

January 31st, 2014



ALLEN COUNTY BOARD OF DEVELOPMENTAL DISABILITY

Employment First

Start The NEW YEAR Off Right With The PERFECT JOB!

Preparing for an Interview:

Dress for Success

- Dress professionally
- Look neat and clean
- Cater outfit to type of work

Create an effective resume

- Make it specific to the job
- Relate work goal to job
- Be clear and accurate

Interviewing Tips

Before

- Research the company
- Practice answering questions
- Create goals for the future
- Identify your strengths and weaknesses and how to correct them.
- Prepare some questions

During

- Arrive on time
- Make eye contact
- Make your answers clear and to the point
- Be positive

After

- Send a Thank You note
- Call to check on job status (no more than once a week).

Who can help me write a Resume and prepare for an Interview?

- Job Developer
- Workshop Supervisor
- Employment Coordinator
- SSA
- Family

Additional Advice

Meet Anthony Simpson (pictured to the right). Anthony is currently looking for a job and has recently had an interview. Anthony was asked if he had any advice or recommendations for how to have a successful interview. He said that he would tell people who are looking for a job to "basically dress for the job, be well groomed, see eye to eye with the interviewer, sit straight up and don't fiddle with your hands."

