

SW MN Private Industry Council

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Job Application Tips



1. Never use abbreviations, slang or emoticons.
2. Avoid writing "see resume" on websites that request an attached resume, since applicant tracking systems may not understand that phrase. Fill out the entire application.
3. Keep the personal data record you created to avoid making errors. For paper applications, print clearly in black ink. Respond to all questions. Use N/A (not applicable) if the section does not apply to you.
4. Avoid negative information, if possible. Be truthful and positive when touchy information is unavoidable. Never give false information.
5. If you have a felony criminal record, try to meet an employer before submitting your application. This provides a chance to sell your skills and enthusiasm before those who do the hiring learn about your offense.
6. If you come across applications that contain illegal questions, use N/A to answer.
7. Target your qualifications. Many applications have limited space, so showcase the skills and experience best suited to the job.
8. When applying for specific positions, be sure to include the correct job title on the application.
9. If you have gaps in your employment history, list positive ways you spent the time while unemployed.
10. When asked about salary requirements, give a range or respond "negotiable."

From DEEDs Creative Job Search Guide

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Universal Healthcare Worker Training

Worthington

This is an awesome training for those that are interested in the Healthcare field. Many Nursing Homes are looking for Universal Workers and this training has that! With this training you become:

*Certified Nursing Assistant

*1st Aid/CPR certified

*ServeSafe©

Infection Control training and then possibility of moving into TMA and Medical Terminology.

If you are interested in this please contact Jessica Cowen at 320-226-4668 as classes begin November 12th.

Newsletter Title

Reasons for Leaving

Dealing With “Reason for Leaving”

Explaining why you left an employer can be a sensitive topic. Saying you hated your boss or the firm had a work environment akin to a prison are probably not good options.

Reasons for leaving can be a tough part of the application to fill in truthfully without having your application and resume rejected by potential employers. When responding to “reasons for leaving” choose your words carefully because negative responses may provide an easy way for the employer to eliminate you from consideration. When stating why you left a job avoid using the words “fired,” “quit,” “illness” or “personal reasons” because those responses may reduce your chances of being called for an interview. Always look for positive statements. You could say, for example, you returned to school to learn new skills or to find a job that more closely matched your skills. If you were fired don’t use that word or “terminated.” Find a phrase that sounds neutral such as “involuntary separation.” And then call past employers and negotiate what they will say in response to reference checks. When contacting former employers, reintroduce yourself and explain you are looking for a new job. For legal reasons chances are good they will not tell future employers you were fired, and you can ask that they simply provide your dates of employment, your job title and a description of your job du-

ties. Should you face termination in the future you should request that the employer’s records reveal a mutually agreeable reason for separation. You don’t want to hurt your future employment opportunities, and your employer may feel the same way. After all, people are asked to leave for any number of reasons that have little to do with their job abilities and more to do with a poor job match or poor fit with an organization’s culture. Have you quit a job? Be prepared to offer an explanation. If you left under less than favorable conditions, avoid saying anything negative about the employer and use terms such as “resigned,” “wasn’t a good fit” or “voluntarily separated,” which imply you followed proper procedures in leaving the job.

Other reasons for quitting a job include volunteer work (state what kind of work and with whom you did volunteer work), starting your own business, a scholarship or raising your family. In all of these cases, you need to assure the employer you’re now fully ready to assume the responsibilities of a new job. If you resigned for a better job, that statement better be true. That could include leaving for advancement potential, to work closer to home, to have a better work environment, higher pay or for a career change. Make certain the reason “for a better job” shows no noticeable break in employment that might raise a red flag to hiring managers who may suspect an



Career Pathways
Job Seekers Newsletter

exaggeration in the statement. Quitting to move to another area for family, greater economic potential or suitability for raising children is a fine reason, but try to use it just once. If that’s the reason for several job jumps you may come off as not being a dependable or stable employee.

Leaving to attend school is a good enough reason, but make sure your application and resume agree. You should assure the employer any continuing school activities won’t interfere with the job.

