



## A RESOURCE GUIDE FOR JOBSEEKERS

Contents include:

- Getting started with your job search
- Defining your skills
- Creating your resume
- Tips for a successful interview
- Professional appearance for interviews
- Q&A about staffing companies
- Resource guide

## **GETTING STARTED...**

Remember that you only have to find one job – the one you want – with an organization that you want to work for.

**MAKE A PLAN.** Your plan can change and be amended along the way, but write down your top three ideal jobs or industries. Spend time contemplating which company you feel would be the best organization to work for, or which industry you see yourself in. Determine your preferred and minimum salary requirements, and your schedule flexibility.

**Do research.** Spend time reviewing the classifieds and periodicals in this area. These sources should give you a good overview of the business climate in this area.

**Use your resources.** Explore local organizations (e.g., Workforce Development, staffing agencies, college career service centers, etc.) that offer counseling services ranging from resume preparation, mock interviews, and career guidance. Use all available job search avenues from staffing agencies to on-line job boards.

**Network.** Ask around and spread the word about what you are looking for. Also, try to get connected with someone in the industry or company you are interested in. They could give you insight on how to get your foot in the door.

**Weigh your options.** Before you accept the first full time or permanent job offer you receive, make sure it is where you can see yourself working long-term and enjoying what you do. It is a mistake to accept a job that is not a good fit.

**Consider the total package.** Look beyond the salary. Look at other important factors including advancement opportunities, medical benefits, vacation, retirement, work/life balance, childcare arrangements, scheduling, and most of all, work environment.

**In the meantime.** Staffing agencies are an excellent option to help you accomplish specific work and career goals. They are experts in interviewing and offer career counseling, and typically their services are available at NO cost to applicants. You can be specific about the industries or companies that you wish to work for and allow you to get your foot in the door. If you really don't know what you wish to do, you can be assigned to various jobs on a temporary basis and see which work environment and type of job fits you best.

## DEFINING YOUR SKILLS & CREATING YOUR RESUME

When reviewing your resume, employers will want to know what skills you bring to a position. Be sure to describe your accomplishments using action words. The following suggested list of action words you can use:

accomplished	edited	mastered	saved
achieved	eliminated	merged	scheduled
acquired	encouraged	motivated	selected
administered	engineered	negotiated	serviced
allocated	established	obtained	set up
analyzed	evaluated	operated	sold
arranged	examined	ordered	solved
assisted	expanded	organized	started
built	facilitated	originated	strategize
carried out	guided	perceived	streamlined
compared	handled	performed	strengthened
completed	identified	planned	succeeded in
conducted	implemented	prepared	summarized
controlled	improved	presented	supervised
coordinated	increased	produced	tested
counseled	inspected	promoted	trained
created	installed	provided	transformed
decided	instructed	raised	unified
decreased	invented	received	upgraded
delegated	investigated	recommended	validated
delivered	launched	reduced	verified
determined	led	reevaluated	won
developed	located	represented	worked
diagnosed	made	resulting in	wrote
directed	maintained	revised	
	managed		

### Resume Format

- Your resume should be printed on 8.5" x 11" quality bond paper. Employers tend to prefer white or off-white shades. Avoid using darker shades of paper, as they are more difficult to read.
- Make sure the top, bottom and side margins are no less than 1 inch each
- Use a simple, non-decorative typeface and a font size of 10 to 14 points
- The ideal resume length is one to two pages at the most, depending upon experience
- Ask someone to proofread your document for any spelling, grammatical or punctuation errors
- Do not include such items as date of birth, height, weight, marital status or children

### Final Resume Review

- **Plan:** Does it show initiative?
- **Appearance:** Is it neat, clean and easy to read?
- **Format:** Are the key points easy to read?
- **Competition:** Will it make you stand out among others?
- **Image:** Does it portray a positive image about your abilities?
- **Facts:** Does it state honest facts about your accomplishments?
- **Grasp:** Does it indicate that you have a grasp of your field or industry?

# TIPS FOR A SUCCESSFUL INTERVIEW

## Research the company prior to the interview

- Read the company website
- Do a Google search to find articles and other information about the business
- Obtain company literature
- Visit your local library

## Things to include before the interview

- Any company information you might have
- At least three copies of your resume
- Contact information and references
- Pad and paper
- List of job-related questions to ask the person interviewing you
- Directions to the interview

## Dress to impress

- Dress in a professional manner (see appearance guidelines)
- Business dress is imperative, unless you have been specifically asked to dress differently

## Communication Tips

- Arrive at least 10 minutes early so you have time to relax and collect your thoughts
- Reply with clear, concise answers
- Always relate your response to the job you are applying for
- Avoid speaking negatively about other companies or colleagues
- Try not to interrupt the interviewer
- Convey energy and enthusiasm
- Be pleasant to everyone you meet in the work area including the receptionist

## Be prepared to answer the following:

- Why did you leave your last job?
- What would your last boss say about you?
- How did you react when you disagreed with your boss?
- What did you like best about your last job?
- What do you want to be doing five years from now? What about 10 years from now?
- What would you say if I asked you to work overtime?
- What is more important to you? Money, the position or time off?
- What are your strongest areas of skill and expertise? Knowledge? Experience?
- What additional skills do you possess?
- What are characteristics you possess which make you a strong candidate? (*innovative, hardworking, strong interpersonal skills, ability to handle multiple projects simultaneously under tight deadlines*)
- What are your three greatest accomplishments?
- What are the highlights of your career to date that should be emphasized?
- What things about you and your background make you stand out?

### **Questions/comments you should ask/tell the interviewer**

- Why is this position open? (*Did the past employee get promoted? Fired*)
- Who would you report to?
- Why did the interviewer join the company?
- What do you like about working there?

