



CAREER DEVELOPMENT MANUAL





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CAREER DEVELOPMENT



BEVERLY ROBINSON,

Director of Career Development,

joined SAGU's Career Development in 1998. She has a Masters of Science degree in Counseling/Psychology, and a Bachelors of Arts degree in Business Administration. She is an Assemblies of God ordained minister, a Certified Professional Résumé Writer (CPRW), a certified Etiquette Instructor, a member of Metroplex Area Consortium of Career Centers, a member of the National Association of Colleges and Employers, a member of National Career Development Association, a member of Psi Chi, and also an adjunct Psychology Instructor.



AUSTIN LOVEN,

Office Coordinator of Career Development,

joined the staff in 2017. Austin began working in Career Development as a Student Worker in 2014 prior to becoming full-time, and is pursuing a Bachelor of Science degree in Business Administration and a Minor in Management. During his time as a student, Austin has been a member of the football team, and Student Congress.

THE SAGU CAREER CENTER IS LOCATED IN THE BARNES STUDENT CENTER

Phone: 972.825.4797

Fax: 972.923.8145

E-mail: careerdevelopment@sagu.edu

Website: www.sagu.edu/careerdevelopment

OFFICE HOURS:

Monday through Friday 8:00am-5:00pm

*After 5:00pm, by appointment only.



IT'S NOT JUST A JOB, IT'S MINISTRY WORLDWIDE

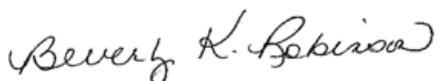
Dear Students,

We in the Career Center are here to serve you! Please let us! If you have any questions, concerns, apprehensions, etc., about your career choice, please come see us. We encourage you to get involved in career planning by participating in; volunteer opportunities, internships, attending career workshops, and through your employment.

We believe that no matter what career choice you make, you are called of God. God calls individuals into full-time vocational ministry, but His calling extends to full-time teaching, counseling, and in the business field. You as a Christian are called of God, for a purpose, and you have begun the journey in fulfilling that call. We encourage you to remember no matter what career field you enter, “It’s not Just a job, It’s ministry WORLD-WIDE”.

I pray that God’s blessings will continue to be yours, and your experience at SAGU will be further enhanced through your future career.

In His service,



Beverly Robinson, M.S., CPRW
Director, Career Development





CAREER DEVELOPMENT CAN HELP YOU WITH:

- Résumé Assistance
- Internship Opportunities
- Part-time Employment
- Full-time Employment
- Volunteer Opportunities
- Assessment Testing—MyPlan.com
- Career Counseling
- Student Employment
- Job Search Resources
- Post-Graduation Employment Assistance
- Connection with Prospective Employers
- Graduate School Planning
- Interview Tips
- Mock Interviews
- On-Campus Interviews
- Cover Letter Assistance
- Etiquette Training
- Career Exploration
- Career Planning

HANDSHAKE REGISTRATION



1. Discover jobs you actually want

Handshake shares job recommendations based on your interests, major, and skills. Explore collections of jobs just for you.



2. Stand out to employers

Add your work experiences, skills, interests, and organizations to your profile to attract top employers and land your next job.



3. Stay on track

Favorite jobs to prioritize applications and never miss a deadline. Download the app and keep up with the latest opportunities!

sagu.joinhandshake.com

Join over 9M students and over 250K employers



Download the iOS App!

Discover jobs on the go and respond to employers the moment they message you.



DESCRIPTION OF EVENTS

Business Expo

Businesses from the DFW metroplex, and businesses from Ellis County (Waxahachie, Midlothian, Red Oak) will be providing information on opportunities within their organization. Some volunteer positions; some paid positions; and overall good information about services available in our area.

C2G Countdown to Graduation (Senior Day)

This is an opportunity for graduating seniors to complete several of their requirements to receive that final piece of paper....the diploma. Who will be there? Career Development, Alumni Relations, Harrison School of Graduate Studies, SAGU Bookstore, and Registrar's office. The SAGU Bookstore will assist you in ordering your cap, gown, announcements, class ring, etc., and the Registrar's Office will verify the spelling of your name, your degree, and any honors you're receiving. And who doesn't want homemade refreshments?

Etiquette Dinner

You don't want to miss this opportunity! Much more than just what fork you need to use when you're at dinner with a very important employer, client, or guest at a formal dinner. This will be a served full course meal, with an etiquette presentation.

Teacher's Job Fair

Education majors in their final semester (student-teaching) have the opportunity to meet and interview with various District personnel for employment as a teacher after graduation.

Résumé Clinic

You only have one chance to make that "first impression" so do so with a professional résumé. The clinic will provide you an opportunity to write and complete your Résumé ready for distribution.

Dress for Success

Learn the do's and don'ts in dressing for interviews, lunch meetings, and special events. It's more than just a black suit! Fellow classmates serve as models for the event, so you won't want to miss it!

Christmas Ornament Decorating

In conjunction with the SAGU Christmas Lighting ceremony, you will have an opportunity to decorate a Christmas ornament to place on the Christmas tree in the Student Center. Come out for activities and put your creativity to work.





Internship Fair

Seeking a summer position where you can gain career-related experience in a supervised work setting? Then attend this event. Employers from various fields will be providing you with information on the opportunities at their churches and/or businesses. Internships are key to building your résumé and marketing yourself to future employers. Internships can be part-time or full-time, paid or unpaid, and in some instances can be used to fulfill your practicum requirements for your degree (consult with your academic advisor).

Code of Conduct

The following policies and procedures are provided as a basis for ethical conduct with the intention to protect you and employers. The reputations of the Career Development Center and Southwestern Assemblies of God University can be affected when a student displays unprofessional behavior. This can also affect opportunities for future students.

No Show and Cancellation Policy

When you sign up for an Career Development event, you are making a commitment and are expected to show up or cancel within 24 hours of the event. Failure to cancel may result in a time of probation before signing up for the same event in the future. (Ex. No show to a Résumé Clinic in the fall, will result in you waiting until a Résumé clinic in the Spring semester.)

Interview Preparation

Would you like to practice interviewing before the “real” one? This is your chance! Business professionals and church leaders will be on campus to interview you, critique your interviewing skills, and recommend areas to change. Remember to dress professionally and bring your résumé.

National Student Employment Week

Let us recognize you for your hard work, and for the importance of the student work experience. This is our way to say thank you for your contribution!

MASTERING THE ART OF A JOB FAIR

In today's market, it's crucial for students to take advantage of job fairs offered by Career Development. Take the opportunity to make connections and lasting impressions!

1 DRESS FOR SUCCESS

Approach job fairs like an interview - show up well groomed and dressed to impress. Go to page 27-28 for professional dress tips.



