

Creating a Roadmap to Job Placement Success!

SUCCESS!

←
Retention & Career Advancement

←
Interview Prep & Disclosure

←
Job Search Tools

→
Career Exploration

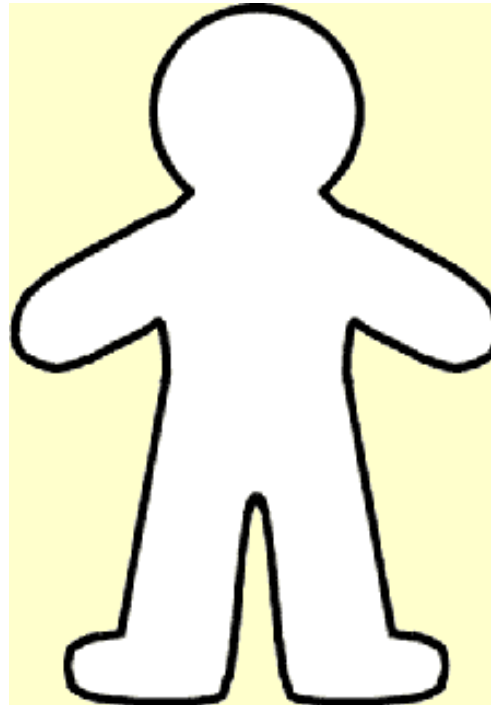
→
Client Intake & Assessment



www.human-solutions.net



Who is your ideal client?



Initial Screening: Things to Consider

- Are they a suitable candidate for your program?
- What are their expectations about your services & are they realistic?
- Are their work goals specific & attainable?
- How committed are they to the process?
- What other resources do they have access to?

