

Computer Applications, Part 1

Why do employers require me to fill out computer job applications?

Employers use computer job applications to *save time* and *collect more information* about you. Employers collect 3 types of information: 1) Personal information such as your name, address, work experience, and personal references. 2) Information about your work habits. 3) Information about your personality.

Is it legal to ask about my work habits and personality?

Yes. Employers hire lawyers to make sure questions are legal to ask.

How long does a computer job application take to fill out?

Allow one hour. You may be asked to: a) use a computer in the store to complete an application; or b) use your own computer to visit the company website, and complete the application online



What do I need to do to prepare for computer applications?

FIRST, it is best to learn to type quickly and accurately without looking at your fingers or the keyboard. SECOND, bring your **Home Store paper application** (or **Job Hunt Worksheet**) and **Personal References** with you so that you have all your personal information, education, and work history. The computer will not allow you to finish the job application if you do not have complete information.

How do I prepare for the work habits and personality questions?

You will be told that there are no right or wrong answers for these questions. But, you will be scored on work habits and personality: 1) Your work habits score shows if you are a dependable and accurate worker; 2) Your personality score shows if your personality fits the job opening;

Work habit questions try to identify applicants who: a) are dishonest and may steal from the company; b) cannot control tempers; c) not accurate; d) do not enjoy working; e) do not like to take orders.

Personality questions try to identify job seekers who like noisy, busy stores (such as sales clerks) from job seekers who need quiet, orderly work spaces (such as office clerks).

To prepare for work habit and personality questions, find out: 1) What good work habits are needed for this job? (Read about the job at bls.gov/ooh). 2) What personality type is needed for this job? Team worker or independent worker? Talkative or quiet? After learning about work habits and personality needed, **you will know** if you are answering a work habit or personality question, and **you will be able** to answer the question correctly for the type of job opening you want.

What are some examples of work habits and personality questions?

- A. Integrity (honest and right acting):** Do you have values to control your words and actions so the employer can trust that you will do the right thing when no one is watching? Integrity questions:
- #1) **Most people have never shoplifted.** (“True” shows that you think and know that shoplifting is never done by good and honest people such as yourself.)
 - #2) **It is a form of stealing to call in sick if you want a day to relax from work.** (“True” shows that your code of values would not allow you to call and fake that you are sick to get a day off.)

- B. Conscientiousness (careful and desire to do task well):** Are you an accurate worker? Do you finish tasks carefully, completely and to the best of your ability? Questions that test conscientiousness:
- #3) I always show up for appointments on time.** (“Strongly Agree” shows that you plan ahead, keep your word, and value other people’s time.)
- #4) Employees should not be expected to work hard every single day.** (“Strongly Disagree” shows that you believe that working hard every day is correct behavior.)
- C. Emotional Stability (mental calm, control):** Can you keep your temper under control? Do you think about results of your actions or do you say, “If it feels good, say it!” Emotional stability questions:
- #5) I get impatient when waiting in line at the post office.** (“Strongly Disagree” shows that you are patient and keep a cool head in unpleasant situations.)
- #6) I can handle my work responsibilities successfully.** (“Agree” shows that you have confidence, and emotionally stable people have confidence.)
- D. Extravert/Introvert:** Extraverts like to talk and work around people. A sales clerk job may fit a person with an extravert (outgoing) personality. Introverts like to work with a few people or alone. A job as a truck driver may fit an introvert (quiet) personality. Extravert/introvert questions include:
- #7) I like to enter a room full of strangers and start talking to them.** (“Agree” shows that you are an extravert who can walk up to customers and start conversations.)
- #8) Most of my friends are quiet and would rather listen to music than go to a party.** (“Agree” shows that you and your friends are introverts who would not like or succeed in sales jobs.)
- E. Work Attitude (way of thinking that controls your actions):** Will you work smoothly with coworkers or do you gossip about others? Can you get along with different types and ages of people? Questions about work attitude:
- #9) Life is boring most days.** (“Strongly Disagree” shows that you are too busy living, learning, thinking, and working to be bored.)
- #10) I have problems getting along with aggressive or shy people.** (“Strongly Disagree” shows that you can get along with others.)

- YES
- NO
- MAYBE



QUICK CHECK:

- List 2 reasons why employers use computer job applications.
- List 3 types of information collected.
- a) How long do you allow for a computer application? b) List 2 computers you may use.
- What do you do to prepare FIRST? SECOND?
- a) What will your work habit score show? b) What will your personality score show?
- a) List 5 things work habit questions identify. b) What do personality questions identify?
- To prepare for work habit and personality questions, what 2 things do you need to find out?
- After learning what is needed: a) What will you know? b) What will you be able to do?
- a) Define integrity. b) What does “True” answer to: a) #1 show? b) #2 show?
- a) Define conscientiousness. b) What does “Strongly Agree” answer to #3 show? c) What does “Strongly Disagree” answer to #4 show?
- a) Define emotional stability. a) What does “Strongly Disagree” answer to #5 show? c) What does “Agree” answer to #6 show?
- a) What do extraverts like? b) What do introverts like? c) What does “Agree” answer to #7 show? d) What does agree to #8 show?
- a) Define work attitude. b) What does “Strongly Disagree” answer to # 9 show? c) What does “Strongly Disagree to #10 show?