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”?

Seattle Goodwill defines job readiness as having the **Essential Tools** needed for employment.

- Resume
- Master Application
- Computer Skills
- Interview Skills
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
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