



How to find a job

Employment Readiness
2024

Developed by the Casa Grande High School Counseling Department

About Your Counselor...



My first job was...

First Jobs

McDonalds - Ms. Tobin, Ms. Gonzales, and Mr. Libecap

Cashier - Ms. Simmeth

Dishwasher - Mr. Koene

Kids gymnastics coach - Ms. Powaser

High school office assistant - Ms. Martinez

Busser - Mr. Sklove

Baskin Robbins - Ms. Wodhams and Ms. Byrne

Lifeguard - Ms. Grehan

Preschool teacher - Ms. Conway

Camp Counselor - Ms. Thinnis

Windsurfing instructor - Mr. Leicham

Grocery Bagger - Ms. Ricaurte

Maintenance at hotel - Mr. Merwin

Burger King - Ms. Janeska

Puma outlet - Ms. Steiner

Prepping classrooms - Mr. Siders

Babysitting - Ms. Richter

T.J. Maxx - Mr. Rankin

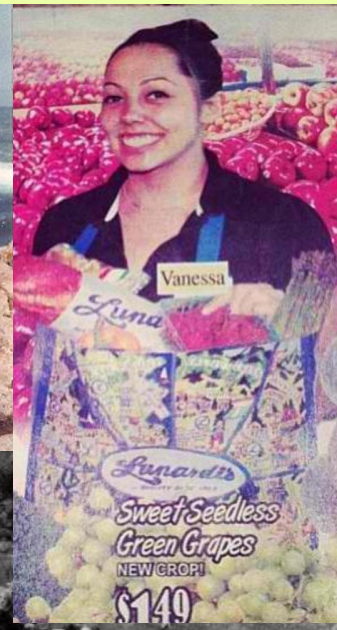
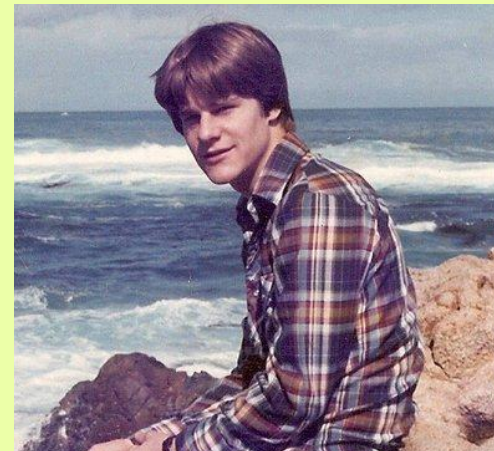
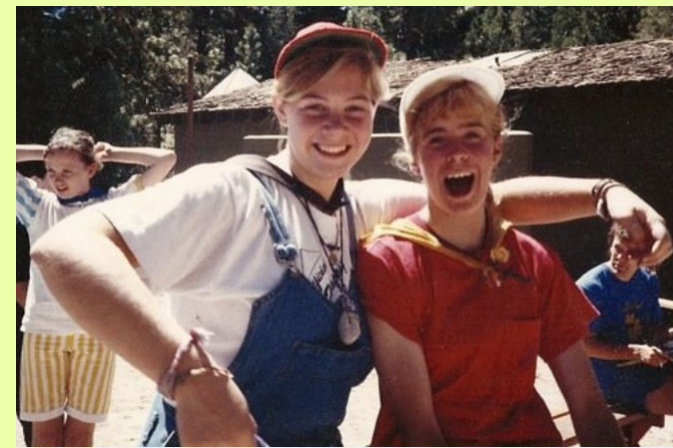
Retail sales - Ms. Schaefer

Restaurant server - Ms. Martignoli

File clerk - Ms. Fontaine

Papa Murphy's - Mr. Weaver

Dad's fruit stand - Ms. Noone



Today's Goal...

be prepared to get a job (possibly your first!)

We'll learn about...

- the documents you need
- laws and your employee rights
- where to look for a job
- how to make a great first impression

Graduate Statement on Employability: "I have the skills, the attitude and the work-ethic to be a success in the workplace. I am a self-starter, I am reliable, flexible and punctual, and I have integrity. I present and dress professionally in the workplace."



Do you have a job?

What documents do I need?



Birth Certificate



Social Security Card/
DACA Card



CA ID/Driver's License/
Passport



Work Permit

Before you begin



Your parents/guardians may have these documents at home!

