

RESUME & INTERVIEW PLANNER



www.careerdevelopmentsystem.org

Employer's Expectations

Do you measure up to what the employer is looking for?

Appearance

way you look
way you write

Dependability

attendance
punctuality
reliability

Attitude

way you behave
way you speak

Skills

Job related

Work experience

Education/training

Transferable

Life experiences

Achievements

Self management

Interests/hobbies

Leisure/activities

Identification Information

Name: _____
Current address: _____
City: _____
State, Zip: _____
Phone number: () _____
Length of time at this address: _____
Previous address: _____
City, State, Zip: _____
Length of time at this address: _____
Cell phone number: () _____
Email address: _____

Is your Driver's license valid? Yes No

Driver's license number: _____
Social security number: _____

If not a U.S. Citizen: _____
Visa #: _____
Visa type: _____

Emergency Information

In case of an emergency, notify:

Name: _____
Relationship: _____
Phone number: () _____
Address: _____
City, State, Zip _____
Name: _____
Relationship: _____
Phone number: () _____
Address: _____
City, State, Zip _____





Medical Information

Doctor's name: _____
Address: _____
City/State: _____
Phone number: () _____
Date of most recent exam: _____

Do you have any medical/physical
restrictions? Yes No
If yes, explain: _____

Are you allergic to any medications/
chemicals? Yes No
If yes, explain: _____

Can you physically perform the job
you are applying for? Yes No

How would you rate your overall health?
Excellent Good Fair Poor

Employment Information

Position desired: _____
Second choice: _____
Soonest date available for work: _____
Lowest salary willing to accept: _____

Check work schedule preference(s):
Weekends Day shift
Holidays Swing shift
Overtime Night shift

Check maximum one-way time you're willing to
Commute:
30 min. 45 min. 60 min.
90 min. 120 min.

List any professional associations to which you
belong:

Personal References

List the names of two people you can use as a personal reference and will help you “network” and find job leads.



Name: _____

Address: _____

City: _____

State, Zip: _____

Home Phone: _____ ()

Work Phone: _____ ()

Time Known: _____

Relationship: _____

Occupation: _____

Company: _____

Name: _____

Address: _____

City: _____

State, Zip: _____

Home Phone: _____ ()

Work Phone: _____ ()

Time Known: _____

Relationship: _____

Occupation: _____

Company: _____

Education & Training



Type of Education	Name of School Complete Address	From/ To	Courses taken related to the job you want	Diploma, degree, certification	GPA
Junior High					
High School					
College/ University					
Vocational/ Business Schools					
GED		Date Received	Overall Score		
List any seminars & on- the-job training received					



Work History Analysis

Most recent job

Company: _____

Address: _____

City: _____

State, Zip: _____

Phone: () _____

Department: _____

Job title: _____

Supervisor: _____

Start date: _____ End date: _____

Salary: _____

Reason for leaving: _____

List 2 people, from this job, who you can use as a reference:

1. _____

2. _____

Job Tasks

Think about a typical work day on this job and any volunteer job (church, sports, club memberships, etc.) you have done and list your daily duties and responsibilities:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Reference Checklist

Most Recent Job

What do you think your supervisor will say about you when your work reference is checked?



Excellent
Good
Fair
Poor

		Excellent	Good	Fair	Poor
1.	Punctuality				
2.	Attendance				
3.	Willing to work overtime				
4.	Does job until it's right				
5.	Honest w/ company time/material				
6.	Job/technical knowledge				
7.	Interpersonal skills				
8.	Accepts criticism				
9.	Respects supervisors				
10.	Ability to instruct others				
11.	Gets ideas across				
12.	Accepts instruction				

Excellent
Good
Fair
Poor

		Excellent	Good	Fair	Poor
13.	Relevant writing skills				
14.	Relevant math skills				
15.	Moral character				
16.	Work quality				
17.	Work quantity				
18.	Company loyalty				
19.	Does extra work to get ahead				
20.	History of success				
21.	Potential for advancement				
22.	Ability to learn quickly				
23.	Works with minimal supervision				
24.	Leadership skills				

Computer Skills

Most Recent Job



What types of computer hardware, equipment and peripherals did you use in this job?

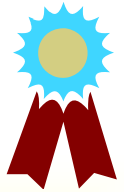
1. _____
2. _____
3. _____
4. _____
5. _____

What types of software did you use in the performance of this job?

1. _____
2. _____
3. _____
4. _____
5. _____

What Sets You Apart

Most Recent Job



List any awards, honors, or commendations you received while at this job.

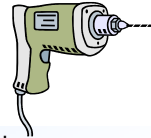
1. _____
2. _____
3. _____
4. _____
5. _____

What have you done to increase productivity, enhance product quality, improve customer service, increase customer satisfaction, generate better employee morale, increase profitability, improve safety, reduce costs, etc.?

1. _____
2. _____
3. _____
4. _____
5. _____

Tools and Equipment

Most Recent Job



What types of office equipment did you operate or maintain on this job?

