A PATHWAY TO SUCCESS

Employment Preparation Guide
XYZ, Incorporated

APPLICATION FOR EMPLOYMENT

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last) (First) (Middle)</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City State ZIP Code</td>
</tr>
<tr>
<td>Telephone (Home) Telephone (Other)</td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

Have you ever **applied** for employment with XYZ, Incorporated?  [ ] Yes [ ] No

If yes, when?

Have you ever **employed** by XYZ, Incorporated?  [ ] Yes [ ] No

If yes, when and what position?

Have you ever been convicted of a felony crime?  [ ] Yes [ ] No

(Convictions will not necessarily disqualify applicant. Each case is considered individually.)

If yes, list details, including date(s) of conviction(s) and jurisdiction(s) of crime(s).

Have you ever been arrested for any criminal violation for which you are currently out on bail, on your own recognizance or otherwise on release pending trial?  [ ] Yes [ ] No

If yes, please list date of arrest, in what jurisdiction it occurred, and crime charged.

<table>
<thead>
<tr>
<th>ADDITIONAL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you legally authorized to work in the United States?  [ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

Are you related to anyone employed or previously employed by XYZ, Incorporated?  [ ] Yes [ ] No  Who?

Have you ever worked under another name?  [ ] Yes [ ] No

If yes, please state name(s).

Are you at least 18 years old?  [ ] Yes [ ] No

If no, please state date of birth.

<table>
<thead>
<tr>
<th>FOR JOBS REQUIRING DRIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a valid driver’s license?  [ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

State Driver’s License Number

Have you had 3 or more moving vehicle violations in the last 5 years?  [ ] Yes [ ] No

<table>
<thead>
<tr>
<th>Position applying for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
</tr>
<tr>
<td>2nd Choice</td>
</tr>
</tbody>
</table>

I would prefer to work:  (Indicate all that apply)

- [ ] Full-Time
- [ ] Part-Time
- [ ] Overtime
- [ ] Weekends
- [ ] Days
- [ ] Evenings
- [ ] Nights

Indicate hours you cannot work:

When are you available to start?  Pay Desired

Do you have a preferred location? (Worksite)

How did you learn of this job opening?  (Please be specific)

- [ ] Newspaper
- [ ] Employee Referral
- [ ] Job Fair
- [ ] Sign or Posting
- [ ] Other

DATE ______ / ______ / ______
<table>
<thead>
<tr>
<th>Employer Name - most recent</th>
<th>Date Started (month/year)</th>
<th>Date Left (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City State</td>
<td>Position held</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Starting wage Ending</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Supervisor’s Title</td>
<td>Description of major responsibilities</td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

May we contact your present employer(s)? □ Yes □ No If no, at what point may we contact him/her? ______________________

<table>
<thead>
<tr>
<th>Employer Name - 2nd most recent</th>
<th>Date Started (month/year)</th>
<th>Date Left (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City State</td>
<td>Position held</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Starting wage Ending</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Supervisor’s Title</td>
<td>Description of major responsibilities</td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Name - 3rd most recent</th>
<th>Date Started (month/year)</th>
<th>Date Left (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City State</td>
<td>Position held</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Starting wage Ending</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Supervisor’s Title</td>
<td>Description of major responsibilities</td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Name - 4th most recent</th>
<th>Date Started (month/year)</th>
<th>Date Left (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City State</td>
<td>Position held</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Starting wage Ending</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Supervisor’s Title</td>
<td>Description of major responsibilities</td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Name - 5th most recent</th>
<th>Date Started (month/year)</th>
<th>Date Left (month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City State</td>
<td>Position held</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>Starting wage Ending</td>
</tr>
<tr>
<td>Name of supervisor</td>
<td>Supervisor’s Title</td>
<td>Description of major responsibilities</td>
</tr>
<tr>
<td>Reason for leaving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## EDUCATION

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Address</th>
<th>Did you graduate?</th>
<th>Area of study</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school/GED</td>
<td></td>
<td>□ Yes □ No</td>
<td>(Do not complete)</td>
<td></td>
</tr>
<tr>
<td>College/University</td>
<td></td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade school or other</td>
<td></td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PERSONAL REFERENCES (OTHER THAN RELATIVES OR EMPLOYERS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Occupation</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(     )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(     )</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(     )</td>
</tr>
</tbody>
</table>