Birth Certificate

COUNTY OF SONOMA | I Want To Departments & Agencies News Events Employment

Clerk-Recorder Clerk, Recorder, Assessor, Registrar of Voters Department All of Sonoma.gov

COUNTY OF SONOMA > ADMINISTRATIVE SUPPORT & FISCAL SERVICES > CLERK-RECORDER-ASSESSOR-REGISTRAR OF VOTERS > CLERK-RECORDER > VITAL RECORDS > BIRTH CERTIFICATES

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Clerk-Recorder

Search Our Records

Clerk Services +

Vital Records -

Birth Certificates

Death Certificates

Marriage Certificates

Apostilles

Recorder Services +

Notarizations and Certifications

Clerk-Recorder Forms

Frequently Asked Questions

Birth Certificates



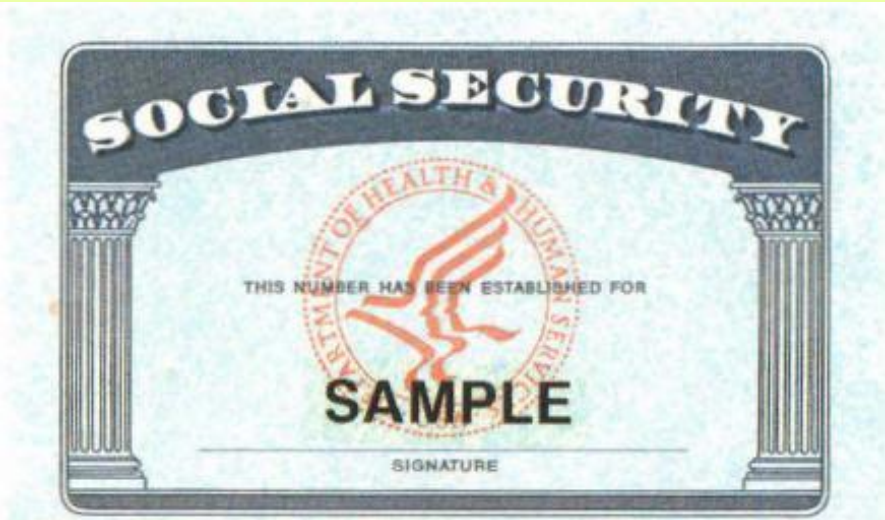
Order a Birth Certificate

- [Online](#)
- [By Phone](#)
- [By Mail](#)
- [In Person](#)

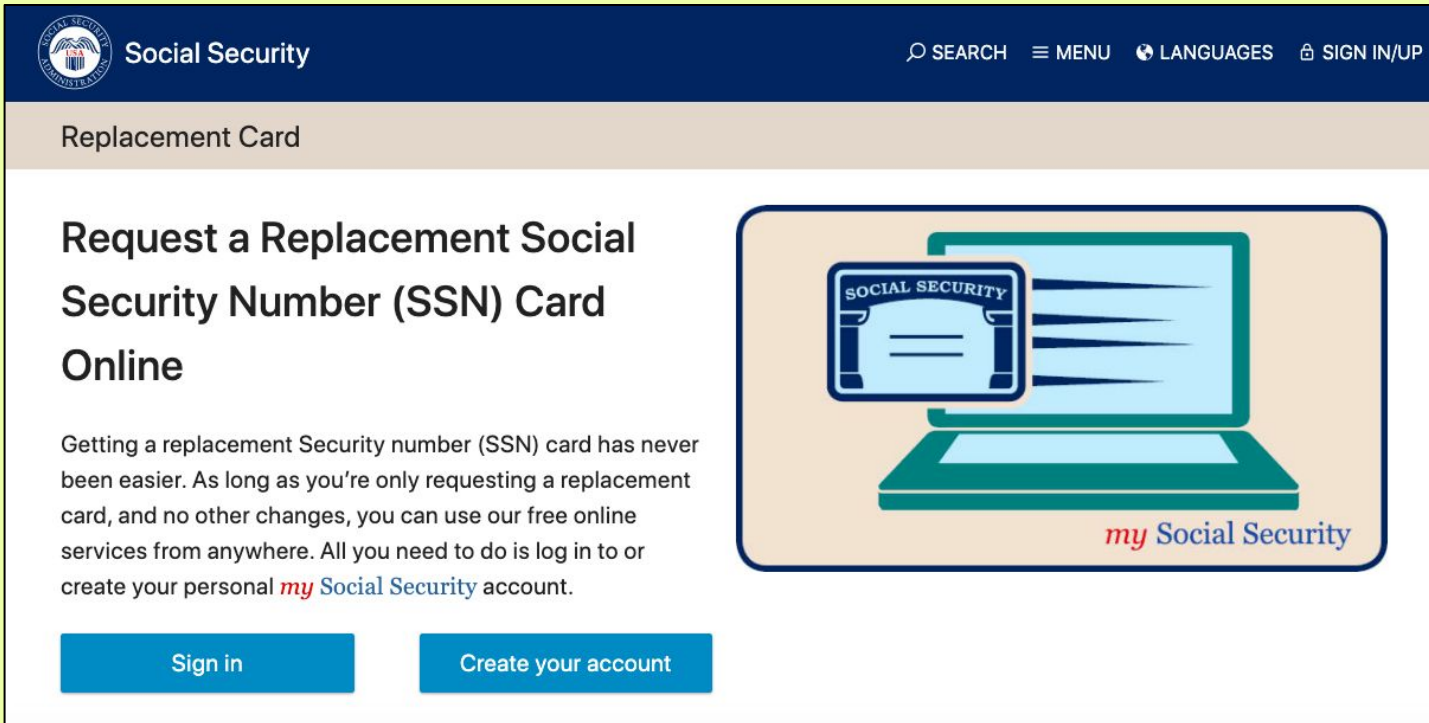
You can order a birth certificate online, by phone, by mail, or in person