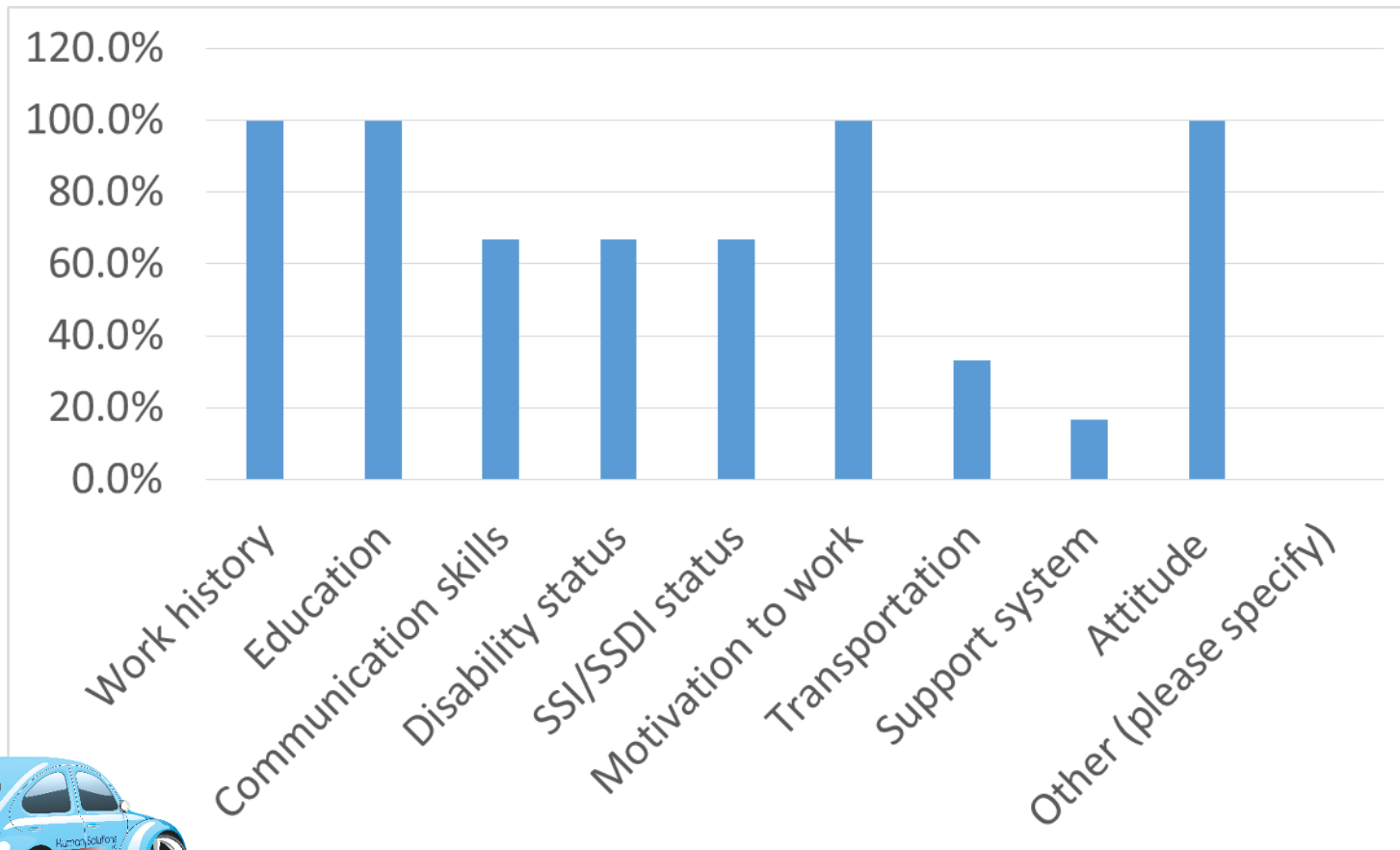


Things to Consider (cont.)

- What is their perception on how much time it takes to find a job?
- What is their comfort & experience level making decisions?
- Do they have any type of education or skills training in a particular area?
- What transferable skills do they possess? (academic, vocational, & experiential)
- What's their motivation?



What factors do you consider when enrolling a client?



Positive Thinking

On average, humans have **60,000** thoughts per day!



95% of those thoughts are the same thoughts you had yesterday

80% of those thoughts are **Negative!**



Create 10 Affirmations

Create 10 affirmations of your own.

Rules for writing your own affirmations:

1. Affirmations must be stated in the present tense
2. Affirmations must be stated in the positive
3. Be specific

1. _____
2. _____
- _____



Wins!



No win is too small!





Strategy for Identifying Transferable Skills

Step
#1

Go to
www.onetonline.org

Step
#2

Look up previous
position or jobs inside

Step
#3

Look up desired
position

Step
#4

Compare tasks, knowledge, skills,
work activities, work context

Step
#5

Determine where
crossover exists





O*NET OnLine

A proud partner of the [americanjobcenter](#) network

Bright Outlook

Summary Report for: 43-6011.00 - Executive Secretaries and Administrative Assistants

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Sample of reported job titles: Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary

View report: [Summary](#) [Details](#) [Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)





Your Employment Network .com



- Home
- Services
- Let's Get Started!
- Questions & Answers
- About
- Contact
- Client Login



Meet Your Team!

Experienced staffing professionals provide customized employment strategies to get you back to work.

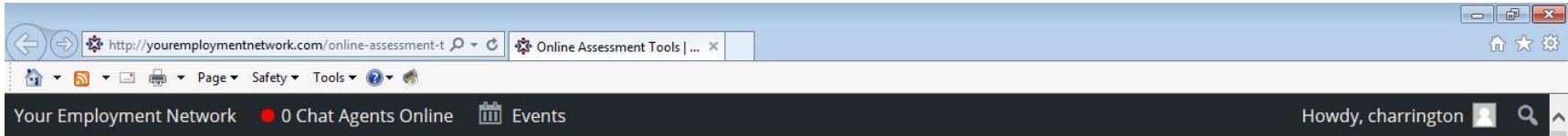
Click here to get to know us!



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- [Job Search Resources](#)
- [MaxOutreach Job Listings](#)
- [Online Assessment Tools](#)
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Online Assessment Tools

O*NET Interest Profiler



Welcome to the O*NET Interest Profiler!

The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The **O*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

[User Agreement](#)
[Proper Use](#)

Taken the Interest Profiler before?

Start Interests Results Job Zones Careers **Next**



Branding *YOU!*

My Marketable Qualities:

What makes me unique? _____

What skills and abilities and/or products or services do I provide? _____

What are my work values? _____

What do I look for in a company?