Many workers have been laid off through no fault of their own. Those circumstances can be explained with phrases such as “lack of work,” “lack of operating funds,” “temporary employment,” “seasonal employment,” “company closed,” “plant closing,” “company downsizing” or “corporate merger.”

From DEEDs Creative Job Search Guide

□ Informational
Meeting for
Upcoming Training

WHAT: Machine
Tool Training

WHERE: Granite
Falls Campus

WHEN:
December 3rd
10 am Room 305

Sara Karbo
507-537-6236



Interview Tips

What are interviews?? They are your chance to sell your skills and abilities!

How are you going to do that?

1. Practice, Practice, Practice. Interview with someone so you be prepared to answer questions that you can emphasize on your : strengths, willingness to work and flexibility, leadership skills, ability to learn new things, contributions to agencies that you have worked, solving problems and working with people.
2. Questions to ask at the Interview: Show interest in the job and company. Ask questions pertaining to what you will be expected to do. For example: What are the day to day responsibilities of the job? Or Can you explain your organizational structure:?
3. Be Prepared: You never will know what they will ask or want at the interview. So you need to bring items to the interview. Bring copies of your resumes, list of your references, any letters of recommendations. You may want to bring a note book and pen also if you want to take notes of the company. On the day of the interview, arrive 10-15 minutes early. Always go by yourself, never bring a friend with to an interview. Dress in a manner appropriate for the job. Leave cell phone off. SMILE.
4. Be Confident: Body Language can send a huge message.

And you want to send a positive message with your body language. Shake hands firmly, make eye contact, listen, and answer questions honestly and with a smile.-even the hard questions. Its okay to pause and reflect before answering a question.

5. End with a Good Impression: Always send a Thank you note or letter after the Interview! Here is your chance to reinstate why you want the job and a couple of your strengths. But, don't forget to thank the Employer for him or her taking the time to interview you.

GOOD ATTITUDE ON THE JOB

1. Be Positive and Friendly, respect your coworkers, supervisors and clients/customers- NO gossip.
2. Ask for help when you need it.
3. Take responsibility for your decisions and actions. If you make a mistake-admit it.
4. Be calm and focused under pressure– it shows you can handle stressful situations.
5. Don't let personal problems affect your job, keep emotions under control.



Informational Meetings for Upcoming Trainings

WHAT: Trained Medication Aide/Medical Terminology

WHEN: November 26 at 1pm

WHERE: Montevideo Alternative Learning Center-MRVED

And

WHAT: Trained Medication Aide/Medical Terminology

WHEN: December 4th at 10 am

WHERE: Marshall Lyon County Courthouse RM 4&5

Contact Sara Karbo
507-537-6236

skarbo@swmpic.org

For more information!

“Believe in yourself!

Have faith in your

abilities! Without a

humble but

reasonable

confidence in your

own powers you

cannot be

successful or

happy.”–Norman

Vincent Peale



**Southwest MN Private
Industry Council**

607 West Main Street
Marshall, MN 56258
800-818-9295

202 North 1st Street, Ste 100
Montevideo, MN 56265
800-422-1346

318 9th Street
Worthington, MN 56187
888-234-3708

Visit us on the Web
www.swmnpic.org



Free* Welding Training In Jackson MN!

Informational Meeting: **Thursday November 21** at MN WEST Jackson Campus Rm Y115
at **9:30 am**

For more information contact **Jessica Cowen** at **320-226-4668** or jcowan@swmnpic.org

With this training you will obtain:

- Pre-Welding Preparation
- Math/Tape Measure
- Blueprint Reading
- Weld Symbols
- Shop Safety
- Shielded Metal Arc Welding (Stick)
- Gas Metal Arc Welding (MIG)
- Tungsten Inert Gas Welding (TIG)
- Oxyacetylene
- Plasma Cutter



*Minnesota Resident for 30 days * Based on Income * Determined by CASAS assessment