- Information needed:
 - Your first, middle, and last name
 - Your parents' first, middle and last names
 - Your parents place of birth
- \$32 fee

Social Security Card/ DACA Social Security Card



Order a Replacement SS/DACA Card



The screenshot shows the Social Security Administration website interface. At the top left is the SSA logo and the text 'Social Security'. To the right are navigation links for 'SEARCH', 'MENU', 'LANGUAGES', and 'SIGN IN/UP'. Below the header is a 'Replacement Card' section. The main heading reads 'Request a Replacement Social Security Number (SSN) Card Online'. A paragraph explains that getting a replacement SSN card is easier online. Below the text are two buttons: 'Sign in' and 'Create your account'. To the right of the text is an illustration of a laptop displaying a Social Security card on its screen, with the 'my Social Security' logo below it.

- If you are under 18: visit the office in person (make an appointment!)
- If you are over 18: request a card online

You must have a birth certificate and proof of identity such as a passport or school ID card.

California ID Card



If you are ordering a CA ID for the first time, you must visit the DMV and provide the following:

- DMV application 44, thumb print, SS card/DACA card, proof of residency, photo, birth certificate, pay \$35 fee

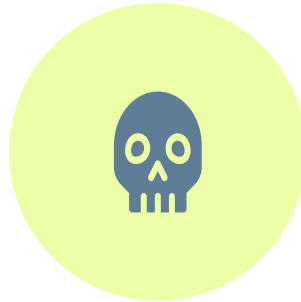
If you don't have a CA ID, you can use a passport

Work Permit



What is it?

An agreement between you, your parents/guardians, your employer, and your school



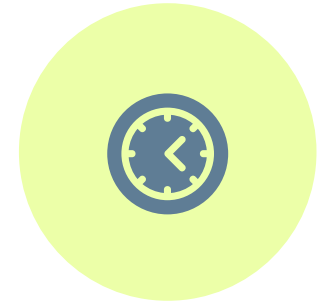
Why do I need it?

Protection from unsafe work environments



What's required?

Be 14-17 years old, excellent attendance, and have a 2.0 GPA



When do I get it?

AFTER you receive a job offer

Steps to Get a Work Permit



Get work permit before job offer



Get job offer before work permit

1. Get a job offer
2. Pick up a work permit application
 - a. In the counseling office
 - b. In the College & Career Center
 - c. On the College & Career Center Website
3. You, parent/guardian, and employer sign the application
4. Return the application to Mr. Silver or to the Counseling Secretaries

During the summer, contact the Petaluma City Schools District Office

A "STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT-CERTIFICATE OF AGE" form (CDE B1-1) shall be completed in accordance with California *Education Code* 49162 and 49163 as notification of intent to employ a minor. This form is also a Certificate of Age pursuant to California *Education Code* 49114.

(Print Information)

Minor's Information

Minor's Name (First and Last)		Home Phone	
Birth Date	Social Security Number	Grade	Age
Home Address		City	Zip Code

School Information

School Name	School Phone
School Address	City
	Zip Code

To be filled in and signed by employer. (Please review the General Summary of Minors' Work Regulations on reverse.)

