

Job Hunting Tips

- I. Sources of job information
 - a. Your local Business and Career Solutions Center
 - b. Family and friends
 - c. Newspaper
 - d. People employed in your field
 - e. Telephone book
 - f. Direct employer contact
- II. Before the interview
 - a. Learn about the employer
 - b. Know the time and place of the interview
 - c. Know how you can benefit the company
 - d. Know why you want to work for the company
 - e. Dress appropriately and conservatively
 - f. Go alone
 - g. Be on time
- III. During the interview
 - a. Be enthusiastic, courteous
 - b. Answer questions clearly, honestly
 - c. Maintain eye contact
 - d. Speak directly to the interviewer
 - e. Tell interviewer why he/she needs you
 - f. Show interest in the job

(continues on other side)

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Job Hunting Tips, *continued*

IV. After the interview:

- a. Evaluate the interview
- b. Send "thank you" letter to employer
- c. List improvements you should make
- d. Follow up with a phone call; if you do not get the job, continue your search

VI. Common reasons employers give for firing employees:

- a. Absenteeism
- b. Loafing
- c. Personality conflicts
- d. Violating company rules
- e. Incompetence

V. Avoid problems on the job by:

- a. Maintaining a positive attitude
- b. Dressing appropriately
- c. Arriving for work on time
- d. Not overstaying breaks
- e. Calling in when you are going to be late or absent

To contact us directly, call or write:

Louisiana Workforce Commission
Office of Occupational Information Services
Research & Statistics Division
PO Box 94094
Baton Rouge, LA 70804-9094
phone (225) 342-3141
fax (225) 219-7759

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