn has resulted in it being an acceptable communication channel.)

Do your research

To learn more about the company with the job opening and to really stand out in an interview, you need to do your research. By thoroughly researching the employer, you will start to understand if it is a place you want to work and increase your chances of making a positive and memorable first impression during the interview. Make sure you're prepared to answer one of the most common interview questions: "Why are you interested in our organization?"

Start investigating

Review the following list to get an idea of the type of information to research and know before an interview.

- What are the services and/or products that the employer sells?
- How does the company produce/deliver the products/services?
- How successful is the company?
How profitable is it? What are its assets?
- Earnings? What has its growth pattern been like?
Does it expect to grow in the future?
- What is the size of the company?
How many employees does it have?
What types of jobs exist with the employer?
- What are the objectives and philosophy of the company? What are the vision, mission and goals of the company?
- Where is it located? How many locations are there? How long has the company been established there?
- Who are its competitors?
- What are the names of key executives?
Is the company publicly or privately owned?
- What is the general reputation of the company?
- What are its major achievements?



Where to look for company information

- Company website(s)
- Annual reports (which are also available online for publicly held companies)
- Company brochures
- Professional associations
- Conferences/tradeshows
- Chambers of Commerce
- Newspapers
- Magazines – BusinessWeek, FORTUNE, Forbes
- Trade Journals
- Careerbliss
- LinkedIn
- Glassdoor



Prepare for the interview

The basics

The purpose of a job interview is to:

1. Obtain information about the company and the job.
2. Determine if the company and job is a good fit for you.
3. Demonstrate how your knowledge, skills, abilities and experiences fit the job.

All interviews, whether face-to-face or via video, depend on some core basics for success. Actions to take to ensure your interview goes well, include:

Create a good impression

- Arrive about 15 minutes early – never be late.
- Treat everyone with respect and courtesy – receptionists, parking attendance, people in the lobby, interviewer, etc.
- Be organized.
- Be prepared.
- Speak slowly and clearly. If you find yourself talking fast, take a breath and slow down.

Dress for success

- Wear business or appropriate attire.
- Wear clean, proper-fitting clothes.
- Style hair neatly.
- Clean and polish shoes.
- Wear a watch so you can keep track of the time.
- Limit jewelry and extreme makeup.

Bring essentials

- Have extra copies of your resume.
- Bring a working pen and clean note pad.
- Prepare questions that you would like answered.
- Have a sheet with your references handy.
- Come with a positive attitude and smile. It makes a difference.

Prepare & practice

All interviews involve asking you questions so the interviewer can determine if you are the right person for the job. Therefore, it is important to prepare answers ahead of time and practice them repeatedly.

What are the questions?

Typically the questions fall in two categories: (1) questions about how you handle certain situations (behavioral questions) and (2) questions about you and your goals (personal/exploratory questions).

1. Behavioral interview questions

Behavioral questions typically reflect on how you handle a particular situation. The answers to these questions should highlight the challenge, action, and result or C.A.R. An example of a behavioral question is “Tell me about a time when you had to deal with a difficult person?”

Preparation tips for behavioral interview questions

To prepare and practice an answer to behavioral interview questions, break your answer down in to the following C.A.R. sections. Use the questions provided to help develop your response. Keep in mind the length as you should only have five or six sentences to describe the challenge, action, and result.



Challenge
Action
Results

C.A.R. questions

C. Challenge or problem that you encountered.

- What needed to be done?
- Where did you start?
- Describe the situation, project or task.
- How and why did the situation arise?
- Did you notice or discover it yourself?
- Did you suggest or initiate the action?
- Describe your specific assignments, responsibilities or duties.

A. Action that you took to resolve the problem or situation.

- What did you do?
- How did you proceed?
- Describe your goals, plans and procedures.
- Emphasize your approach.
- Describe what you actually did and how you did it.
- Emphasize what others did under your supervision.
- Describe the difficulties that you encountered and overcame.

R. Result that was achieved.

(Be specific and use measurable examples whenever possible.)