2 DO YOUR HOMEWORK

Find out what companies will be in attendance BEFORE the job fair by checking with Career Development. Research the companies you are most interested in making a connection with.

3 BRING YOUR RÉSUMÉ

Invest in a portfolio and use it to bring your fine-tuned Résumé to the job fair. If you don't have a Résumé or need a few extra pointers, check our Résumé help section starting on page 10.

4 PREPARE YOUR PITCH

This is commonly referred to as an "elevator speech" and is about a 30-second summary that should include your education, experience, and skills that could benefit the company.



5 COLLECT BUSINESS CARDS

Collect business cards from the recruiters you speak to and be sure to follow up after the job fair!



6 MAKE THE MOST OF YOUR TIME

Try to visit with as many recruiters as you can - even those in different industries. You might be surprised how well your abilities fit in different areas and where a job offer may come from. Face-to-face contact is the best way to make a connection.

It's all about NETWORKING! Check page 33 for networking tips.

CLASSIFICATION PREPARATION

FIRST YEAR

- > Gain an understanding of your interests, personality, and strengths through the MyPlan assessment tests.
- > Connect your interests to a major, and consider your desired lifestyle. Explore Areas of Study to research majors, courses you would take and professional paths.
- > Login to Hire-a-Lion to start getting familiar with how you will upload your resume, search for internships and jobs, view upcoming events and research companies.
- > Follow us on Twitter and Instagram, and like us on Facebook to stay up-to-date on events and career opportunities.
- > Meet with the Career Development staff to help you identify majors or careers that may be of interest and guide you to tools and resources to gain additional information.

JUNIOR

- > Create your general definition of success and pursue opportunities to help you achieve it.
- > Review your social media presence. Determine your personal brand that you want to portray and ensure your social media platforms represent that brand.
- > Update your LinkedIn profile with new accomplishments. Research SAGU alumni on LinkedIn with career paths you find interesting and who work at organizations you want to explore. Reach out to them and begin networking.
- > Upload an updated resume to Hire-a-Lion to explore part-time employment and internship opportunities.
- > Continue to gain hands-on experiences.
- > Attend Career Development Expo's to explore job and internship opportunities.
- > Meet with Career Development to help with mock interviews, resume reviews, internship search advice and much more!

SOPHOMORE

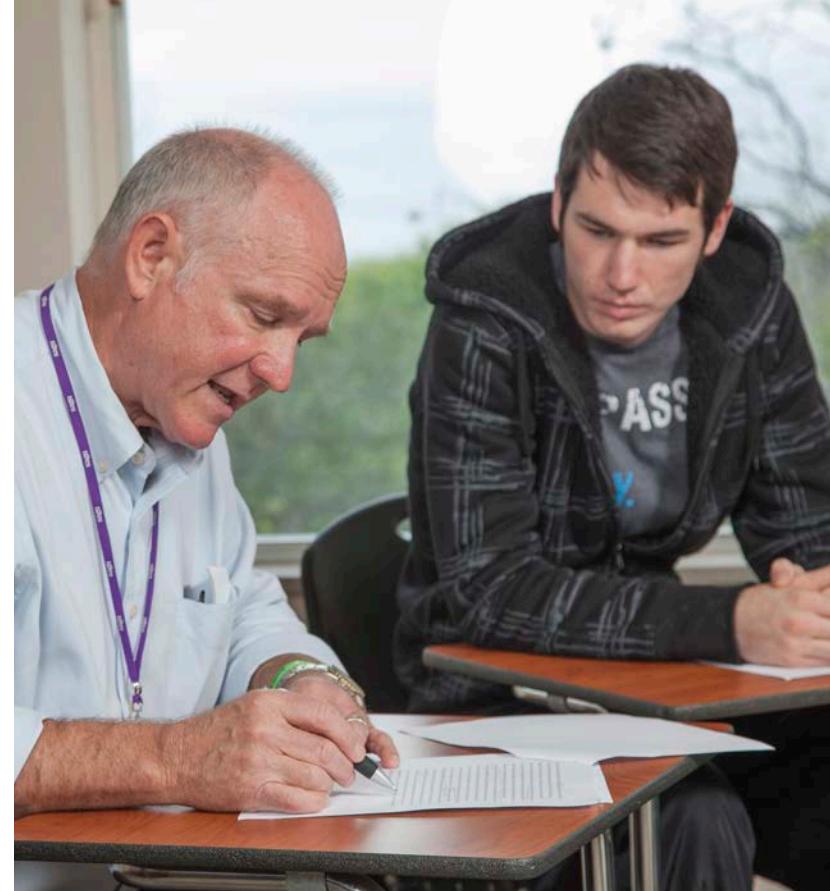
- > Clarify your academic major and determine other experiences you need.
- > Actively participate in social and community service activities, seek out leadership opportunities on and off campus.
- > Upload your resume to Hire-a-Lion to explore part-time employment and internship opportunities.
- > Test interests and develop leadership skills through part-time employment, campus activities, and internships.
- > Create a LinkedIn profile to track your college accomplishments.
- > Attend Career Development Expo's to explore job and internship opportunities.
- > Meet with the Career Development staff to review or create a resume, discuss Hire-a-Lion, develop an internship strategy and more.

SENIOR

- > Assess your talents and work with the Career Development to create a plan to market your experience to potential employers.
- > Conduct practice interviews with Career Development to be ready for that job interview.
- > Network and use social media to promote your talents. Utilize LinkedIn to connect with SAGU alumni that have career paths or work at organizations that you find interesting.
- > Attend Career Development Expo's to explore job opportunities.
- > Update your LinkedIn profile with new accomplishments, and review your LinkedIn profile with Career Development. Most employers will view your profile so make sure it looks great.
- > Upload an updated resume to Hire-a-Lion to explore full-time employment.
- > Meet regularly with your Career Development. We will help you with practice interviews, resume feedback, job search advice, and more!

CAREER COUNSELING

For many students, selecting a major and determining a career path is difficult and often confusing. If you are still deciding on a major or have questions about your current major or career path, the friendly staff at Career Development is eager to assist you. Career Development offers a variety of services and resources to enable you to make an informed major/career decision as a freshman, alumni, or anywhere in between. Career planning is an on-going complex process that requires constant monitoring and self research. In addition, the Career Development website has web-based resources including "What Can I Do with This Degree?". Check it out!



QUESTIONS TO CONSIDER ABOUT CHOOSING A CAREER: HAVE YOU...

