

# TEACHING JOB READINESS

Strategies for Community Volunteers

# Our Agenda For Today

- Introductions
- What we mean by job readiness
- Barriers to employment
- Resume strategies
- Online job searching
- Job interviewing
- Applying for jobs with a conviction history
- Q&A

What does it mean to be “job ready”?



# Common **barriers** to employment

Lack of Experience

Limited English  
Proficiency

Long-Term  
Unemployment

Lack of Digital  
Literacy

Conviction History

Homelessness

# The Essential Tools

- **An up-to-date resume**
  - Digital and hard copies!
- **A master application**
- **Computer skills**
  - Edit a resume
  - Use job search websites
  - Use e-mail
  - Attach files to e-mails
  - Fill out a job application online
- **Interview skills**
  - 60-second commercial
  - Responses to common questions
  - Ability to talk about own experiences



# Resumes

- What is its purpose?
- What should be on it?
  - What should NOT be on it?
- How long should it be?



# Resumes: The Main Sections

- **Contact Info**
  - Name, Location, Phone, Email
- **Skills and Qualifications**
  - Hard skills *and* soft skills
- **Work History**
  - Describe responsibilities using action verbs
- **Education**
  - Highest level attained, plus relevant trainings/certificates



# Job Searching: Good Starting Points



- Indeed
- Craigslist
- Go2Worksource
- Company websites



# Job Interviewing



What are the trickiest questions you've been asked?

# Job Interviewing: The 60-Second Commercial

- Every successful job seeker should be able to deliver it!
- Answers the dreaded question: “Tell us about yourself.”
- Briefly describe:
  - Professional experience
  - Including number of years in the field(s)
  - Technical skills and expertise
  - Soft skills



# Job Interviewing: The STAR Method

## **S** - What was the **SITUATION**?

- Give some background to set the scene.

## **T** - What was your **TASK**?

- Describe what your responsibility was.

## **A** - What **ACTION** did you take?

- Explain what you did to resolve the matter.

## **R** - What was the **RESULT**?

- What happened because of your action?

# Job Interviewing: Explaining a Conviction

- Rule #1: Don't lie!!!
- Rule #2: Don't overexplain.
- Rule #3: End on a positive note.
  
- Negative: Acknowledge the incident, and explain what the employer will find.
- Positive: Explain what steps you have taken to move past the conviction.



# Job Interviewing: Explaining a Conviction

[www.convictioncareers.org](http://www.convictioncareers.org)