- What did you accomplish?
- State how well you carried out your responsibilities.
- Describe your contributions and achievements.
- Quantify your results and specify them in concrete language.
- Describe how completely your plans were realized.
- Emphasize who benefited. (Company? Department? Boss? Other?)
- Exactly how did they benefit and how much did they benefit?
- Describe what you actually did and how you did it.
- Emphasize what others did under your supervision.
- Describe the difficulties that you encountered and overcame.

2. Personal/exploratory interview questions

Interview questions can vary from being very general to being very specific about a particular situation/event. Therefore it is important to review a variety of questions, prepare answers to those questions, and practice them. Below are some examples of interview questions that focus on your personal goals and explore your interests. It is important to deliver an honest answer that expresses strength and positive elements of your skills and experience. Give specific examples describing your experience and/skill set as often as possible. Be prepared to answer specific technical questions about your experience as well.

Positive/negative and neutral questions

Listen carefully to whether a question will prompt an automatic positive or negative response. Turn the negative and neutral questions into positive examples. Give specific positive examples describing your experience and attributes. Remember: include **Challenge, Action, Result** in your answer.

Positive questions

- What are your strengths?
- Why should we hire you?
- What can you contribute?
- What are your most significant accomplishments?
- Why do you think you are qualified for this position?
- Why have you been successful?
- In what type of business environment do you function best?
- Tell me about the things you enjoy.
- Describe the ideal position for you.
- Tell me about a situation in which you felt very effective on the job.

Negative Questions

- What are your weaknesses?
- Tell me about a work situation where you felt ineffective.
- What didn't you like about your last position (boss) (company)?
- What is the biggest mistake you have made in your career?
- Tell me how you have handled a difficult peer (boss) (subordinate).
- What criticisms have supervisors had about your work style?
- What type of business environment makes it most difficult for you to function?

- Why did you leave your last position? (Be brief, consistent, and stick to a pre-determined, positive reason for leaving.)

Neutral Questions

- Tell me about yourself.
- What will references (former bosses or co-workers) say about you? (Stress the positive; do not volunteer the negative; use their actual words where possible.)
- How do you communicate with bosses/peers/subordinates?
- How did you spend time on your last job?
- How do you handle pressure?
- What are your salary requirements and expectations? (Give a range, not a specific figure. Leave room to negotiate after the position is offered. Make clear that salary is not the only thing that is important.)
- Why are you interested in this position?
- What is important for me to know about you?
- How do you set priorities?
- How do you and your family feel about relocation?
- What do you want to be doing in five years? (Remember, you have to get this position and do it well before you move up.)



Interview tips

First impressions are very important. Keep the following simple dos and don'ts in mind.

DO...

- Get clear directions to the exact location.
- Smile frequently.
- Turn off your cell phone.
- Answer questions honestly and without hesitation.
- Be confident.
- Talk in terms of the employer and what you can do for them.
- Show up alone.
- Be sincere.
- Be well groomed.
- Limit the amount of jewelry to 5 or less (1 ring, 2 earrings, 1 necklace/pin, 1 bracelet/watch).
- Be about 10 to 15 minutes early for the interview.
- Maintain good eye contact.
- End the interview by thanking the interviewer and asking what the next step will be.

DON'T...

- Carry a large handbag or heavy briefcase.
- Take a seat unless offered one.
- Wear clothes that are soiled and baggy.
- Fidget/chew gum or have anything in your mouth.
- Contradict yourself.
- Wear flashy clothing or clashing colors.
- Falsify information.
- Get too friendly. Keep it business-like and be relaxed and comfortable.
- Over-share information. Stay on track and answer the questions asked.

Questions to ask an employer

At some point in the interview, there will be a time for you to ask questions.

Take advantage of it. An interview is the time to learn more about the company's philosophy, different aspects of the job for which you are applying and what the company requires of its employees.

Prepare between 3 and 5 questions to ask the employer.