- 1.** Spent time thinking about yourself and your future education and work?
- 2.** Talked with other students about yourself and career?
- 3.** Talked to your parents/role models about what you might do?
- 4.** Taken the MyPlan assessment test and received career counseling?
- 5.** Examined literature on a variety of academic majors and programs?
- 6.** Read career materials online or at the Career Center?
- 7.** Talked to family or friends about their careers?
- 8.** Talked with professors, or career advisors about occupations?
- 9.** Attended job fairs on-campus which provide information about employers & careers?
- 10.** Visited with graduate or professional school representatives?
- 11.** Documented your knowledge, skills, achievements, and leadership in a Résumé?

ASSESSMENT TESTING

Career assessment testing is the recommended first step in major selection and career decision-making activities.

Each SAGU student can access the MyPlan career assessments FREE. Be sure to call us for your FREE access code. MyPlan can help you explore your career personality, values, skills, and interests and culminates various areas of study based on your assessment answers. Once you have completed the assessments, call Career Development to set-up your Career Counseling appointment.

Career assessment testing is an introspective activity that enables you to consider your interests, abilities, and values and how they relate to majors and careers.

YOUR RÉSUMÉ



YOUR RÉSUMÉ

There is no one way to write a Résumé, and no one should write it for you. The job seeker is the expert on him/herself and is, therefore, best qualified to present unique strengths and capabilities for specific career objectives.

PURPOSE

- Provides employers with information about your abilities and experiences so they can assess your potential for a successful job match.
- Serves as a marketing document designed to catch the interest of an employer.
- Creates a clear and critical first impression since as little as 15 seconds may be devoted to looking at each Résumé.
- Shows focus on the needs of the employer, not on the needs and desires of the job seeker.
- Space is critical; carefully evaluate each item and its relationship to your career objective.

PREPARATION

- Take a complete inventory of your resources. For example; higher education and training, work experiences, activities and special skills (particular emphasis should be placed upon achievements, especially as they relate to education and work experience).

Technical aspects:

- Format—structure component or how the information is organized and presented.
- Content—information component or what is presented.

FORMAT

There are three styles of format that are most commonly used for Résumés: chronological, functional, and combination. Choose the format that you believe will best market your abilities in conjunction with your past experiences, unique skills, and immediate career objective.

CHRONOLOGICAL

Used for an individual who is staying in the same field, has training and/or experience. Consistent with the objective, has relevant job titles, or is applying for a job in a highly traditional field. Most effective for the majority of new college graduates.

FUNCTIONAL

Emphasizes skill areas. Most helpful for people who are changing careers, re-entering the job market, applying for positions for which their training and/or experience does not directly qualify them, or whose background does not emphasize their abilities for the job. Skills categories should be ranked in order to support the career objective.

COMBINATION

Hybrid of a chronological and functional Résumé. The skills or qualifications section identifies your skills in relation to your job or career objective. This format grabs the reader's attention

DESIGNING THE PERFECT RÉSUMÉ

Why Write a Résumé?

- I am looking for a new job.
- I want to summarize my work-related experiences.
- I have no idea. Someone told me I should write a Résumé.
- I am applying to Graduate school.

Basic Parts of a Résumé:

- The Heading
- Education
- Experience
- Other Categories

The Heading:

- Name
- Permanent addresses
- Phone number, with a professional voice mail message
- E-mail address (JohnJones@yahoo.com, not Hunkofman@yahoo.com)
- You can use the school e-mail address: JaneDoe@lionmail.sagu.edu
- You need not write “Résumé” at the top

Experience:

- Does not have to be paid
- Show the potential employer you have learned the skills necessary for the job
- Internships are key
- Relevant experience = edge on competition
- Use bullets for skills/accomplishments
- Specific measurable results
- Can be logical rather than chronological
- Include all experiences, but expand more on relevant experiences

Education:

- Name of University
- Name of degree
- List either the degree or the University first, whichever sells better
- Date received
- Major
- Very useful if you have limited work experience
- List GPA if 3.0 or above

Other Categories:

- Skills
- Certifications/Professional Memberships
- Honors & Awards
- Relevant to education or job
- Campus Activities
- Extracurricular Activities
- Leadership Development
- Personal Information only on ministerial résumés

Résumé Tips:

- Pay careful attention to spelling, punctuation, grammar and style
- Proofread your résumé carefully, and have others proofread as well
- Organize information in a logical fashion
- Keep descriptions clear and to the point
- If you are a new graduate, confine your information to one page
- Use a simple, easy-to-read font 11-12 point
- Use good-quality white or off-white bond paper
- Include as much work experience as possible, even if it doesn't obviously relate to the job
- Tailor your information to the job you're seeking
- Do not use a template
- Ask for help at your Career Development Office

DESCRIPTIVE WORD LIST

CREATIVE	ORGANIZATIONAL	HELPING	COMMUNICATION/ PEOPLE	COMMUNICATION/ PEOPLE
Acted Adapted Began Combined Composed Conceptualized Condensed Created Customized Designed Developed Directed Displayed Drew Entertained Established Fashioned Formulated Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned Revised Revitalized Shaped Solved	Approved Arranged Catalogued Categorized Charted Classified Corresponded Coded Collected Compiled Distributed Executed Generated Incorporated Inspected Maintained Monitored Obtained Ordered Organized Prepared Processed Purchased Registered Reserved Responded Reviewed Routed Scheduled Screened Submitted Supplied Standardized Systemized Updated Verified	Adapted Advocated Aided Answered Arranged Assessed Assisted Clarified Coached Collaborated Contributed Counseled Demonstrated Diagnosed Educated Encouraged Ensured Expedited Facilitated Familiarized Furthered Guided Insured Intervened Motivated Prevented Provided Referred Rehabilitated Represented Resolved Simplified Supplied Supported Volunteered	Addressed Advertised Arranged Authored Clarified Collaborated Communicated Composed Consulted Conveyed Convinced Corresponded Defined Expressed Formulated Incorporated Influenced Interpreted Interviewed Involved Marketed Mediated Negotiated Observed Outlined Participated Persuaded Promoted Proposed Publicized Recruited Referred Reinforced Resolved Summarized	Addressed Advertised Arranged Authored Clarified Collaborated Communicated Composed Consulted Conveyed Convinced Corresponded Defined Expressed Formulated Incorporated Influenced Interpreted Interviewed Involved Marketed Mediated Negotiated Observed Outlined Participated Persuaded Promoted Proposed Publicized Recruited Referred Reinforced Resolved Summarized
DATA/FINANCIAL	RESEARCH	TEACHING	TECHNICAL	ACCOMPLISHMENTS
Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Competed Conserved Corrected Determined Developed Estimated Forecasted Managed Marketed Measured Planned Prepared Programmed Projected Reconciled Reduced Researched Retrieved	Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Investigated Located Measured Organized Researched Reviewed Searched Summarized Surveyed	Adapted Advised Clarified Coached Communicated Conducted Coordinated Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded Stimulated Taught Tested Trained Transmitted Tutored	Adapted Applied Assembled Calculated Computed Conserved Constructed Converted Debugged Designed Determined Developed Engineered Installed Maintained Operated Programmed Rectified Regulated Remodeled Repaired Replaced Restored Solved Specialized Standardized Upgraded Utilized	Achieved Adjusted Completed Conducted Earned Enforced Exceeded Mastered Modeled Modified Overcame Pioneered Proposed Reduced Restored Spearheaded Streamlined Succeeded Surpassed Transformed

SAMPLE RÉSUMÉ

Anita Good Job <<

1234 ABC Ave., Waxahachie, TX 75165
(214) 888.1234; anitagoodjob@lionmail.sagu.edu

Tip:
Name bolded. Use 14-16pt font.

