

# My First Job!



- ☆ Tips on finding a job
- ☆ How to complete a job application
- ☆ Appropriate attire
- ☆ Follow up strategies
- ☆ What to think about before accepting the job
- ☆ Tips if the job doesn't work out!

# The Job Search Process



Having a job as a teen is a great chance to learn skills to help you decide what job you would like to have as an adult.

Even if you do not have “job experience” there are still employers who may be willing to give you a chance by hiring you. BUT, don't just apply the first job you find. Before applying for a position take some time and think about your interests and skills. This is an important step because once you get the position, you will want to do a great job so you will be able to keep it.

With this in mind, you must also remember that your first job will probably not be your dream job. However this job will help you build experience to someday get your dream job!

# Working Papers



According to the Fair Labor Standards Act, age 14 is the minimum age for most (non-agricultural) jobs. However, exceptions may include babysitting, chores, delivering newspapers, etc. Most states, require teens to get "working papers" prior to obtaining employment, if you are under the age of 18. Working papers state the type of work teens may do, the times of day and number of hours they can work, as well as the type of conditions they can work under.

Typically, to get your "working papers," you will have to complete an application (check with your school office or your local Department of Labor office). The application may require the following:

- 1) Your full name, date of birth, grade completed
- 2) Your parent/guardian's name(s) and signature
- 3) A copy of your birth certificate
- 3) A doctor's statement that you are fit to work.

It is a good idea to get your working papers before you even apply for a job, so you are ready to start work once you are hired.

# How To Find a Job



- Check in your high school office for postings.
- Read the local newspaper.
- Look for “help wanted” signs in the windows of local businesses.
- Ask people you know, if they know of any job opening opportunities.
- Check social media and websites of places you would like to work.
- Use online job search services.
- Check the bulletin boards in local area businesses and churches.
- Check with your state’s Department of Labor for employment listings
- Create a flyer about services you can offer (ex. babysitting, dog walking, yard work, etc.) and ask for permission to display on a public bulletin board.

# Completing The Job Application

Once you find a place that is hiring, you will need to complete a job application. If possible, bring the job application home to complete and have someone check it over before returning it. However, some employers insist that applications are completed on their grounds. As a precaution, it will be helpful to bring a pencil and a clipboard, in case your prospective employer requires you to complete your application onsite.

When completing an application, know the following information (it is helpful to have it written down so you can bring with you to complete applications):

- The name, address and phone number of the school(s) and dates you attended the school(s).
- Previous employer(s), phone number(s) and address(es) of places you have worked before and the dates (if applicable).
- Names of those who can serve as references (previous employers, neighbors, teachers, etc.)
- Your work availability.

# Completing The Job Application



When completing job applications, keep the following in mind:

- Keep a list of all the places you have applied to, and who the contact person is you spoke with.
- Write neatly on your application and make sure your spelling and grammar are correct.
- Re-read the job application before returning it to your employer.
- Fill in all sections of the job application. If a section does not apply to you, you can write “not applicable.” This allows the prospective employer to know you simply did not ignore a section of the application.
- Review all the questions carefully to make sure you understand what they are asking for. If you don't have formal work experience, it's fine to list jobs like babysitting or yard work, or even participation as an officer in a school club or student government, on your application..

# Consider A Resume



“A resume? But, I have never worked before?!” This may be true, but there are basic skills you have that you can display on a resume to help set you apart from your competition. Consider the following to create a resume:

- Computer skills
- Leadership skills
- Customer service skills
- Certifications (ex. babysitting, CPR/First Aid)
- Classes taken related to the job you are applying for
- Class average (if over a 3.0 / “B”)
- Skills and experiences (think community service, volunteer work, internships, etc.)
- Other related accomplishments (awards, special recognition, winning competitions etc.)
- Make sure to highlight the experiences you have had that are related to the job you are applying for.
- When writing your resume use an easy to read font, action verbs to describe your experiences and make sure to check your spelling. It is usually a good idea to have someone proofread your resume for you, before submitting it to a prospective employer.