Business Name or Agency of Placement	Business Phone	Supervisor's Name
Business Address	City	Zip Code

Describe nature of work to be performed: _____

In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Employer's Name (Print First and Last)	Employer's Signature	Date
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To be filled in and signed by parent or legal guardian

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that to the best of my knowledge and belief, the information herein is correct and true. I request that a work permit be issued.

Parent or Legal Guardian's Name (Print First and Last)	Parent or Legal Guardian's Signature	Date
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For authorized work permit issuer use ONLY

Maximum number of hours of employment when school is in session:

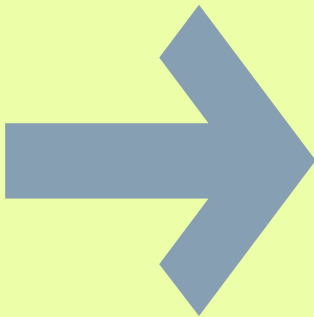
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Proof of Minor's Age (Evidence Type)								
Verifying Authority's Name and Title (Print)								
Verifying Authority's Signature								

Check Permit Type:

<input type="checkbox"/> *Full-time	<input type="checkbox"/> ***Work Experience Education, Vocational Education, or Personal Attendant
<input type="checkbox"/> **Workability	
<input type="checkbox"/> Restricted	
<input type="checkbox"/> General	

*EC 49130 | **Permit Type defined by local school | ***Special Education Grant

This is a
 work
 permit
 application



**STATEMENT OF INTENT TO EMPLOY A MINOR AND REQUEST FOR WORK PERMIT—
CERTIFICATE OF AGE**

CDE B1-1 (Rev. 07-10)

General Summary of Minors' Work Regulations

FLSA-Federal Labor Standards Act, CDE-California Department of Education, *EC-California Education Code*, *LC-California Labor Code*, *CFR-California Federal Regulations*

- If federal laws, state laws, and school district policies conflict, the more restrictive law (the one most protective of the minor) prevails. (FLSA)
 - Employers of minors required to attend school must complete a "Statement of Intent to Employ a Minor and Request for Work Permit" (CDE B1-1) for the school attendance for each such minor. (EC 49162)
 - Employers must retain a "Permit to Employ and Work" (CDE B1-4) for each such minor. (EC 49161)
 - Work permits (CDE B1-4) must be retained for three years and be available for inspection by sanctioned authorities at all times. (EC 49164)
 - A work permit (CDE B1-4) must be revoked whenever the issuing authority determines the employment is illegal or is impairing the health or education of the minor. (EC 49164)
 - A day of rest from work is required in every seven days, and shall not exceed six days in seven. (LC 551, 552)
- Minors under the age of 18 may not work in environments declared hazardous or dangerous for young workers, examples listed below: (LC 1294.1 and 1294.5, 29 CFR 570 Subpart E)
1. Explosive exposure
 2. Motor vehicle driving/outside helper
 3. Roofing
 4. Logging and sawmilling
 5. Power-driven woodworking machines
 6. Radiation exposure
 7. Power-driven hoists/forklifts
 8. Power-driven metal forming, punching, and shearing machines
 9. Power saws and shears
 10. Power-driving meat slicing/processing machines

It's important to familiarize yourself with what you can and cannot do as a minor

HOURS OF WORK

16 & 17 Year Olds	14 & 15 Year Olds	12 & 13 Year Olds
Must have completed 7 th grade to work while school is in session. (<i>EC 49112</i>)	Must have completed 7 th grade to work while school is in session (<i>EC 49112</i>)	Labor laws generally prohibit non-farm employment of children younger than 14. Special rules apply to agricultural work, domestic work, and the entertainment industry. (<i>LC 1285–1312</i>)

School In Session

4 hours per day on any schoolday (<i>EC 49112; 49116; LC 1391</i>) 8 hours on any non-schoolday or on any day preceding a non-schoolday. (<i>EC 49112; LC 1391</i>) 48 hours per week (<i>LC 1391</i>) WEE students & personal attendants may work more than 4 hours on a schoolday, but never more than 8. (<i>EC 49116; LC 1391, 1392</i>)	3 hours per schoolday outside of school hours (<i>EC 49112, 49116; LC 1391</i>) 8 hours on any non-schoolday No more than 18 hours per week (<i>EC 49116; LC 1391</i>) WEE students may work during school hours & up to 23 hours per week. (<i>EC 49116; LC 1391</i>)	2 hours per schoolday and a maximum of 4 hours per week. (<i>EC 49112</i>)
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School Not In Session