Tip:
Use 11-12pt font. Easier to read.

EDUCATION:

Bachelor of Science, Pre-professional Counseling May 2013

Southwestern Assemblies of God University, Waxahachie, TX

- 3.78 GPA, Magna Cum Laude <<
- Member of Psi Chi
- Recipient of Leadership Scholarship, 2011-13

Tip:
List GPA if it is more than 3.5

Diploma, Graduate with honors June 2009

Delta High School, Alpha, NM

- Valedictorian

EXPERIENCE:

Southwestern Assemblies of God University, Waxahachie, TX
Work Study, College of Bible and Church Ministries, 2012-Current

- Assist with grading and recording of grades
- Greet guests and direct them to correct office
- Varsity Volleyball, 2011-12
 - Competed in NAIA Sooner Athletic Conference <<
- Received outstanding setter, NAIA SAC, 2011
- Assistant Team Leader, Southwestern Missions Association, 2011
 - Assisted in leading a team of 14 to Nairobi, Kenya
 - Responsible for fund-raising and bookkeeping for the group

Tip:
List all experiences, paid & unpaid, especially those relevant to the position you are seeking.

Beverly's Boutique, Delta, NM 2008-11

Sales Clerk

- Attained top sales clerk award, 2010-11 <<
- Recorded overall top Brighton sales for boutique

Tip:
Describe current position in present tense and former positions in past tense.

SKILLS:

Salesmanship

Organization

Athletic

Customer Service

CERTIFICATIONS:

Red Cross of North Texas: First Aid and CPR, 2013 (current)

Tip:
When applicable, add results from achievements.



Tip:
Make sure your Résumé is one page long.

REFERENCE PAGE

Anita Good Job

1234 ABC Ave., Waxahachie, TX 75165
(214) 888.1234; anitagoodjob@lionmail.sagu.edu

Tip:
Use the same heading as you used on your Résumé

REFERENCES

Mr./Mrs./Ms./Dr. First & Last Name

Title

Place of Work

Phone Number (Work First)

Appropriate Email

Tip:
Ask your references for their permission to be listed. Provide them with a copy of your Résumé for review.

Dr. Ida Wright
Professor of Education
Southwestern Assemblies of God University
(888) 977-7248
iwright@sagu.edu

Mr. Tommy Ball
Store Manager
Bealls Department Store, Waxahachie, TX
(111) 222-3333
mrtommyb@bealls.com

Reverend Bill Scout
Youth Pastor
First Assembly of God, Beyond, TX
(444) 555-7777
ypbillscout@yahoo.com

Tip:
Limit your references to 3-5

Susan Pretty
Friend
(222) 888-0000
susanpretty@gmail.com

Tip:
Your Résumé & Reference pages are two separate documents.

COVER LETTER

Anita Good Job

1234 ABC Ave., Waxahachie, TX 75165
(214) 888.1234; anitagoodjob@lionmail.sagu.edu

Date

Name and title of contact

Company Name

Address

City, State, Zip

Dear Mr./Ms. Last Name,



Tip:
If you do not know the
person's name address it to:
Dear Reader:

First paragraph: State the reason for writing the letter, specify the position or type of work for which you are applying, and indicate from which resource (Career Development, friend, news media, etc.) you learned of the opening or received his/her/their name.

Second paragraph: State why you are interested in the position, the company, its products or services, and above all, indicate what you can do for the employer. If you are completing a degree or are a recent graduate, explain how your academic background qualifies you for the position. If you have had some practical work experience, point out specific achievements or unique qualifications. Highlight your strengths and achievements and state how they suit you for the position. Provide details and explanations that are not found on your resume'. Indicate what you can do for the organization. Do not inquire about what the organization can do for you.

Third paragraph: Refer the reader to the enclosed resume' or employment application that summarizes your qualifications, training, experiences, and the like. Assure the employer that you are the person for the job.

Final paragraph: Initiate the next follow-up whenever possible. (i.e., "I will call you...", "I will be in your city on a certain date and would like to meet..."). Indicate your flexibility, repeat a phone number and offer any assistance necessary to help obtain a speedy response.

Sincerely yours,



Tip:
Sign here in black ink.

Anita Good Job

Enclosure

FIVE WAYS TO SAY “I’M UNPROFESSIONAL”

In most job-filling situations, the employer has the luxury of choosing from several well-qualified applicants, all of whom could probably do the job. That's when the little things, like the common but often unrecognized mistakes described here, almost always come into play. Make sure you avoid them, so they don't cost you a shot at the job.

1. Using a cutesy e-mail address for correspondence

- Example: gorgeous@domain.com
- You might think: It's a clever, memorable e-mail address everyone will like it.
- The employer will probably think: I can't believe someone would actually list this e-mail address on his/her Résumé, let alone use it to correspond with me. Will he/she do the same thing on the job if I hire him/her? Yikes!

2. Putting a silly message on your answering machine

- You might think: Mine is the funniest answering machine message! My friends will love it!
- The employer will probably think: This person probably lives in Animal House. I just can't risk interviewing, let alone hiring, someone like Pluto or Flounder. Sorry, Charlie. Click.

3. Sending your Résumé and cover letter without proofreading

- You might think: Everybody makes mistakes, even employers. So if there's a mistake or two on my Résumé, no big deal. The employer probably won't even notice, much less care.
- The employer will probably think: Everybody makes mistakes, even employers. However, making more than one minor mistake on a Résumé or in a cover letter is unacceptable, and often even one is too many. How do I know this person will proofread the letter he/she writes to clients? What if he/she someday leaves a zero or two off of one of our financial statements? I better put this Résumé aside and look for someone who's more accurate and thorough.