# The Interview



Typically, employers want to meet with you prior to offering a job. Make sure you:

- Practice sample interview questions and your answers ahead of time.
- Arrive to the interview about 15 minutes early.
- Act professionally.
- Be polite and smile at everyone. Prospective employers sometimes ask their staff what they thought of you.
- Think of some questions you may have ahead of time.
- Think of why the prospective employer should hire you versus the other candidates and how you will communicate this.
- Greet your interviewer with a smile and a firm handshake.
- Know what you put on your resume and job application.
- Directly answer the interviewer's questions, refrain from overly long drawn out responses.




# The Interview




- Be aware of your body language and/or nervous habits (ex. tapping finger nails, saying “umm”).
- Dress in clean, wrinkle free clothing and avoid being too trendy.
- Wear closed toed, no heel shoes (no flip flops!).
- Do not wear jeans, shorts, tank tops, crop tops, or anything especially low cut or too short.
- Make sure your hair looks neat, brush your teeth and make sure your body (including fingernails) is clean.
- Do not wear heavy make-up.
- Do not chew gum, wear body sprays or perfumes.
- You may wish to hide multiple piercings or tattoos.
- Turn off your cell phone!
- When interviewing, keep your head up, maintain eye contact, have a firm handshake, and be confident.

# Follow Up




- After your interview, send a thank you note to the interviewer for his/her time, and express why you feel you are the “right” person for the job.
- Thank you notes should be sent within 24 hours of your interview (email is acceptable).
- In your thank you note, reiterate your interest in the job and the skills you have, which are relevant to the job's requirements.
- If there is something you forgot to mention or misspoke about during the interview, you can mention it in your thank you note.
- After about a week you can call to check the status of the position, if you have not heard back.

# Some Things To Remember

- 
- No one receives an employment offer for **every** job applied for. This is okay.
  - Reflect on the interview process, what went well and what would you do differently the next time.
  - If you are told you are not selected for the position, thank the interviewer for the chance to interview. You can say something like “If you do need someone in the future, please let me know.”
  - Consider asking the interviewer for feedback about why you were not selected for the position, then work on improving yourself in these areas
  - If you are not selected for the position, continue to practice answering job interview questions.

# Before Accepting A Job Offer

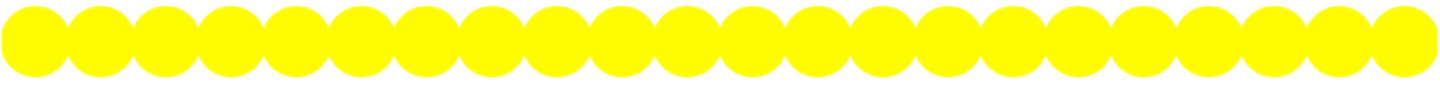
- 
- Before you say "yes" to a job offer, make sure it is okay with your parent or guardian.
  - Make sure you have reliable transportation to and from work.
  - Make sure you feel comfortable working with your potential "boss."
  - Make sure you know what the pay rate will be.
  - Make sure the job is one you really want to do.
  - Make sure you understand the expectations of the job and the commitment you are making (be sure to ask questions!).
  - Make sure the employer is in compliance with your state's laws for work for teens (type of work, hours, etc.).
  - Make sure the company is a legitimate one, if not well recognized.

# “I Got The Job!”



- Read and understand your employee handbook.
- Your employer will give you a schedule and you should expect to follow it.
- Always be on time and remain there for the duration of your shift.
- Do what is expected of you
- Ask questions if you have them
- Do not use your cell phone to talk or to text, while working.
- Do not invite friends to come and see you.
- If you are not able to work your shift, be sure to let your employer know as soon as possible and do not make a habit of this.

# Not The Right Fit



- Sometimes jobs do not work out. It might not be what you thought, you may not be able to keep up with the time commitment, it could be interfering with your school schedule, or maybe your transportation fell through..
- If the job does not workout you can quit, but you have to give notice (usually 2 weeks).
- Be forthcoming and let your employer know as soon as possible that you will be leaving
- Do everything possible to ensure you leave on good terms
- Thank the employer for the opportunity.