## SPECIAL SKILLS

Please list any special training, work experience, honors, awards, or skills you may have acquired from previous employment or training. List any machines that you can operate.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

## EMPLOYMENT GAPS

Please list any dates that you were not employed and the reason why.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

## REMARKS

Why do you want to work for XYZ, Incorporated?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
PRE-EMPLOYMENT STATEMENT
Please read very carefully before signing below

I understand and voluntarily agree that:

1. The information that I provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, is ground for discharge if hired.

2. Any offer of employment I may receive from XYZ, Incorporated is contingent upon successful completion of XYZ total pre-employment screening process including XYZ receiving references that it considers satisfactory. Once pre-employment screening is completed and satisfactory reference have been received, post-offer job pre-employment physical examination may be required.

3. I understand that as condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that if employed, I may be required to submit to an alcohol and/or drug screening at any time at the discretion of XYZ, Incorporated.

4. In processing my application for employment, XYZ may verify all the information provided by me, or may procure or have prepared an investigative report for this purpose concerning, among other things, my prior employment, education, character, general reputation, personal characteristics and criminal record.

5. In consideration of my employment, I agree to comply with the policies and procedures of XYZ. I understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option for either XYZ or me. I further understand that no manager or representative of XYZ other than the President has the authority to enter into any agreement with me for employment for any specified period of time or make any agreement different from or contrary to any XYZ policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President of XYZ.

6. I understand that XYZ is an employer and rehabilitation center for individuals with disabilities and other barriers to employment. I, therefore, agree to cooperate fully with XYZ staff and management when working with any employee or client. I understand that failure to do so will considered reason for immediate termination from my employment. I understand and agree that no employment contract exists between XYZ and me.

7. I understand that this application will be active for a period of 60 days only.

______________________________  ____________________________
Signature                                      Date

FOR OFFICIAL USE ONLY AT THE INTERVIEW
The following information is to be determined by the applicant reviewing the job description during the interview. In all cases, the applicant must sign and date this section.

1. Is the applicant able to perform essential job functions for the positions of ________________________________? □ Yes □ No
   I can lift: (circle one as job appropriate) 10# 25# 50# 100# with a 2-man lift
   I can push/pull: (circle one as job appropriate) 10# 25# 50# 250#

2. If no, what are the specific limitations on such employment? ________________________________

3. Is there some type of accommodation that would enable the applicant to perform the functions of the job? □ Yes □ No

4. If yes, please describe ______________________________________________________________

______________________________  ____________________________
Applicant Signature                                      Date
<table>
<thead>
<tr>
<th>Hourly Wages</th>
<th>Hours Worked per Month</th>
<th>Monthly Income</th>
<th>Percentage of income for rent</th>
<th>Cost of rent</th>
<th>Money available for other expenses</th>
<th>How much money is left over for other expenses when you pay 35% instead of 50% of your income for rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6</td>
<td>173</td>
<td>1,038</td>
<td>35%</td>
<td>363</td>
<td>675</td>
<td>156</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>519</td>
<td>519</td>
<td></td>
</tr>
<tr>
<td>$7</td>
<td>173</td>
<td>1,211</td>
<td>35%</td>
<td>424</td>
<td>787</td>
<td>181</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>606</td>
<td>606</td>
<td></td>
</tr>
<tr>
<td>$8</td>
<td>173</td>
<td>1,384</td>
<td>35%</td>
<td>484</td>
<td>900</td>
<td>208</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>692</td>
<td>692</td>
<td></td>
</tr>
<tr>
<td>$9</td>
<td>173</td>
<td>1,557</td>
<td>35%</td>
<td>545</td>
<td>1,012</td>
<td>233</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>779</td>
<td>779</td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td>173</td>
<td>1,730</td>
<td>35%</td>
<td>606</td>
<td>1,125</td>
<td>260</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>865</td>
<td>865</td>
<td></td>
</tr>
<tr>
<td>$11</td>
<td>173</td>
<td>1,903</td>
<td>35%</td>
<td>666</td>
<td>1,237</td>
<td>285</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>952</td>
<td>952</td>
<td></td>
</tr>
<tr>
<td>$12</td>
<td>173</td>
<td>2,076</td>
<td>35%</td>
<td>727</td>
<td>1,349</td>
<td>311</td>
</tr>
<tr>
<td></td>
<td></td>
<td>173</td>
<td>50%</td>
<td>1,038</td>
<td>1,038</td>
<td></td>
</tr>
</tbody>
</table>