4. Winging your interviews instead of preparing thoroughly

- You might think: I'm good at thinking on my feet, and if I get stuck, I'll just ease my way through it. Besides, they can't expect me to know everything about the company.
- The employer will probably think: This person clearly knows nothing about the company, nor has he/she made any effort to learn more about us and what we do. He/she must not really care whether or not he/she gets the job. I want someone who cares. Oh well, maybe the next person will be better.

5. Failing to send Thank-You notes after interviews

- You might think: A thank-you note? You're kidding, right? Do people even do that sort of thing anymore?
- The employer will probably think: This person has no follow-up skill, not to mention common courtesy. He/she could have at least dropped me a quick e-mail note, like this other person did. I think I'll invite this candidate for the second round of interviews instead. The other guy must not really want the position.

INTERVIEW CHECKLIST: HOW TO ACE YOUR INTERVIEW!

BEFORE

Know Yourself

What do you have to offer?

Skills

Accomplishments

Goals

Research the Company

Learn as much as you can

 Size of the company

 Public or private

 Products and services

 Number of employees

 Types of customers

 Key competitors

 Sales and profit trends

 Possible future ventures

Where to find information

 Company websites

 Local newspapers

 Chambers of Commerce

 Library

Practice

Sign-up for a mock interview

 Practice interviews with family or friends

 Practice in front of a mirror

Attend various workshops offered by

Career Development

 Résumé Writing

 Etiquette Dinner

 Dress for Success Fashion Show

THE DAY OF

Be Prompt and Prepared

Arrive 10-15 minutes early

What to bring

 Extra copies of your Résumé

 Reference Sheet

 Know your questions for the interviewer

 Folio with pen and paper

Don't be a no-show

DURING

First Impressions Count!

Dress Appropriately

 Make sure clothing is pressed

 Shoes polished (it shows that you pay attention to detail)

 Attention to personal grooming

Give a firm handshake

Avoid nervous laughter

Smile! You look fabulous!

Converse

Ask questions but don't turn it into an interrogation

Answer their questions thoroughly

Make good use of humor, it conveys happiness and optimism

Make sure that you can state a good reason for wanting the job

Q&A

Answer the interviewer's questions thoroughly yet, concisely

Ask questions yourself

Show you're a go-getter and excited about the company

Be enthusiastic!

Closing

Be prepared with your closing statement expressing interest

Ask the interviewer for a business card

Thank the interviewer

AFTER

Follow-up

Send a Thank You note ASAP (e-mail or hand written)

Reiterate your interest in the position

Evaluate

Is this job for you?

 Did the employees seem enthusiastic about their jobs?

 Did you like the management style?

 Did the organization's culture and values match your own?

Critique Yourself

 Was I prepared?

 What would I do differently next time?

 A good fit = A successful career

PRACTICE INTERVIEW QUESTIONS

Tell me something about yourself

This is a frequent opening question usually for an “ice-breaker”. It provides you the opportunity to sell yourself and to prove to the employer that you have what he/she needs. Take no more than 1-2 minutes to offer a concise, well-organized presentation of yourself. Keep it relevant to the job.

Which of the qualities that you possess makes you feel that you would be successful at this job

If you did your research, it will be easier for you to focus on the qualifications that they are looking for. Pay particular attention to areas in which your strength relates either directly or indirectly to the position.

What interests you about our company and why do you want to work for us?

Again, your research is essential! Find out what products they offer and what services they render. Your answer should reflect your career goals as they relate to the goals of the company. Attempt to show why this particular company, and not any other, is important to you. You should convey that you are looking for a particular job and not just “any job.”

When can you begin work?

If you are not employed at the time of the interview, there should be no problem in answering this question. If you are working, you should alert the employer that you need to give the present employer fair notice that you are leaving. Your consideration in this manner will show that new employer that you are interested in leaving behind a positive impression of your term of employment.

Where do you see yourself in five years?

Tell the interviewer that you hope to be with the company in whatever capacity you can make the greatest contribution, based on the skills and experiences you've gained over the course of the preceding years.

What is your major strength/weakness?

Your major strength should be easy, but be sure it is directly related to the position. As for your major weakness, again, put a positive spin on it. For instance, “I tend to be nervous around my supervisors, although I've gained more confidence in that area since my last job where my supervisors encouraged me to ask questions.”

Describe your best/worst boss.

Be positive. Speak about your best boss if possible. If pressed to speak about your worst boss, try to put a positive spin on it. For example, “I had a supervisor, who was often vague. However, because of this, I learned the value of good communication.”

Describe an experience in which you worked as part of a team.

Being able to both contribute to and lead a team are very important qualities. Give this question serious consideration and develop answers for both situations.

Give me an example of a problem you encountered either in school or work, and explain how you solved it.

Be logical. State the problem and then illustrate the step-by-step procedure you used to correct it.

Do you have any questions for me?

This is a question you can always anticipate. As a result of your research, you should have several good job and/or company specific questions to ask. Again, it shows you are prepared.

Behavioral-Based Interviewing (BBI)

Among HR professionals across the country, behavior-based interviewing is one of the fastest growing interviewing methods which is based on the premise that an applicant's past behavior will predict how he or she will respond in similar situations in the future. Typically, recruiters ask general questions about previous jobs or activities, future goals, grades, classes, etc. BBI challenges you to recall (in detail) what you did, thought, and felt in key situations as if you were reliving them. This allows the recruiter to see the whole picture- your thought process, decision making skills, and emotional state- as well as the results of your actions. Take your time in formulating a response. Be direct and thorough. Below are some commonly asked behavior based questions:

- What was the most complex assignment you have had? What was your role?
- Provide an example of how you acquired a technical skill and converted it into a practical application.
- Think of a situation where you distrusted a co-worker/supervisor resulting in tension between you. What steps did you take to improve the relationship?
- Tell me about a suggestion you made to improve a job process. What was the result?
- Give me a specific example of a time when you did not meet a deadline. How did you handle the subsequent situation?
- Give me a specific example of a time when you sold someone on an idea or concept.
- Describe a time when you had to make a decision that was not popular with the group.
- Tell me about a time when you made a bad decision.

Stress Interview Questions

These questions are a test to see how you act under pressure and to negative situations. These questions can be used for positions which contain high levels of stressful situations.

- What kinds of people do you find difficult to work with?
- What are some of the things you find difficult to do?
- How would you evaluate me as an interviewer?
- What interests you least about this position?
- How do you handle rejection?
- What is the worst thing you have heard about our company?