1. _____
2. _____
3. _____
4. _____
5. _____

What types of test equipment did you operate or maintain on this job?

1. _____
2. _____
3. _____
4. _____
5. _____

What types of hand tools did you use or maintain on this job?

1. _____
2. _____
3. _____
4. _____
5. _____

What types of industrial equipment or machines did you operate on this job?

1. _____
2. _____
3. _____
4. _____
5. _____

Data Related Skills

Data is any type of information or anything you have to count or measure. Everyone creates or uses some type of data or information in their work. As you analyze your work history, ask yourself what types of data you've worked with and what you did with that data.

Examples of What Data Can Be

Percentages
Volume
Area
Frequency
Measurements
Budgets
Time

Examples of What You Can Do With Data

Compare it
Copy it
Compute it
Compile it
Analyze it
Examine it
Develop theories

People Related Skills

Every job in America requires some level of involvement with people. As you evaluate your previous jobs, ask yourself what types of people you came in contact with on a fairly regular basis and what you did with, to or for each of them.

Examples of people with whom you'll interact:

Customers	Healthy/Sick	Religious
Co-workers	Students	Employers
Supervisors	Handicapped	Accountants
Managers	Gifted	Trainers
Multi-cultural	Ex-Offenders	Consultants
Vendors	Religious	Department heads
Executives	Disadvantaged	Doctors/nurses
Maintenance	Teenagers	Researchers
Delivery	Mature people	Internet staff
Competitors	Young	Sales staff
Subordinates	Children	Help desks
Engineers	Wealthy	Customer service
Professionals	Influential	Retired
Politicians		

Examples of what you might do with, to, or for these people:

Mentor them	Train/teach
Negotiate	Coach
Instruct them	Motivate
Supervise them	Advise
Entertain them	Counsel
Persuade them	Communicate
Speak with them	Care for
Serve them	Lead
Attend to them	Treat
Take instructions	Critique
Customer service	Facilitate
Supervise	Deliver
Manage	

People Related Skills

Most Recent Job

(See above for examples of people related skills)

List the types of people you came in contact with on this job.

1. _____
2. _____
3. _____
4. _____
5. _____

What did you do with, to, or for each person you came in contact with on this job?

1. _____
2. _____
3. _____
4. _____
5. _____

Data Related Skills

Most Recent Job

List the types of data you worked with, created or manipulated in this job.

1. _____
2. _____
3. _____
4. _____
5. _____

For each type of data you worked with, describe what you did with that data.

1. _____
2. _____
3. _____
4. _____
5. _____

Successful Job Seekers

.... can identify, discuss and prove they have three different types of skills. Each set of skills tells the employer something different about you and each is important at different times during the interview.

Job Related

Frequently called “screening skills,” they’re the most important at the initial phase of your job search. These skills are evaluated on your application form, resume, cover letter and during the initial screening with an interviewer.

Self-Management

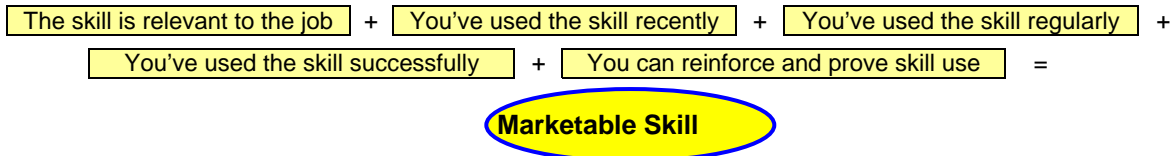
These are “fitting in” skills. They’re most important in the second phase of the interview when the employer is trying to find out if your personality fits with the company image, co-workers, customers and supervisors.

Transferable

These are called “value added” skills. They’re most important towards the final phase of the interview when you’re trying to show the employer that you are a super worker, can do more than just the job, and will be a better hiring value.

Marketable Skills

In the eyes of an employer, some skills are considered more marketable than others. What makes a skill marketable? Formula for a marketable skill:



This booklet helps you identify these sets of skills.

What Resume Reviewers Look For

Skills Match

Does your resume show how your skills, work experience, education, training, life and leisure experiences will match the job demands and the employer's needs?

Positive Patterns

Does your resume present a logical progression from one job to another, a reasonable amount of time on each job and any awards, promotions or achievements.

Positive Indicators

Does your resume demonstrate favorable personality traits, work habits, interpersonal skills, loyalty and successful project completion?

Elimination Factors

1. Lacks a realistic career/job objective
2. Poor layout/format or hard to read resume
3. Skills don't match employer's needs
4. Wordy, vague, unfocused, rambling
5. Too slick ... obviously not done by you
6. Lacks quantifiable performance results
7. No examples of achievements
8. Doesn't show your immediate value
9. Work history is spotty or questionable
10. Spelling, typo's & grammar mistakes
11. No obvious research of company
12. Doesn't present immediate value



Killer Interview Questions

The following is a list of the most commonly asked interview questions ... they're also the ones that pose the most trouble for the majority of job seekers. Develop answers to these silver bullet questions and practice your answers until you feel comfortable.