Adapted from work of Glenn Corless, Columbiana County (Ohio) One Stop

<table>
<thead>
<tr>
<th>Persons in family/household</th>
<th>Poverty guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$11,170</td>
</tr>
<tr>
<td>2</td>
<td>15,130</td>
</tr>
<tr>
<td>3</td>
<td>19,090</td>
</tr>
<tr>
<td>4</td>
<td>23,050</td>
</tr>
<tr>
<td>5</td>
<td>27,010</td>
</tr>
<tr>
<td>6</td>
<td>30,970</td>
</tr>
<tr>
<td>7</td>
<td>34,930</td>
</tr>
<tr>
<td>8</td>
<td>38,890</td>
</tr>
</tbody>
</table>

For families/households with more than 8 persons, add $3,960 for each additional person.

2012 Poverty Guidelines for the 48 Contiguous States and the District of Columbia
Resume Organizer

Name: ___________________________________________  Home Phone: ________________________________
Address: ______________________________________  Business Phone: ______________________________
City, State, ZIP: _________________________________  Cell Phone: _________________________________
Email: __________________________________________  Fax: ________________________________________

Employment Objective (Be as specific as you can about your career objective):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

COLLEGE / GRADUATE SCHOOL

College: ___________________________  City / State: ___________________________
Dates Attended: _____________________  Degree: ___________________________
Major: ___________________________  GPA: ___________________________
Honors / Awards: __________________________________________________________

VO-TECH EDUCATION

School: ___________________________  City / State: __________________________
Dates Attended: _____________________  Degree: __________________________
Major: ___________________________  GPA: __________________________
Honors / Awards: __________________________________________________________
Licenses / Certificates: ________________________________________________________

Special Seminars, Workshops, and Courses:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
SPECIAL TECHNICAL SKILLS & ABILITIES

Make a list of the office, technical, or professional skills you have developed through formal education or on-the-job-training. Consider computer software / hardware, foreign languages spoken / written, industrial heavy equipment, computer programs or skills, and more:

________________________
________________________
________________________
________________________
________________________

TRAINING YOU HAVE RECEIVED

List all training you have received, whether in-house or through an outside organization. This could include specific courses such as “Who Moved My Cheese?” or other training such as sales, leadership, total quality management, etc.:

________________________
________________________
________________________
________________________
________________________

PROFESSIONAL MEMBERSHIPS & COMMITTEES

List all memberships or committees. Be sure to include dates and any positions you held or specific accomplishments you helped achieve:

________________________
________________________
________________________
________________________

PROFESSIONAL AWARDS & HONORS

List all professional awards and honors received:

________________________
________________________
________________________

TRAINING YOU HAVE PRESENTED

List any training you have presented or developed. This could be to your subordinates or peers, within your company or to outside individuals. Possibilities include training in sales, hiring policies, etc:

________________________
________________________
________________________

COMMUNITY INVOLVEMENT

Summarize what you have done or what you can do to support your career objective. Example: Headed up a team of 50 volunteers that generated $10,000 for local charity:

________________________
________________________
________________________

WHAT ELSE?

List any other factual information that demonstrates your skills, abilities, interests, accomplishments, or achievements:

________________________
________________________
________________________
________________________
________________________
JOB RELATED SKILLS / TRANSFERABLE SKILLS

List your major skills and abilities. Quantify your accomplishments as much as possible, using specific numbers to demonstrate your capabilities.

Example:
Skill Area: Inventory Management
Definition: Controlling cost and quantity of large inventories to reduce overall costs and increase profitability.