What You Could Ask the Company

- What future changes do you see for the company?
- Who are your competitors?
- What makes your company different from others?
- How does my job fit with the mission of the organization?
- What will I be contributing to the organization?
- What do you wish you knew about the company before you started?
- How would top management describe the corporate culture, and how does this compare with how things really are at the lower levels?
- What are the ethical and environmental philosophies of your company?
- What is this company's philosophy towards their employees?
- What values are sacred to the company?
- What did you see as the biggest areas of need within the company?
- How would you describe the ideal candidate?
- What are short and long-term strategic directions of the company?
- What is the greatest challenge, from your perspective, that the organization faces during the next year?
- Can I expect opportunities for advancement with the company if I prove myself?
- Where would my career progress from my first assignment?
- What was your career path within the company?
- What makes your association with this employer enjoyable?
- What are the company's goals for the future?
- If I do well, what will I be doing in five years?
- What programs for minorities does your firm have?
- How much travel, if any, is involved in this position?
- What skills are especially important for someone in this position?
- Are salary adjustments geared toward the cost of living or job performance?
- Does your company encourage further education?
- Do you have plans for expansion?
- Have you cut your staff in the last three years?
- What do you consider to be my weaknesses? My strengths?
- If I am extended a job offer, how soon would you like me to start?

Questions to NEVER ask

- What does this company do? (Do your research ahead of time!)
- If I get the job, when can I take time off for vacation?
(Wait until you get the offer to mention prior commitments.)
- Can I change my schedule if I get the job? (If you need to figure out the logistics of getting to work don't mention it now...)
- Did I get the job? (Don't be impatient. They'll let you know.)



Salary Negotiations

Avoid discussing salary (vacation, holidays, sick leave, etc) until you have been offered the job. Make sure you have received a defined job-description before you attempt to determine a fair salary expectation. You should have an idea of the salary range being offered but you should not be the first one to mention a salary figure. Complete your budget before you begin negotiations to determine the minimum you must have to meet your obligations. Research the cost of living in the geographic area of the employment site.

Salary questions you might be asked

- What do you require?
- What is the minimum pay you will accept?
- What is your pay record for the last five years?
- Why do you believe you are qualified for so much more?
- We can't pay the salary you should have. Would you be willing to start lower and work up to that figure?
- What do you expect to be earning five years from now?

Web sites:

- bis.gov/oco
- salary.com
- public.wsj.com/
- salaryexpert.com
- wageweb.com
- jobstar.org
- homefair.com
- glassdoor.com
- quincareers.com/salary_negotiation.html

INTERVIEWING FACTS

Most influential aspects of your interview according to a survey of

2,000 BOSSES

completed by ClassesandCareers.com

SURVEY SAYS THESE ARE THE MOST COMMON NON-VERBAL MISTAKES MADE AT A JOB INTERVIEW.

47% Having little or no knowledge of the company is the most common mistake

job seekers make at the interview

9% using too many hand gestures

33% being too fidgety

38% lack of smile

33% bad posture

26% handshake that is too weak

21% crossing arms over chest

67% failure to make eye contact

**AVERAGE LENGTH OF AN INTERVIEW
50 MIN**

WHEN WE MEET NEW PEOPLE, THE IMPACT IS:

55% the way we carry ourselves - the way we dress, act, and walk through the door

38% the quality of our voice, grammar, and overall confidence

Only 7% what we actually say!



TOP 10 INTERVIEW MISTAKES

1. Failing to express that you WANT the job
2. Failing to set yourself apart from other candidates
3. Winging the interview
4. Trying to be all things to all people
5. Concentrating too much on what you want
6. Inadequate research about the potential employer
7. Not showing interest or enthusiasm
8. Lacking humor, warmth, or personality
9. Conveying that you're not over it
10. Over-explaining why you lost your last job

46% OF BOSSES SURVEYED SAID THEY KNOW WITHIN THE FIRST 90 SECONDS

REGARDING ATTIRE: 65%

of bosses said clothes could be the deciding factor between two similar candidates

IS AN INTERNSHIP RIGHT FOR YOU?

SOME QUESTIONS YOU MIGHT WANT TO ASK:

- Does it support your career goals?
- How far are you willing to travel?
- Do the required hours fit your schedule?
- Is it a paid position? Can you afford to work without pay?
- Will the internship count for course credit?

WHY COMPLETE AN INTERNSHIP?

- Explore your career interests
- Gain greater mastery of career-related
- Increase your professional confidence
- Acquire relevant experience for your Résumé
- Network with professionals in your field

HOW CAN YOU FIND AN INTERNSHIP?

- Narrow down your interest to focus on one aspect of your career field
- Network with professors, advisors, family, friends, etc.
- Use internet job search tools
- Contact companies you are interested in directly
- Attend campus job fairs
- Participate in a job shadow



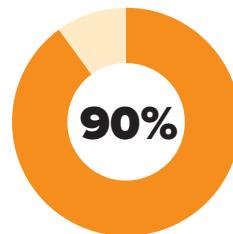
NETWORKING 101

Networking is simply forming and maintaining a strong circle of contacts. Building a relationship is the best way to be considered a trustworthy and likeable candidate. Connecting with your network could help you land your DREAM job! Here are some tips to get started.

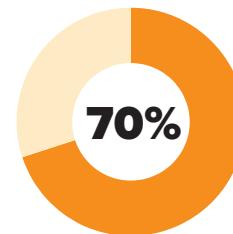
IT'S NOT ABOUT WHO YOU KNOW... IT'S ABOUT WHO KNOWS YOU.



Only 8% of people found a new position through a direct approach (i.e. not networking).



90% of jobs are filled through internal employee referrals.



70% of jobs are secured through networking.

WHAT TO SAY

- 1.** Introduce yourself and give your name.
- 2.** Tell what year you are in school and your major
- 3.** As appropriate you can discuss:
 - Your greatest strengths
 - Related experience you have (work, internships, etc.) and what you learned from those experiences)
 - Your activities and leadership roles
 - Your hopes about your future career, the things you would like to do.

WHAT TO ASK

- Make these questions your own - use your own words and ask any related/other questions you may have!
- Does your company hire people with a variety of majors or look for specific majors?
 - What types of jobs exist at your company?
 - What is the best way to find out about job openings at your company?
 - Are there internship opportunities at your company?
 - What are the best and worst parts of your job?
 - May I follow up with you in a week or so about internship opportunities?
 - What skills and qualities do you look for in a job candidate?

NERVOUS ABOUT AN UPCOMING JOB FAIR?

A lot of job seekers are intimidated by the idea of a job fair. Remember the above networking tips to make valuable connections with the recruiters and increase your likelihood of getting HIRED.

BUILDING YOUR BRAND



You probably know how to use this.

At least for catching up with friends, sharing photos, and maybe “checking up” on people of interest.