Common questions to ask a future employer include:

- Can you give me more detail about the position's responsibilities?
- What is the percentage of time spent on different activities?
- Who does this position interact with?
- What are the goals for the department/job?
- With respect to areas of responsibility, what are the two or three most important things you would want me to accomplish?
- Where does this position fit within the company's structure? What level is this position?
- Is there opportunity for growth and advancement? If so, what other career opportunities might be open to me here?
- What are the major challenges in this position?
- What challenges does the company face?
- What future plans does the company have for this role?



Questions to NOT ask.

Never ask personal questions of your interviewers. Examples might include how they got their job, or what they think of the firm. These questions may be important to you; however, the first interview is not the time to get these answers. This information will be supplied when the time is right. For example, don't ask about benefits or perks like company retirement plans, vacations, bonuses or holidays. Save these questions until you have received or are in the process of negotiating an offer.

Questions to NEVER ask.

Never ask the interviewer's opinion of a former employee. And never discuss politics or religion unless those topics are relevant to the job.

Follow-up

Always send a thank you note, either by email or regular mail within 24 to 48 hours after an interview, even if you did not think the interview went well or if you are no longer interested in the position. Thank the interviewer for the time he/she spent with you. If you are interested in the job, the thank you letter is a great opportunity to restate your interest and skills.

A phone call is another way to follow up with the interviewer and find out where he/she is in the decision process. Ask if there is any other information you could provide. Allow at least one to two weeks before the follow-up phone call. Typically it can take that amount of time for the employer to make progress in the interviewing process.

Visit the Career Resources section on manpower.com for a complete Interview Guide to help you prepare for a successful interview experience.

You got the job!

Congratulations! Now what do you do?

Here are a few tips to start off on the right foot:

- Be dependable. It shows your supervisor, your manager and your colleagues that the job is important to you and that you respect their needs. Arrive at work with enough time to get set up and be ready to work.
- Master your tasks and do more than expected. Go beyond your specific job duties. It shows initiative, motivation and self-respect – qualities management always desires.
- Talk to your supervisor. Let your supervisor know how you are doing, and ask for feedback on your performance. Ask questions if anything is unclear. It's important to ask questions and understand expectations instead of proceeding in the wrong direction.
- Get to know your co-workers. Get to know and be known by others in your work environment. Your professional growth depends on it.
- As a newcomer, avoid “office politics.” Maintain confidentiality and avoid gossip.
- Ask others for advice and help, and let them know they can depend on you.
- Learn the art of tact when working on a team. Be receptive to others' input and know when to compromise.
- Be assertive, self-confident and visible. Think of the three “E’s” – Enthusiasm, Energy and Excellence.

Job search checklist:

Review your skills. Focus on your strengths and experiences so you know what you can do and what you like to do.

Get organized. Plan your day so it includes time to make phone calls, visit employers or employment agencies, network, fill out applications, write communications and follow up on job leads.

Create a resume. A good resume will highlight your strengths and skills.

Network. Connect with people you know to see if they know of any potential job opportunities. Become a member of networking sites.

Use the Internet. The Internet is a key resource for finding jobs and letting employers find you. Search for jobs and post your resume on job boards.

Review company sites for current job openings.

Go to job fairs. Attending job fairs can be an effective and efficient way to meet employers and learn about current openings.

Prepare for interviews. Research the company, practice answering interview questions and prepare a few questions to ask the interviewer.

Manpower is here for you.

We can help you find a job you want.

Whether you're interested in permanent placement, temporary to permanent, short-term or long-term positions, Manpower has a variety of opportunities available. We can help you expand your talents, learn new skills and build on your work experience.

We also offer free training for skills and programs critical to success in today's business world. To explore opportunities with Manpower visit **www.manpower.com** today!

Check Out MyPath

The job market is changing. Prepare yourself now. MyPath is Manpower's platform of career resources providing guidance, assessments, development paths, and experience-building opportunities that will connect individuals to work today, tomorrow, and in the future. Visit www.manpower.com/mypath to get the tools you need for the opportunities of tomorrow.

This publication is designed to provide accurate information in regard to the subject matter covered. If legal advice, career counseling or other expert assistance is required, the services of a professional should be sought.

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