8 hours per day (<i>LC 1391, 1392</i>) 48 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)	8 hours per day (<i>LC 1391, 1392</i>) 40 hours per week (<i>LC 1391</i>)
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Spread of Hours

5 a.m.–10 p.m. However, until 12:30 a.m. on any evening preceding a non-schoolday (<i>LC 1391</i>) WEE students, with permission, until 12:30 a.m. on any day (<i>LC 1391.1</i>) Messengers: 6 a.m.–9 p.m.	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)	7 a.m.–7 p.m., except that from June 1 through Labor Day, until 9 p.m. (<i>LC 1391</i>)
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For more information about child labor laws, contact the U.S. Department of Labor at <http://www.dol.gov/>, and the State of California Department of Industrial Relations, Division of Labor Standards Enforcement at <http://www.dir.ca.gov/DLSE/dlse.html>.

It's also important to know when you can work and how many hours you can legally work as a minor

Living Wage vs. Minimum Wage

EMPLOYEE RIGHTS
UNDER THE FAIR LABOR STANDARDS ACT
FEDERAL MINIMUM WAGE
\$7.25 PER HOUR
BEGINNING JULY 24, 2009



- Minimum wage varies by State and differs from Federal minimum wage
- Living wages are passed by cities/counties and supersede State minimum wage
- Petaluma has a minimum wage!

California's Minimum Wage will Increase to **\$16 PER HOUR** - January 1, 2024

PETALUMA
SONOMA COUNTY
MINIMUM WAGE
EFFECTIVE JANUARY 1, 2024

\$17.45/HOUR

THIS WAGE APPLIES TO ALL EMPLOYERS REGARDLESS OF SIZE, UNLESS EXEMPT BY LAW.

IRS Form W-4

Form W-4		Employee's Withholding Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.		2023
Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number	
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.	
	City or town, state, and ZIP code			
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)				
Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.				
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Reserved for future use. (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/> TIP: If you have self-employment income, see page 2.			
Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)				
Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here		3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income		4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here		4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period		4(c)	\$ _____
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.			
	Employee's signature (This form is not valid unless you sign it.)		Date	
Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)	

- Employment = taxes
- W-4 ensures your employer withholds the appropriate amount of taxes
- Be honest and careful when you fill out this form!
- If you have any questions, talk to a parent/guardian or a tax preparer



How to Stay Safe

3 Petaluma teens allege wage theft by Subway franchisee

- Know your rights
- Learn how to spot a scam
- Understand risks of working for cash
 - No insurance benefits
 - No employee rights
 - No recourse should you be injured on the job



No work permits, bathroom breaks

We found your profile on a job-seeker website and think you'd be a perfect match for our open position.

Yes, I'm interested!

Great! For the next step I need for you to send a copy of your ID along with your social security # for your background check.



Vancouver construction company fined for teenager's injuries that resulted in amputation of his legs

Can you spot the scam?

We Are Hiring!

Interested in joining the Big Box Store Family?

Take the first step by joining our Talent Network by filling out the form below. The process will take 3 minutes.

- Please upload your resume, driver license both front and back
- For resume please use PDF or JPEG

Come work at Shake n' Shack

Please answer the following questions to see if you qualify for an interview:

- Do you have customer service experience?
- Do you have excellent communication skills?
- Are you a friendly person?

If you answered **YES**, we need to verify your identity using [ID.me](#). To complete the identification process we need the following details”

FIRST NAME

LAST NAME

PHONE NUMBER

SSN

DATE OF BIRTH

EMAIL ADDRESS

THAT'S ALL. Buzz me this information on WhatsApp and let's get started ASAP.

Want to make easy \$\$\$ an influencer assistant?

If you've got a bank account and are interested in making legal money, hit me up ASAP. Give me your debit card number and PIN. If UR worried about losing money, empty your account first. You'll make a quick \$5000.

Can you spot the scam?

Join Our Spirit Family

There is no limit to how fast and how far you can grow within Spirit. When you become a Spirit Team Member, you join an airline that invests in Rock Stars like you! You will not only make an immediate impact on the business but will help us continue to build a bench of future leadership. Our Team Members develop their careers rapidly while building key skills that drive long-term success.



We Are Hiring!

Interested in working for Spirit Family?

Take the first step joining our Talent Network by filling the Form Bel

By joining our Talent Network, your resume will be searchable in our database by our team of Recr only take 3 minutes.

Please upload your resume, driver license both front and back page.

If you want to submit a cover letter, it must be in the same document as your resume.