+ Pros	-- Cons



Brand *YOU!*

My Career Goal Statement:

- Primary work goal: _____
- Distance willing to travel/City: _____
- Types of companies/industry interested in: _____
- Desired Salary: _____

Example: Project Manager; within 30 miles of Atlanta, GA; within the financial, energy, telecommunications or engineering fields; earning \$85K.

My Email Signature:

Name: _____ Title: _____

Contact Information: _____

Relevant Quote (optional): _____

Customized LinkedIn page: <http://> _____



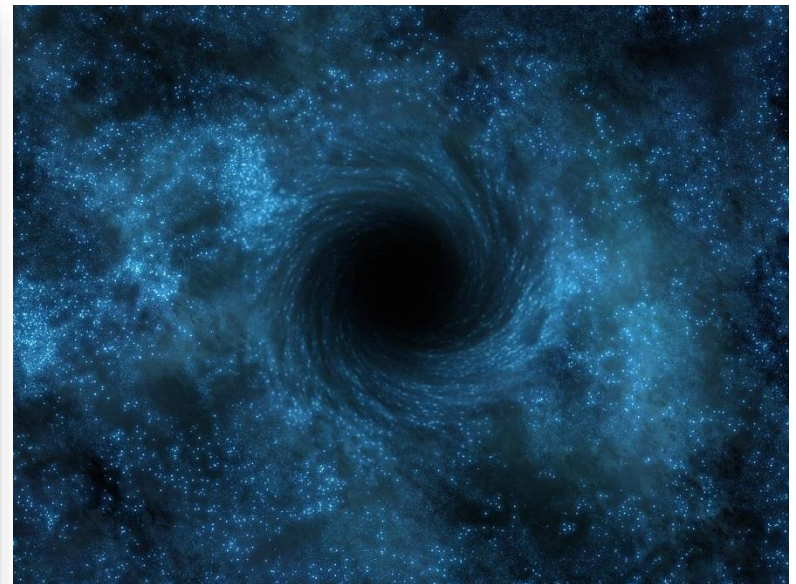
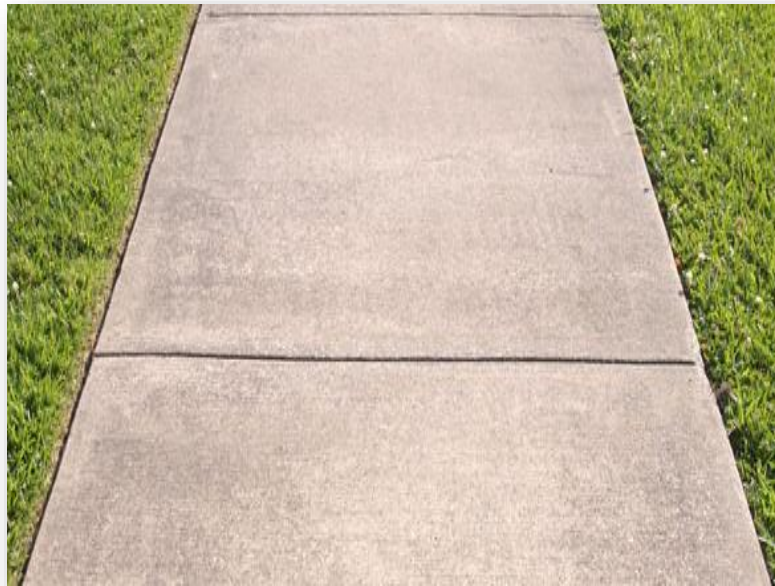