1. Responsible for $2.5 million of OEM inventory.
2. Improved tracking system to expedite orders, reducing wait time by 29 percent.
3. Consolidated three warehouses into one, eliminating wasted space and labor.
4. Planned monthly inventory with purchasing department to ensure needed supplies would be on hand.

Skill Area: ______________________________
Definition: ________________________________

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________

Skill Area: ______________________________
Definition: ______________________________

1. ________________________________

2. ________________________________

3. ________________________________

4. ________________________________
RELEVANT WORK HISTORY

List only work history that is relevant to your target area. Start with your most recent employment and move backward. Again, try to quantify your job duties and accomplishments, using specific numbers to explain and demonstrate what you have done.

Job 1 (Current or most recent employment)

Company Name & Location: ________________________________

Dates Employed: ___________________ Job Title: ___________________

Position Summary / Typical Job Duties:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Specific Responsibilities / Accomplishments (Quantify as much as possible):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Job 2

Company Name & Location: ________________________________

Dates Employed: ___________________ Job Title: ___________________

Position Summary / Typical Job Duties:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Specific Responsibilities / Accomplishments (Quantify as much as possible):

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Job 3

Company Name & Location: __________________________________________________________

Dates Employed: ________________ Job Title: _______________________________________

Position Summary / Typical Job Duties:

__________________________________________________________________________

__________________________________________________________________________

Specific Responsibilities / Accomplishments (Quantify as much as possible):

__________________________________________________________________________

__________________________________________________________________________

Job 4

Company Name & Location: __________________________________________________________

Dates Employed: ________________ Job Title: _______________________________________

Position Summary / Typical Job Duties:

__________________________________________________________________________

__________________________________________________________________________

Specific Responsibilities / Accomplishments (Quantify as much as possible):

__________________________________________________________________________

__________________________________________________________________________

Job 5

Company Name & Location: __________________________________________________________

Dates Employed: ________________ Job Title: _______________________________________

Position Summary / Typical Job Duties:

__________________________________________________________________________

__________________________________________________________________________

Specific Responsibilities / Accomplishments (Quantify as much as possible):

__________________________________________________________________________

__________________________________________________________________________
PROFESSIONAL REFERENCES

Note: It is considered professional courtesy to ask permission to use an individual as a reference. Please provide as much information as possible for each reference.

Reference 1
Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference’s email address:

Reference 2
Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference’s email address:

Reference 3
Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference’s email address:

Reference 4
Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference’s email address:

Reference 5
Name:
Title:
Company Name:
Company Mailing Address:
Company City, State, ZIP:
Company Phone:
Reference’s email address:
Today's Date

Your Name
Address
City, State, ZIP
Phone Number
Email Address

Company Name
Attention: ________________________________
Company Address
City, State, ZIP

Regarding the __Position Name__ advertised in __Publication Name__:

It is my sincere desire to obtain employment with __Company Name__ and to utilize my skills and experience as the __Position Name__, as advertised in __Publication Name__.

My skills and experience include __add your skills and experience as it relates to the job for which you’re applying. Use all of the space you need. Be specific and truthful__. I believe my skills, experience, and abilities are well-suited for your company.

I've included my resume for your review. I would like to schedule an interview with you to further discuss this position and my qualifications. I can be reached any time at __Phone Number__. I look forward to hearing from you.

Sincerely,

Your Name Here
EXAMPLE OF A SIMPLE RESUME

JOHN DOE
123 West 4th Street
Oklahoma City, OK 71234
405-555-1212
john.doe@email.com

OBJECTIVE
To obtain employment as an office manager with a company that offers opportunities for career advancement.

SKILLS SUMMARY

• Supervised six-person staff
• Organized work schedules staff members
• Trained new employees on policies and procedures
• Increased efficiency and productivity by encouraging teamwork

EDUCATION

• Leadership and Management Training; Business College, Oklahoma City, OK
• Employment Essentials Training; TulsaWORKS Program, Tulsa, OK

WORK HISTORY

Assistant Manager
Supervised six-person staff and organized work schedules
Trained new employees on policies and procedures
Implemented procedures to promote efficiency and productivity
Ordered and inspected supplies
Managed inventory

Supervisor
Assisted with daily supervision of employees
Provided excellent customer service
Answered customer inquiries and resolved customer issues
Increased subscriptions by 10 percent