For resume uploads, the following formats work best: JPG, PNG, DOC/DOCX or PDF

Please note, you can only apply with an image file (JPG, DOC/DOCX, GIF, PNG), scanned PDF, not Ap



kaygOldi



21,629 likes

kaygOldi Love this pic ❤️

I would be asking some questions now, To know if you qualify for the application before proceeding to the verification stage.

-Do you have a customer service experience?

- Do you have excellent communication skills ?

- Do you Have a Friendly and Affable personality ?

- Do you have a clean Driving record ?

- Congratulations, you are qualified based on the answers given and your resume , now we would be proceeding to the verification process..

- Your Identity would be verified by the Government trusted digital verification system .. "ID.me" to make sure you're you and not someone pretending to be you , upon completion of identity verification you would receive an email from Shuttle DDBVA within 1-2 business day..

- We would need the following DETAILS to proceed with the identification process

FIRST NAME

LAST NAME

PHONE NUMBER

EMAIL ADDRESS

SSN

PICTURE OF DRIVERS LICENSE FRONT AND BACK

THAT'S ALL, Once the client gives you the details, buzz me on WhatsApp and let start work on it Asap.

Scammed her followers out of \$1.5 million!



More tips to avoid scams on the Casa Grande College and Career Center website

Are you ready to work?

- Do I have all my documents ready?
- What's my GPA?
- What hours am I available to work?
- How will I get to work?
 - Can I rely on this transportation 100% of the time?
- What am I unwilling to do at a job?
- Am I prepared to interview?
 - Have I practiced interviewing?
- What skills do I have?
- What can I do if I can't balance work and school?

How Do I Find a Job?

- **Word-of-mouth**
- **Walk in/take initiative**
- Websites: Company Pages/Job Search Sites
- Social Media
- CGHS College & Career Center

Check out the Casa Grande College and Career Center website for more job search resources

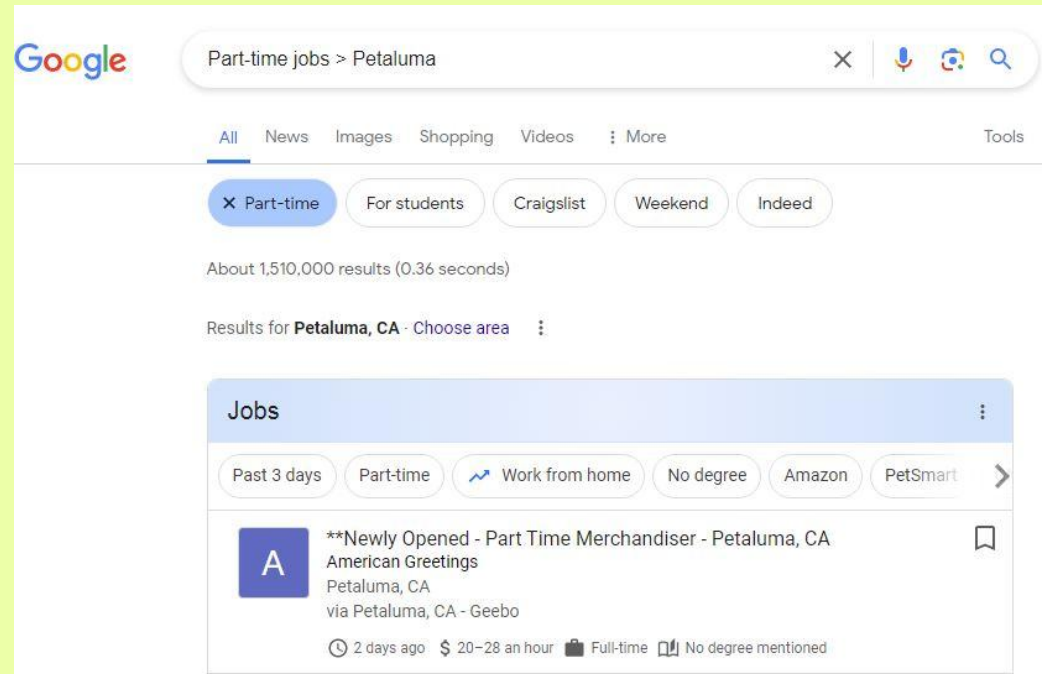
Let's find a job!