It's a Numbers Game

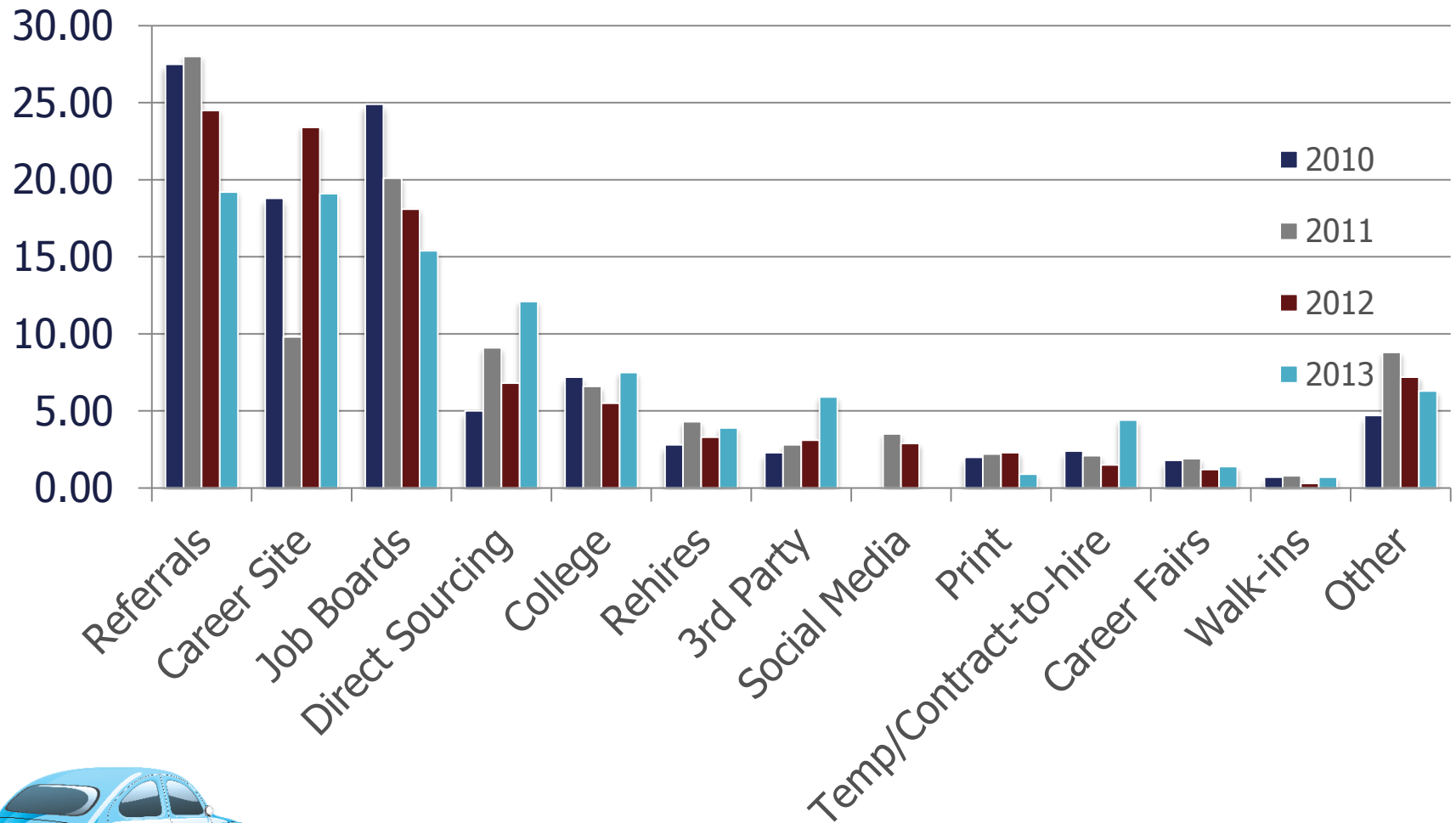


Identifying Job Search Methods

Pounding the Pavement! vs. The “Black Hole”



Sources of External Hire



Resume Writing

Headline vs. Objective

Provides First Visual Impression of Resume!

Objective:

1-2 short phrases
informing employer of job
seeker's target job or goal

Headline:

1 phrase, max 2 lines,
expressing what job
seeker can offer employer



Resume Writing

Headline vs. Objective

Examples

Objective:

Looking for position offering growth & a chance to use my strong administrative skills

Headline:

Efficient office clerk with over two years experience responding promptly to customer inquiries, proofreading/editing correspondence, and coordinating staff schedules



Resume Writing

Headline Components

1. Select adjectives that represents job title (e.g. talented, successful, efficient, dedicated)
2. Add function or field that defines position (i.e. marketing, finance, administrative)
3. Word indicating level of experience (i.e. manager, associate, assistant)
4. List 1-2 function(s) from job related to your work experience



