

Job Readiness – Key Tips to Land Your First and Future Jobs

Watch these two videos in class and then discuss them.

<https://www.youtube.com/watch?v=Z5S0wSFKdX8>



<https://www.youtube.com/watch?v=vGjNI16pxn8>



After watching these videos list a few reasons why you want a career.

Name key personal qualities most employers would like you to have if they were to pay you to work for them and also write how you have shown a time when you demonstrated these qualities. (Don't forget it is very important to add this information into your resume).

Employers say that they are impressed by job seekers who can demonstrate the following.

When you go to an employer can you be reliable to show you can do the following?

- be punctual. Y/N
- dress appropriately to the job. Y/N
- offer a firm handshake. Y/N
- smile and are friendly. Y/N
- make eye contact. Y/N
- have good posture (it makes you appear more confident). Y/N
- are clean and neatly presented. Y/N
- accept responsibility for your own actions. Y/N
- be trustworthy, fair and sincere. Y/N
- consider other people's feelings, wishes or rights. Y/N
- be a diligent enthusiastic worker committed to the business succeeding. Y/N
- be open to new ideas and willing to change the way you work to suit new situations. Y/N
- understand that every worker is part of a team and responsible for the success of the business. Y/N
- understand your strengths and recognise the areas in which you can improve. Y/N
- bounce back when things don't go as planned and be willing to learn. Y/N

Can you say "Yes" to the following:

1. I know how to find ads on the internet to find a job. Y/N
2. I know how to compare an advertised job with the skills I have. Y/N
3. I can do a resume and cover letter and know how to complete a job application. Y/N
4. I know how to prepare for a job interview including what to wear. Y/N
5. I know that I should follow-up the interview with a phone call, letter or email. Y/N
6. I understand that when I'm working I should know what I will be paid and ask for information regarding my Award conditions and rights. Y/N
7. I know that my behaviour and attitude at work can affect whether I keep my job or get promotions. Y/N
8. I know to turn up to work on time and to call my boss if I can't go to work before the start of the working day. Y/N
9. I can handle criticism and understand the difference between bullying and being corrected when I have made a mistake. Y/N
10. I know to give proper notice if I want to leave a job and that I could lose money or get a bad reference if I don't. Y/N
11. I understand the importance of having a good work history and using referees that will give me a good reference. Y/N

12. I know to be mindful of how I present myself to others. Employers will be trying to get an idea of your personality, abilities and your values. Do you show respect for others, reliability and trustworthiness. Y/N
13. I have checked to make sure my social media profiles present me in a positive light. (If not, be prompt to change your privacy settings). Y/N
14. I have done some homework on the employer to get an idea of their business. (This shows you are keen to work for their company). Y/N
15. I have done extra things to get me work ready such as gaining Certificates, short courses, work experience. Y/N
16. I have my original birth certificate. You need this for a tax file number & a bank account. Nearly everything these days requires you to have identification and securing this document will make it a whole lot easier (getting licences, passport etc.). Check with Mum or Dad. Y/N
17. I have a Tax File Number (TFN). You need this to start work. It is much quicker and easier to do this whilst you are still a student. Y/N
18. I have a current email address and it is appropriate for business. Y/N
19. I have an appropriate messagebank message on my phone. An employer may call you and does not want to hear a message meant more for friends. Y/N
20. I have appropriate content on my social media accounts to show that I am a mature, responsible young person. Y/N