1. Google.com
2. Search for **“Petaluma jobs”**
3. Filter for **“part-time”** and **“For Students”** and/or requirements for **“no experience”**


Goal: Find one job that interests you

Extra credit: think about what skills you need to be successful in that job



Find it on the 'gram

scfymca



**Sonoma County Family YMCA
SUMMER CAMP COUNSELORS**


- \$17.60-\$24/hour (based on experience)
- Summer seasonal/PT (non-benefited) & PT hours available
- A Monday-Friday schedule availability is required
- Locations in Santa Rosa, Rohnert Park & Sonoma

Minimum Qualifications-

- 16 years of age
- Fingerprint clearance from both Department of Justice (DOJ) & FBI, which includes sex offender screening.
- Language skills in Spanish desirable

To Apply-

- Visit our website: www.scfymca.org -OR-
- Scan the QR code to the right -OR-
- Email a resume to humanresources@scfymca.org




17 likes

scfymca The Sonoma County Family YMCA is hiring for Summer Camp Counselors. This is the perfect first job for teens or anyone looking to help kids grow and

searedpetaluma
Seared Steak & Seafood

Follow



**WE'RE HIRING
RESTAURANT HOST**

Join Our Team!

email: andrew.seared@gmail.com



Liked by theshuckery and 48 others

searedpetaluma Pssst... Seared is Hiring! 🍷👤 We are looking to hire a restaurant Host to work 4-5 shifts a week. (weekends are a must) If you or someone you know is looking for long-term employment, at an award-winning Sonoma County restaurant, please apply in person or email us your resume today → andrew.seared@gmail.com

We look forward to hearing from you!

avidcoffeeroasters

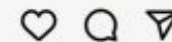
Follow



62 likes

avidcoffeeroasters Want to work with us?

Bring your resume and your stellar personality to our



62 likes

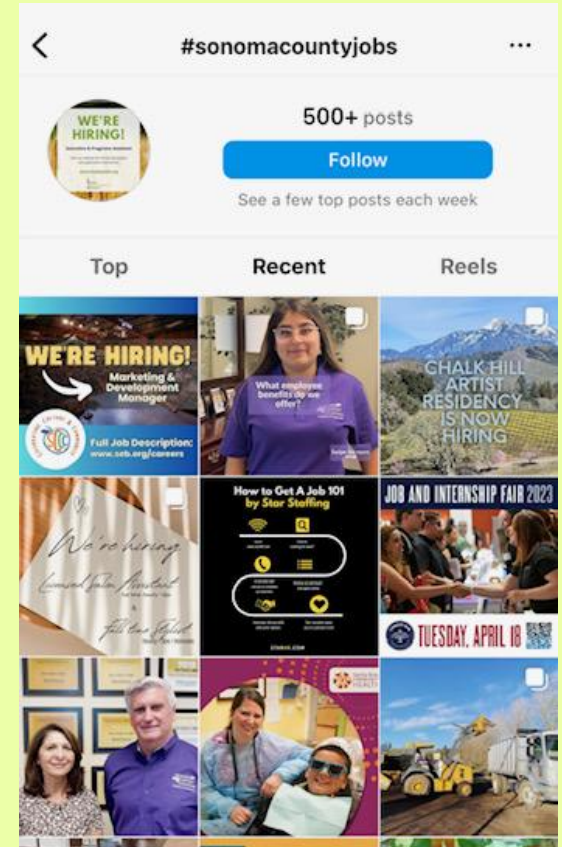
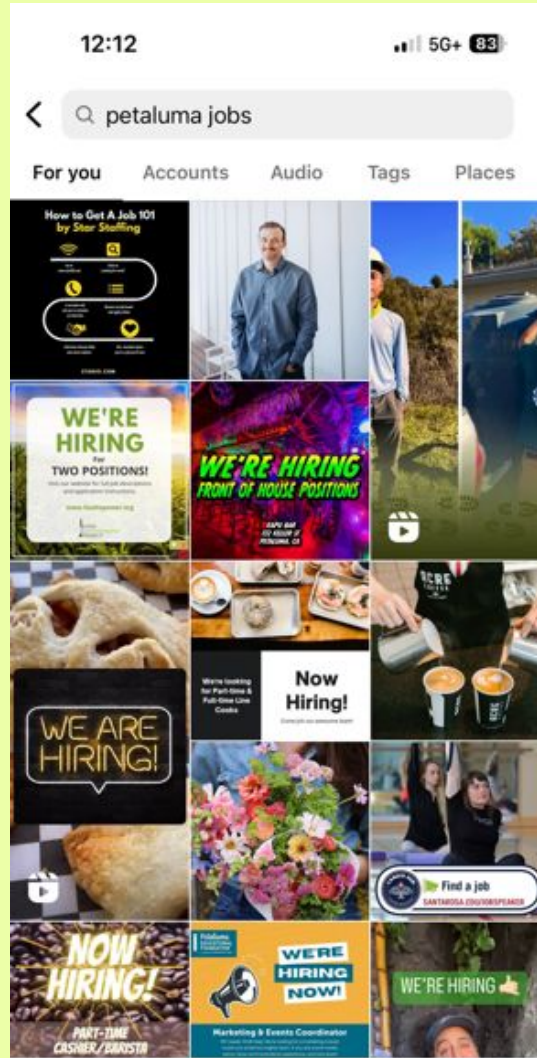
avidcoffeeroasters Want to work with us?