Guess What?

Employers use it to “check up” on people, too! Take down questionable photos and comments, and keep the content clean!



Do you know how to use this?

Linkedin.com - Think of it like Facebook for professionals. Post a professional photo, educational information, and experience (very much like an online Résumé!)



Sandy Thomas

Admissions Student Worker at Southwestern Assemblies of God University

Waxahachie, Texas | Higher Education

Previous Progressive Foam Technologies, Inc., Big Splash Waterpark
(Tulsa, OK)

Education Southwestern Assemblies of God University

[Connect](#)

[Send InMail](#)

2nd

36
connections



Education

Southwestern Assemblies of God University

Bachelor of Arts (B.A.), Music Ministries

2010 – 2014 (expected)

USE A PROFESSIONAL PHOTO

**LIST WHAT YOU HAVE & WHAT
YOU ARE PURSUING**

Groups



Assemblies of God M...

[+ Join](#)

**JOIN GROUPS THAT INTEREST
YOU! READ CONVERSATIONS &
ASK QUESTIONS!**

Experience

Admissions Student Worker

Southwestern Assemblies of God University

September 2010 – Present (3 years 1 month)

Data entry, answering phones, general office errands, assisting office staff

sagu

Temp Factory Worker

Progressive Foam Technologies, Inc.

June 2009 – September 2009 (4 months)



Lifeguard

Big Splash Waterpark (Tulsa, OK)

May 2008 – August 2008 (4 months)

BRAG ON YOURSELF

ETIQUETTE TEST

ARE YOUR MANNERS APPROPRIATE AT THE TABLE?

Take this test to find out where you fall on the etiquette scale

- T / F** 1. When using sweetener for coffee or tea during a business luncheon/dinner, you should not use more than two packets.
- T / F** 2. When sitting down at a formal dinner, the man on the left side of the woman should pull out her chair.
- T / F** 3. It is acceptable to leave your seat during a meal only between courses.
- T / F** 4. When leaving the table during a meal, your napkin may be placed either on the left or right side of the dinner plate.
- T / F** 5. When salad dressing is on the table, it is proper for any of the guests to begin the process of passing, as long as they first offer it to the person on the right side.
- T / F** 6. It is proper to pass the salt and pepper separately.
- T / F** 7. Once seated at the table, your napkin should immediately be placed in your lap.
- T / F** 8. When attempting to determine which utensils to begin your meal with, a good rule of thumb is to work from the outside toward the inside.
- T / F** 9. During a formal meal, all forks will be placed on the left side of the plate.
- T / F** 10. Tough foods to eat, such as cherry tomatoes, should be left on the plate rather than attempted.
- T / F** 11. To properly remove seeds or pits from your mouth, it is best to utilize your napkin.
- T / F** 12. The American style of utensil holding has the fork being passed back and forth between the right and left hand.
- T / F** 13. The European/Continental style of utensil holding has the fork being held in the left hand and the knife in the right hand during the entire meal.
- T / F** 14. It is proper to cut several bits of a meat at a time.
- T / F** 15. Bread should be buttered all at once so not to be a distraction during the meal.
- T / F** 16. Utensil(s) for the dessert course are placed at the top of the place setting and should be moved down after the main course has been removed from the table.
- T / F** 17. At a business meal the host orders first.
- T / F** 18. You always talk business before the first course is ordered.
- T / F** 19. If your fork falls on the floor, pick it up immediately.
- T / F** 20. Food is generally served from the left and removed from the right.
- T / F** 21. The appearance of your shoes is just as important as your suit or dress.
- T / F** 22. Thank you letters should be mailed out after a job interview or business meal within 24 hours.
- T / F** 23. When introducing or addressing female clients, it is best to utilize the “Ms.”

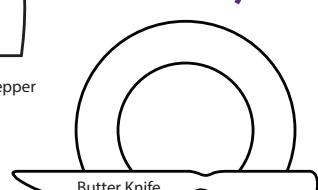
DINING ETIQUETTE

Salt and Pepper should be passed together, even when only one is requested. Don't season food before testing it.



Salt and Pepper

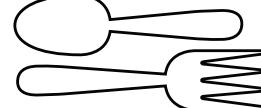
Tear bread into bite-size pieces on the bread late and butter each piece with the butter knife just before you eat it.



Bread Butter Plate

When dessert is served with both fork and spoon, the fork is the pusher and the spoon is used for eating.

Dessert



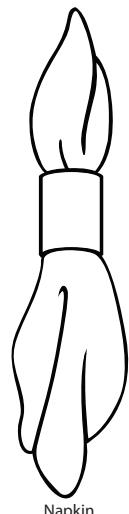
Glassware is limited to four.



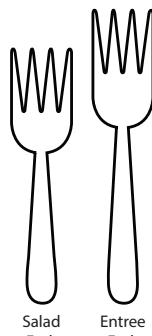
Water



Tea

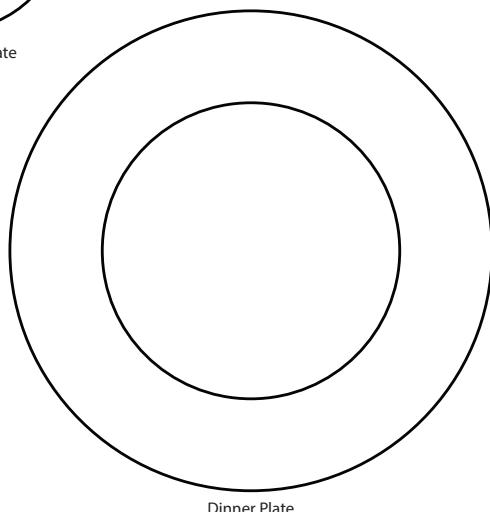


Napkin

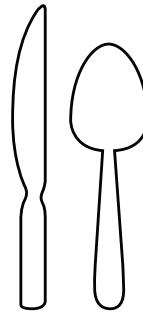


Salad Fork

Entree Fork



Dinner Plate



Knife

Spoon

The rule is to use it from the outside in. Once a utensil has been used, it should not touch the table again. The number of silverware pieces indicates the number of courses to be served. A formal dinner consists of seven courses, in this order: soup, fish, sorbet (palate cleanser), a meat or fowl dish, salad, dessert and coffee.

RESTING POSITION

When you take a break from the table, your knife and fork should be crossed in one of the positions shown. When stepping away from the table, leave your napkin loosely on the chair.



FINISHED POSITION

The dessert spoon should be resting on the saucer and not the cup. At the end of the meal, the knife and fork should be at the 10 and 4 o'clock position. Wait for the host to place his/her napkin to the left of his/her place setting when the meal is finished.



