

How To Ask For A Job



When you ask for a job, you are presenting a product to an employer. What is the product? The product is YOU! To sell a car for the best price, you wash and shine the car before selling it. Before asking for a job, you and your resume needs to shine so you are offered the best wage.

Approach: To ask about a job opening: 1) Wear clothes that are correct for the job you want. Make sure you are clean, combed hair, brushed teeth, alone (no tag along friends or parent), and cell phone turned OFF. 2) Ask to

speak to the manager or assistant manager. If he or she is not available, ask when the manager or assistant manager will be in the store. Return at that time. Do not return when the store is busy with customers.

Resume: Prepare a picture perfect resume to give to the manager. You may say: 1) "I completed the computer application for a job at your store. I wanted to meet you and give you my resume." Then, give the manager your resume. 2) "I plan to complete an application for a job at your store. I wanted to meet you and give you my resume. Where may I get the application for a job?" Then give the employer your resume. 3) If there are no job openings, you may say, "I would like to leave my resume with you for future job openings. Thank you."

Research: Before visiting the manager: 1) Read company's website to learn about company and products it sells. 2) Prepare a good answer to: **Why do you want to work for our company?**



Question: Why do you want to work for Home Depot?

Answer: *Home Depot has been a leader in the home improvement industry since the first store opened in 1979. Home Depot stores provides excellent customer service, participates in the community, and values its workers. I would like to apply for the job as cashier. I believe my skills and work ethic would be valuable to the Home Depot team. I have skills in computers, and I am a dependable worker. I have developed excellent customer service skills from my volunteer experience with the Little League snack bar. I want to be part of the Home Depot team.*

On-the-Spot Surprise: Some employers surprise job seekers with interview questions to see how the job seeker reacts during a surprise situation. Prove yourself a winner. Be prepared with a one-minute or less "sound-bite" for the question: **Why are you qualified to work here?** Tell of your work (or volunteer) experience, skills, and why you want to work for the business. Here is an example:



Question: Why are you qualified to work at Subway?

Answer: *I graduated from Centerville High School and completed classes in drafting, woodshop, and computer applications. I was on the tennis team and learned how to be a team player. I have volunteer experience in the snack bar for Centerville Little League that trained me in customer service skills. Subway has quality sandwiches and a team spirit among the crew. My goal is to join the Subway team.*

Application: Carry your personal data sheet (or sample application) so that you have information you need to fill out an application: a) work and volunteer experience; b) supervisors' names and phone numbers; c) education history; d) awards, diplomas, or certificates earned; e) skills; and f) three personal references. You may be required to complete a: a) paper application, b) computer application from your home computer; c) computer application at store's "hiring kiosk." Before you push "submit" button, check for spelling errors, punctuation errors, and missing information.

The computer application may include a personality and assessment (academic skills) test. Personality tests find out if your personality is right for the job. For example, stores prefer to hire sales associates who enjoy talking to lots of people. If your personality test finds out that you prefer to work alone, you will not be offered a job as a sales associate. You may be offered a job in the stock room. Assessment tests find out if you have the academic skills for the job. For example, sales associates need to count change. If you do not pass the math questions, you will not be offered a job as a sales associate.



Computer applications ask you "work situation" questions to find out how you will deal with customer complaints, difficult coworkers, or how your personality will fit the job duties. Correct answers are kept secret so that job seekers cannot share answers. Remember these tips for good answers: a) customers and coworkers are always treated with kindness and respect; b) you are always an honest person; c) you are always an accurate worker; d) if you are unsure how to solve a problem, say you will ask supervisor for help.

Apply for jobs where you think you would enjoy working. If you apply and are hired to work at a job you dislike, you may not do your best and end up fired or quitting — that will not look good on your future job application work history. The work world can be a great place or miserable place. Decide where you want to work. Then, go for it: 1) Prepare your resume; 2) Visit the business; and 3) Ask about a job opening!



QUICK CHECK:

1. a) When asking for job, what are you presenting to an employer? b) What is the product?
2. a) To sell a car, what would you do? b) Before asking for a job, what needs to shine?
3. List 2 things you do for the "approach."
4. Describe what to wear to apply at: a) Macy's Department Store b) Jiffy Lube, c) Subway.
5. a) List 2 things you may say to the manager before giving him or her your resume. b) What may you say if there are no job openings?
6. List 2 things to "research" before the visit.
7. In the example of a good answer, list: a) 3 good things said about Home Depot, b) 3 good things the applicant said about him or herself.
8. a) Why may employers surprise job applicants with interview questions? b) How do you prove yourself a winner? c) You should prepare a sound bite for what question? d) List 3 things to tell about yourself.
9. a) List 5 good things the job applicant said about him or herself in the example. b) List 2 good things the applicant said about Subway.
10. a) What should you carry with you? b) Why?
11. a) List 3 types of applications you may be required to complete. b) What should you check before pushing the submit button?
12. a) What do personality tests determine? b) Give one example. c) What do assessment tests determine? d) Give one example.
13. Why are correct answers kept secret?
14. List 4 tips to remember.
15. a) For what jobs should you apply? b) Why?
16. List the 3 steps to "go for it."