

Job Readiness Tips

1. Be sure you know yourself as an employee, which means knowing your interests, skills and what kind of job you will be most helpful in.
2. Prepare yourself for the workforce by learning the basic employment skills such as dressing appropriately, speaking clearly, being able to fill out an application, and having a positive attitude.
3. Another step is getting ready for the interview, which is probably the most important step when looking for a job because you only get one chance to make a good first impression. Also, the interview is the first time the employer has a chance to meet his future employee and when the employer makes all his or her initial judgements about you. It's important to try and relax, say only what you mean, do not talk too much or too fast and make sure to be respectful.
4. The final step in hopefully securing and keeping employment is to make sure that, if you do get the job, you will be responsible enough to complete all the work assigned to you, always show up on time, follow all the company rules, keep your personal life separate and do not discuss it at work and prove that you are a good addition to the company by always keeping a good work ethic.