FINGER FOODS

These are food that you can and should eat with your fingers.



ASPARAGUS

CORN ON THE COB

ARTICHOKE

BREAD

HORS D'OEUVRE

CHIPS

COOKIES

FRUIT WITH STEMS

SANDWICH AND FRIES

DRESS FOR SUCCESS

**YOU NEVER GET A SECOND CHANCE
TO MAKE A FIRST IMPRESSION**

TIPS FOR THE LADIES:

- Traditional suit in a conservative color (black, navy, gray)
- Skirt suit is most conservative and formal
- Skirt should be knee length
- Pantsuits are acceptable
- Blouses should be conservative in color (pastels)
- One-to-two inch, close-toe pumps or sling backs
- Minimal accessories
- Hair should be pulled away from face
- Natural makeup and subdued nails
- Avoid heavy perfume

TIPS FOR MEN:

- Suit in a conservative color (black, navy, gray)
- Long-sleeved dress shirt (white, light blue, etc.)
- Tie with a subtle color or pattern
- Dress shoes that are darker than suit color
- Dress socks that match pant color
- Belt to match shoes
- Avoid piercings
- Minimal accessories (watch, ring, cuff links)
- Facial hair should be well groomed
- Avoid heavy cologne

DRESS FOR SUCCESS EXAMPLES



GRADUATE SCHOOL

The first step in getting into graduate school involves assessing your goals, abilities, qualifications, temperament, and commitment. Before expending a great deal of effort, ask yourself the following questions:

- What are my long-term goals?
- What would I like to be doing in five or ten years?
- Will a graduate degree help me achieve my long term goals?
- Do I enjoy this field of study so much that I can picture myself spending most of my time in it for years to come?
- Should I go to graduate school straight from college or work for a few years first?
- Am I willing to commit to the time, effort, and personal and financial resources that pursuing a graduate degree requires?

THINGS TO CONSIDER:

Official transcripts of your undergraduate work must be sent to the graduate schools to which you are applying. Go to the Registrar's website <http://www.sagu.edu/go/registrar/office-of-the-registrar>.

Letters of recommendation are usually required for admission. It is best to get their letters of recommendation to send to your schools. Usually a student asks two professors in their major and a professor or advisor from another field. Try to get a person that has known you and your work for a while.

An essay is usually required so they have a better idea of your writing skills and what activities you have been involved in at Southwestern and your community. For assistance, contact Career Development (972-825-4797).

These are some ideas to get you started as you pursue graduate school. If you have a clear sense of what career you want to pursue, and if an advanced degree is required for entry into that field, then graduate school is for you. Check the Southwestern catalog or contact Harrison School of Graduate Studies located in the Full Life Center. For more information concerning the Harrison School of Graduate Studies call 972-825-4815.

TEST REFERENCES:

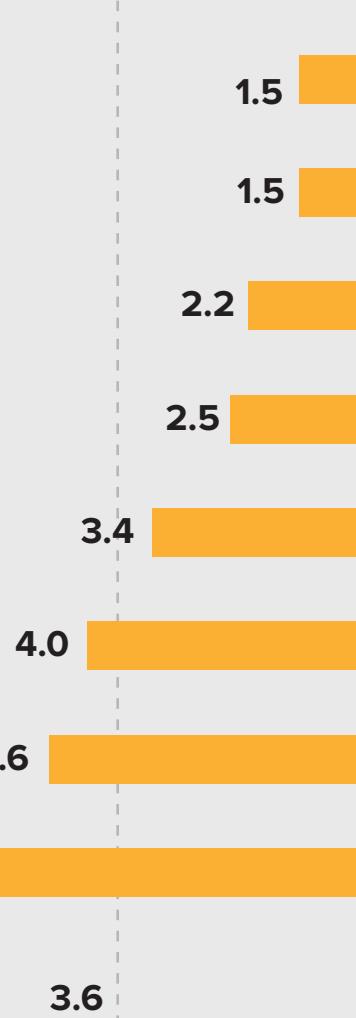
DAT (Dental Admission Test)
Dental—www.ada.org

GRE (Graduate Record Examination)
Arts & Sciences—www.gre.org

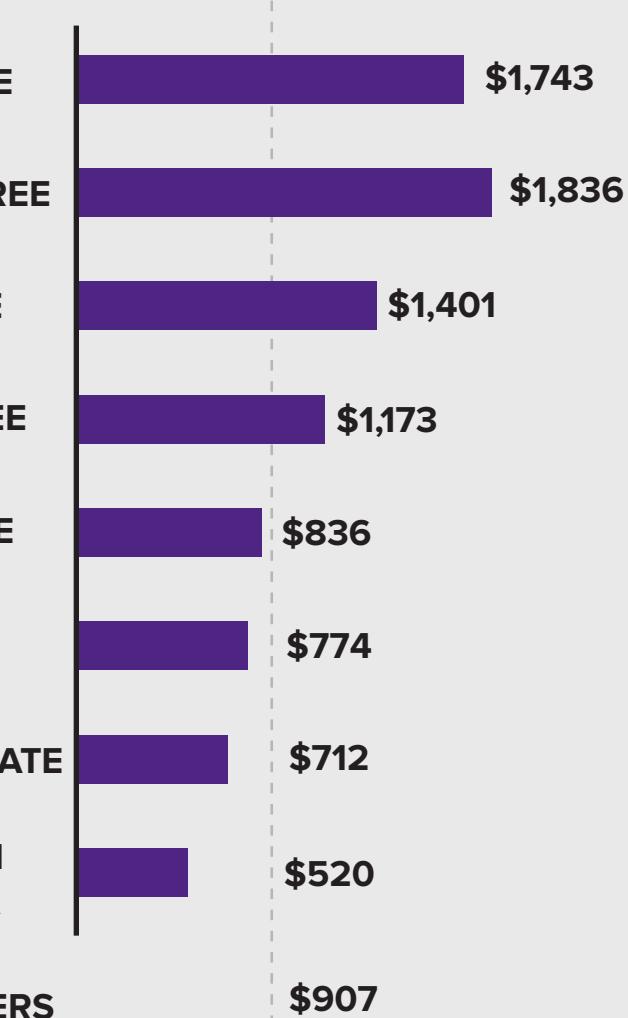
GMAT (Graduate Management Admission Test)
Business—www.Gmat.org

EDUCATION PAYS

UNEMPLOYMENT RATE IN 2017



MEDIAN WEEKLY EARNINGS IN 2017



SOURCE: BUREAU OF LABOR STATISTICS, CURRENT POPULATION SURVEY

NOTES

NOTES

