

JOB SEARCHING

Monday Edition

Job Readiness Workshop

JOB APPLICATION TECHNOLOGY ADVANCEMENTS



Having a hard time landing a job? Have you noticed that the process to get hired has changed? Since technology is steadily advancing, many employers are using technology to help them narrow down qualified candidates and to simplify their application processes. Hiring staff is an investment, the company must purchase their access and logins to those systems they use. **Online Job Applications** are used with the Applicant Tracking System (ATS) that scores your resume to their job vacancy. **Interviews** are being done by web conferencing platforms.

Social Media platforms such as LinkedIn help us to market who we are and what we can do; it also helps us to create a network of professionals and provides learning courses. Many jobs of today may require **different skills** than they did in the past. While these advancements are great for the employers, it isn't great news for anyone who hasn't job searched in a while or is job searching for the first time. That's why we are going to help give you the info you need to land your next job.

WHAT'S INSIDE

TECHNOLOGY ADVANCEMENTS

The job searching process has changed and will continue to advance.

PREPARATION

Understanding your role and how to prepare for a successful job search.

YOUR CAREER SWEET SPOT

Passion, Purpose, and Rewards.

CAREER BLUEPRINT

What they are and how creating one will help you reach your career goals.

YOUR ONLINE PRESENCE

How to market who you are and what you can offer.

ELEVATOR SPEECH

A template to help you to communicate who you are and what you can do.

DON'T STRESS DURING THE WAIT

Great tips to help during the waiting process.



PREPARING FOR A SUCCESSFUL JOB SEARCH

Is to **prepare yourself** to be a successful job seeker. You need to know what you want to do, how to describe who you are, and keep a growth mindset during the process. Your preparation essentials are the three R's: **Reflect, Research, and Review.**

"Difficulties in your life do not come to destroy you, but to help you realize your hidden potential and power. Difficulties come with purpose." - Abdul Kalam

MY ASSESSMENT RESULTS:

PARADOX  TRAITIFY

YOUR CAREER SWEET SPOT



When you find a job that you can do the things you love to do, you won't be paid for a job - you will be paid for your time instead.



CAREER BLUEPRINTS

Helpful strategies to help you identify your next career move by assessing the directions, action steps, and obstacles that may come your way - all so you can succeed in obtaining your ultimate career goal. Let's get started!

THE THREE R'S

REFLECT

Think about the following questions:

- What do I want to do? _____
- What do I not want to do? _____
- What are my obstacles? _____
- What do I need to do? _____
- What is my motivation? _____



RESEARCH

Search the professions that you are interested in through multiple resources, find as many job descriptions as you can to see what requirements are needed, and take your career matches from the career assessments into consideration.



REVIEW

Take a look at the job descriptions you have printed out. Get a green and pink highlighter. Highlight everything you have and can do in green. Highlight everything you don't have and don't do in pink. Research what it will take to turn the pink-highlighted items into green. Then, gather all the information you have researched. With this information, we can now create your Career Blueprint.

ONLINE PRESENCE

Create a professional e-mail address. Take this time to create a LinkedIn profile. Technology has increased the way we can market who we are and what we can do. It's also easier to connect with business professionals worldwide.



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Your Elevator Speech

Describe your skills and abilities in the spaces provided in this template to help you come up with yours.

My name is _____, I am looking for work as a _____.

I have ___ years of experience in _____ and am also familiar with _____ and _____ . Here is my information,

I'd love to hear back from you if you have any openings or opportunities.



Did you know that when you create a **WorkinTexas** account you have access to tons of verified jobs? You can create up to 10 resumes tailored to the career you want and apply from their website. Your resume will match to the job vacancies and will show your resumes to the companies hiring.



DON'T STRESS DURING THE WAIT

Stress is a response to a real or imagined threat, event, or change. Losing a job and worrying about how to survive without a steady income can be paralyzing and put you in survival mode. Take this time to do something you didn't have a chance to before, whether it be a hobby, relax, take walks, go back to school, learn some new skills, or create a routine - your mind and body will thank you. Without having a healthy way of de-stressing, you could be at risk for long-term health problems and will be burnt out before you land your next job.



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