1. Can you tell me a little bit about yourself?
2. Why should I hire you?
3. What are your strengths?
4. What do you consider to be your major weakness?
5. Why do you have an interest in this field?
6. Why did you select this company?
7. What are your future plans?
8. How much do you expect to be paid?
9. Why did you leave your last job?
10. How much related experience do you have?
11. What will your references say about you?
12. What did you like best/least about your former jobs or schooling?



Dual Edge Questions To Ask The Interviewer!



Dual edged questions are questions that not only ask a question, but also make a *statement* about your value as an applicant.

1. Can you describe a typical work day? *I want to make sure that I'll not be surprised by not knowing something I should know.*
2. Is this a new position? *If so, will I be able to use some of my own ideas helping define it?*
3. If this isn't a new position, did the person who had it before get promoted?
 - *If so, what did they do to get promoted?*
 - *If so, how long did it take them to get promoted?*
 - *If not a new position, why did they leave?*
4. What types of training can I expect in the first 3 months? *I'd like to do some preparing for it on my own time.*
5. What skills would you say are most critical for success? *I really want to meet your expectations of me.*
6. Who will I report to? *I want to know who will be assigning me duties.*
7. What will be my first work assignments? *By knowing this, I can get a jump on doing a good job.*
8. What's the biggest problem my supervisor has with other people in this position? *I certainly don't want to become a problem.*
9. How often will I receive a performance appraisal and what areas will be addressed? *I want to make sure I'm working up to snuff.*

How To Close An Interview After They Say “We’ll Call”



1. Thank the interviewer by name. “I’d like to thank you, Mr./Mrs. (Name), for the interview and your time.”
2. State your interest in the job. “I want to let you know that I’m really interested in this position ...
3. Show interest in the company. ... and I’d love working for this company.
4. State you can do the job. “I know I have the skills and drive to do a good job for you ...
5. Make a personal commitment. ... and I can promise you that I won’t let you down.”
6. Request a chance to contact them. What I’d like to do is schedule a time to call you back to ask any questions I thought of after the interview and answer any more you might have of me.”
7. Get a call back date and time. “When’s the best time for me to do this? Early or later in the week? Morning or afternoon?”
8. Leave a skills summary card. “Here’s a little summary of my skills. I hope it helps.”
9. Thank the interviewer, insure call back. “I want to thank you again, and I’ll be calling you on (date & time).”
10. Send a thank you note. As soon as possible, send a simple thank you note.

Take Home Pay Analysis – 40 Hour Week

Hourly Pay	Gross Pay	Est. Taxes @ 20%	Est. Take Home Pay		Hourly Pay	Gross Pay	Est. Taxes @ 20%	Est. Take Home Pay
\$5.25	\$210	\$42	\$168		\$10.25	\$410	\$82	\$328
\$5.50	\$220	\$44	\$176		\$10.50	\$420	\$84	\$336
\$5.75	\$230	\$46	\$184		\$10.75	\$430	\$86	\$344
\$6.00	\$240	\$48	\$192		\$11.00	\$440	\$88	\$352
\$6.25	\$250	\$50	\$200		\$11.25	\$450	\$90	\$360
\$6.50	\$260	\$52	\$208		\$11.50	\$460	\$92	\$368
\$6.75	\$270	\$54	\$216		\$11.75	\$470	\$94	\$376
\$7.00	\$280	\$56	\$224		\$12.00	\$480	\$96	\$384
\$7.25	\$290	\$58	\$232		\$12.25	\$490	\$98	\$392
\$7.50	\$300	\$60	\$240		\$12.50	\$500	\$100	\$400
\$7.75	\$310	\$62	\$248		\$12.75	\$510	\$102	\$408
\$8.00	\$320	\$64	\$256		\$13.00	\$520	\$104	\$416
\$8.25	\$330	\$66	\$264		\$13.25	\$530	\$106	\$424
\$8.50	\$340	\$68	\$272		\$13.50	\$540	\$108	\$432
\$8.75	\$350	\$70	\$280		\$13.75	\$550	\$110	\$440
\$9.00	\$360	\$72	\$288		\$14.00	\$560	\$112	\$448
\$9.25	\$370	\$74	\$296		\$14.25	\$570	\$114	\$456
\$9.50	\$380	\$76	\$304		\$14.50	\$580	\$116	\$464
\$9.75	\$390	\$78	\$312		\$14.75	\$590	\$118	\$472
\$10.00	\$400	\$80	\$320		\$15.00	\$600	\$120	\$480

Don't get caught in the Application Trap

80% of Applications are "Screened out" because of incomplete, inaccurate or questionable information on application forms.

Good Applications....

specify position desired
power up salary sections
indicate future goals
explain work history gaps
present related skills
power up education section

Good Applications Link....

life experiences
education and training
military experience
volunteer experiences
work experiences

Good Applications Minimize....

health problems
school problems
marital problems
legal problems
financial problems

Good Applications Are....

neat
complete
accurate
honest
informative