Resume Headline



Adjective representing job title

Function that define position

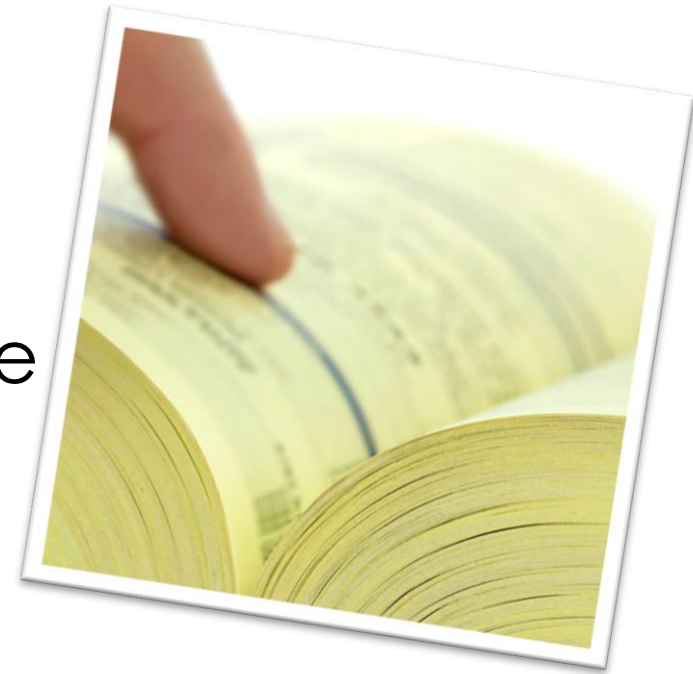
Word indicating level of experience

1-2 job functions related to background



Using the “Yellow Pages”

- **Yahoo! Yellow Pages**
<http://local.yahoo.com/>
 - Search by “like companies” & zip code
- **Google search**
 - Search for “best XYZ companies in CITY”





Disclosure

Help your customer understand pros & cons of disclosing disability to employers:

- Obtain reasonable accommodation during hiring process
- Ease employer's fears & concerns
- Watch timing! Disclose only when necessary



Interview Skills Checklist

Participant's Name: _____

Interviewer: _____

Sample Questions to Ask Participants

1. Tell me about yourself.
2. What are your greatest strengths?
3. Why should I hire you?
4. Tell me about a time you had to use good customer service skills.
5. Where do you see yourself in 3-5 years?
6. What is your availability?
7. **Do you have any questions for me?**

Feedback:

Scale 1 to 5 (five being the highest)

Introduction

- | | | |
|---|-----|----|
| 1. Did participant greet you "with a hello" | Yes | No |
| 2. Did participant extend hand for handshake? | Yes | No |
| 3. Did they give you their name? | Yes | No |

Interview

- | | | | | | |
|--|---|---|---|---|---|
| 1. Did participant demonstrate good body language? | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|



4-Phase Interview Questions

Questions to Establish Rapport

- How long have you been with the company?
- How have you seen the company grow?
- Where did you start off when you joined the company?
- What are your goals for the company/department?

Questions to Find the Need & Fill it

- What is the biggest challenge of this department?
- What would you like to see happen in the next 90 days?
- What are the benchmarks?
- What is one area you would like to see change?
- What skill sets are you looking for?





“A successful individual typically sets his next goal somewhat but not too much above his last achievement. In this way he steadily raises his level of aspiration.”

-Kurt Lewin



Career Advancement Action Plan

Career Advancement *Create Your Action Plan*

All personal achievement starts in the mind of the individual. Your personal achievement starts in your mind. The first step is to know exactly what your problem, goal or desire is.

-W. Clement Stone

Long Term Career Goal (next 2-3 years) _____

Title of next promotion (next 6-12 months) _____

I will be ready to ask for a raise in ____ months.

I have prepared to ask for a raise by doing the following:

1. _____

2. _____

3. _____





**Get your forms & a copy
of the presentation!**

www.human-solutions.net/roadmap



Forms to download:

- 4 Phase Interview Questions
- Brand You
- Career Advancement Action Plan
- Create 10 Affirmations
- Create Your Own Headline
- Interviewing Skills Checklist
- Job Club





**Come by
Booth 107 &
take our
beetle for
spin!**



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LLC

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714-826-7886 Voice | 711 TTY/TRS

info@human-solutions.net