### **After the interview**

- Thank the interviewer and remind them that you are interested in the position
- Ask if there is any additional information they require

### **Always send a thank you note**

This letter or card should do three things:

1. Emphasized your interest in the position
2. Explain why you are the right person for the job
3. Offer to provide any additional information needed

## **PROFESSIONAL APPEARANCE FOR INTERVIEWS**

Here are some helpful guidelines about dressing for job interviews.

### **Dress for men**

- Attire – Crisp shirt tucked into dress slacks with a matching belt
- Pants – Dress pants or khakis
- Shoes – Polished shoes
- Belt – Should match your shoes
- Grooming – Clean and neat presentation. Facial hair should be neatly trimmed (beard or mustache).
- Cologne – No excessive cologne
- Body Art – Tattoos should not be visible as it is considered unprofessional in most work environments.
- Piercings – other than earrings should be removed – bearing in mind you may not be able to wear in the work place either.

### **Dress for women**

- Attire – Dresses or a blouse with skirt or dress slacks. Should not be sleeveless.
- Suits – Business conservative style, fabric and color. Skirt or pants acceptable.
- Blouse – Business conservative in style, material and color. Sleeveless is acceptable if paired with a jacket or sweater.
- Shoes – Avoid sandals and very high heels.
- Cosmetics – Make-up should be conservative and appropriate for business environment.
- Grooming – Clean, neat and presentable hair style.
- Perfume – No excessive perfume.
- Body Art – Tattoos should not be visible as it is considered unprofessional in most work environments.
- Piercings – other than earrings should be removed – bearing in mind you may not be able to wear in the work place either.

## Q & A ABOUT ALLSTAR STAFFING

### **Why should I consider working with AllStar Staffing?**

Today, many companies choose to staff all their job openings, temporary or permanent, through a reputable staffing service instead of advertising in a newspaper. Why? They save time and money, it's convenient and, most important; they quickly find qualified people. If you're not registered with a good staffing service, you may be missing out on excellent job opportunities. Those who maintain contact with a staffing agency find work faster. There is no charge to register or work through AllStar Staffing.

### **Am I obligated to accept a job through AllStar Staffing?**

No, you are not obligated to work for or accept a job offer from AllStar Staffing. You may also continue searching for a job on your own at any time.

### **Are skill assessments done?**

AllStar Staffing conducts assessments of skills on candidates so placements are made knowing the level of competency each candidate has.

### **What areas does AllStar Staffing cover?**

AllStar Staffing works with clients in a forty mile radius covering eastern Iowa and western Illinois.

### **What kinds of employers does AllStar Staffing work with?**

AllStar Staffing provides qualified job candidates to all types of employers - from large companies to small local businesses

### **If I work temporary assignments, how much will I get paid and how often?**

AllStar Staffing offers competitive pay rates to all our temporary employee associates. Pay rates are determined by your experience and skill level, as well as the specific job duties of an assignment. AllStar's pay period starts on Monday and ends on Sunday with payment for work performed paid on that following Friday.

### **Do staffing agencies offer employee benefits?**

Yes, AllStar Staffing makes medical insurance available as well as dental, vision, disability, life, and paid time off.

## **Clinton Resources**

### **Local Area Colleges**

- Morrison Institute of Technology -
- Clinton Community College -
- Ashford University -
- Kaplan University -
- Brown Mackie -

## **Online Job Listings**

[www.iowaworkforce.com](http://www.iowaworkforce.com)  
[www.monster.com](http://www.monster.com)  
[www.careerbuilder.com](http://www.careerbuilder.com)  
[www.hotjobs.yahoo.com](http://www.hotjobs.yahoo.com)  
[www.jobbankusa.com](http://www.jobbankusa.com)

[www.morrison.edu-college.com](http://www.morrison.edu-college.com)  
[www.eicc.edu/general/clinton/index.html](http://www.eicc.edu/general/clinton/index.html)  
[www.ashford.edu/home/](http://www.ashford.edu/home/)  
[www.kaplan.edu](http://www.kaplan.edu)  
[www.brownmackie.edu/Moline/](http://www.brownmackie.edu/Moline/)

## **BOOKS**

- Covering letter writing
  - ◆ “201 Killer Cover Letters” by Sandra Podestra
- Resume writing
  - ◆ “The Damn Good Resume Guide: A Crash Course in Resume Writing” by Yana Parker
- Quick Resume and Cover Letters
  - ◆ “Write & Use an Effective Resume in Only One Day” by M Michael Farr
- Interviewing
  - ◆ “101 Toughest Interview Questions – and Answers That Win the Job!” By Daniel Porot, et al.
  - ◆ “The Quick Interview and Salary Negotiation Book” by J. Michael Farr
- Dressing Professionally
  - ◆ “John T Molloy’s New Dress for Success” by John T Molloy
  - ◆ “Your Executive Image: How to Look Your Best & Project Success for Men and Women” by Victoria A Steitz

## **Child Care Resources & Referrals**

- YWCA
- Zion Day Care
- Stay n Play
- Wee School
- Department of Human Services
- Ashford Daycare & Preschool

## **Transportation Options**

- The city bus [www.ci.clinton.ia.us/mta/mta.html](http://www.ci.clinton.ia.us/mta/mta.html)
- Taxi
  - Sun Valley Cab      563-242-5151
  - Green Dragon Taxi    563-593-6909

## **Dress for Success**

- 2<sup>nd</sup> Stage
- Bargain Bonanza
- Good Will
- Kohl’s
- Salvation Army
- Sassy Seconds
- Target
- Wal-Mart

## **AllStar Staffing**

**2100 South 21<sup>st</sup> Street**  
**Clinton, IA 52732**  
**563-242-1078**  
[www.allstarstaffing.biz](http://www.allstarstaffing.biz)