VOLUNTEER SERVICE

• Deliver Meals-on-Wheels twice each week to senior citizens in Oklahoma City area.
• Maintain lawn and grounds weekly for Oklahoma City Senior Citizen Center.
THANK YOU FOLLOW-UP LETTER WORKSHEET

Today’s Date

Your Name
Address
City, State, ZIP
Phone Number
Email Address

Company Name
Interviewer’s Name
Company Address
City, State, ZIP

Dear Ms./Mr. __Interviewer Last Name__ :

I want to state again what a pleasure it was to talk with you on __date__ regarding the position of __Position Name__ with __Company Name__. Thank you for taking time out of your busy schedule to get to know me and answer my questions about your company.

Our interview re-affirmed in my mind that __Company Name__ is the right place for me and that I have a great deal to offer your company. I’m eager to bring my experience and skills in __list three job skills__ and teamwork experience to __Company Name__.

Should you have any follow-up questions or want to schedule an additional interview to further evaluate my qualifications, I’m available at any time.

Ms./Mr. __Interviewer Last Name__, I am truly grateful for the opportunity to speak with you. I look forward to hearing from you soon.

Yours truly,

Your Name Here
CREATING YOUR 60 SECOND ELEVATOR SPEECH

Aka... The One Minute Resume

- Biography for potential employer
- Eight sentences
  - Job interest
  - Work experience
  - Transferable work strengths
  - Future career objectives
- Practice until can repeat comfortably

One Minute Resume Information

- Job interest
  - (for example “Customer Service”)
- Majority of work experience in
  - (for example “Restaurant”)
- Most recent employer name
  - (for example “Denny’s”)
- Most recent job title
  - (for example “Waitress”)
- Most recent job duties
  - (for example “Record and deliver orders correctly, handle cash, and sell additional menu items”)

One Minute Resume Information (2)

- Previous work experience, if relevant
  - (for example “Worked retail at Sears and Wal-Mart”)
- Three strengths used on the job
  - (for example “Punctual, fast learner and enjoyed new challenges”)
- Future career objectives
  - (for example “Pursue employment in a call center that is customer focused and offers opportunities of career advancement”)

One Minute Resume Script

Hello, my name is ____________________________.
I am interested in ____________________________ type of work.
The majority of my work experience has been in the ____________________________ field.
Most recently, I have been working as ____________________________ at ____________________________.
Where my job duties include ____________________________ and ____________________________.
Previously, I have worked at ____________________________.
I feel my strengths of ____________________________, ____________________________, and ____________________________ will be asset to your company.
My future employment goals include ____________________________.
What You Wish You’d Known Before Your JOB INTERVIEW

Common nonverbal mistakes made at a job interview
From a survey of 2,000 bosses

- 21% Playing with hair or touching face
- 47% Having little or no knowledge of the company
- 67% Failure to make eye contact
- 38% Lack of smile
- 33% Bad posture
- 21% Crossing arms over their chest
- 9% Using too many hand gestures
- 33% Handshake that is too weak
- 26% Fidgeting too much

From a survey of 2,000 bosses, 33% claimed that they know within the first 90 seconds of an interview whether they will hire someone.

The average length of an interview is approximately 40 minutes.

Statistics show that when meeting new people the impact is:

- 7% From what we actually say
- 38% The quality of our voice, grammar and overall confidence
- 55% The way we dress, act and walk through the door
- 70% Employers claiming they don’t want applicants to be fashionable or trendy
- 65% Of bosses said clothes could be the deciding factor between two similar candidates

Clothes

Bright colors are a turnoff

Employers claiming they don’t want applicants to be fashionable or trendy

65% Of bosses said clothes could be the deciding factor between two similar candidates
Top ten most common mistakes made at a job interview

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

Most common tips about interviewing

1. Learn about the organization
2. Have a specific job in mind
3. Review your qualifications for the job
4. Be ready to briefly describe your experience

Five questions most likely to be asked

1. Tell me about your experience at________
2. Why do you want to work for us?
3. What do you know about our company?
4. Why did you leave your last job?
5. Tell me about yourself
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