Bring your resume and your stellar personality to our

Use the Search



- hashtag
- profile



- Check out reels/stories
- Expect posts will be removed when job filled

Still need ideas?

Acme Burger
Active Wellness Center
Adidas
Adventure Recreation Center
Aeropostale
All American Printing Services Inc
Alto Tiburon Vet Hospital
American Eagle Factory Outlet
American Eagle Store
Americas Tire
Amy's Drive Thru
Autozone
Baskin Robbins
Bonchon Petaluma
Boulevard Cinemas
Boys & Girls Clubs of Sonoma-Marin
Brooks Brothers
Cafe Bellini
Cattlemans Restaurant
Cinema West
Code Zone
Costeaux French Bakery
Cravin's Candy Emporium
Crumbl Cookies
Dicks Sporting Goods
Domino's Pizza
Eddie Bauer
El Roy's Express Mex, Inc
Express Outlet
Five Below
FoodMaxx
Friedman's

Gap Outlet
Goodwill Industries Redwood Empire
Habit Burger Grill
Hansel Subaru
Hansel Toyota
Hello Penngrove
Home Goods
In-N-Out Burger
Jamba Juice
Kohls
La Azteca Taqueria
LandPaths
Larsens Tree Farm
Levi Strauss and Co.
Lombardi's BBQ, INC
Lucchesi Deli
Lucky Supermarket
Mama J's Pizzeria
Mary's Pizza Shack
McDonalds
Mickelson Pumpkin Patch
North Bay Theatrics
Olema House LP
Oliver's Market
Panera Bread
Papa Murphys Pizza
Paradise Pet Resort
Party City
Penngrove Market
Petaluma Pumpkin Patch
Petaluma River Park Foundation
Petaluma School of Ballet

Petaluma Swim Center
Pizza Guys
Play Marimba Programs LLC
Pronzini Christmas Tree Farms
Pronzini Pumpkin Patch
Rebounders
Round Table Pizza
Safeway
San Marin Animal Hospital
Santa Rosa Pumpkin Patch
Schafer's ATA
Servico Building Maintenance
Shake Shack
Sonoma County Family YMCA
Sonoma Golf Club
Sorensen Mortuary
Sprouts Farmers Market LLC
Starbucks Coffee
Steve & Kate's Camp
T. J. Maxx
Taco Bell
TARGET
The Bay Club
The Mad Sicilian
TJ Maxx/Home Goods
Torches Petaluma
Trader Joes
Valley Orchards Retirement
Washington Square Vet Clinic
Washoe House
Yogurtland
Zumiez



College & Career Center

Home

College & Career
Exploration

College Planning Checklist

Events & College Visits

Financial Aid

Forms

Graduation/A-G
Requirements

Job Readiness/Volunteer
Opportunities

SAT/ACT

[WELCOME TO YOUR COLLEGE & CAREER CENTER](#)

[In Person & Virtual College Visits](#)

[10,000 Degrees Office Hours/ Tuesday, Thursday & Friday, 9-3 in the CCC.](#)

[WHAT DOES THE CCC OFFER:](#)

[COLLEGE](#)

[CAREER](#)

[FINANCIAL AID](#)

WELCOME TO YOUR COLLEGE & CAREER CENTER

Damien Silver, College & Career Specialist

- Work permits
- Resume help
- Job search
- Volunteer and Internship opportunities



How do I Make A Great First Impression?

- Application
- First contact with employer
- Clean social media
- Professional email address
- Interview



Different Kinds of Applications

Hard Copy Application

- Picked up in person, hand-delivered

Employment Kiosk

- Big stores like Target

Online application

- Via store's website

Resume

- Emailed or hand-delivered



Tips for Resumes

- First job?
 - Paid work experience (babysitting, moving, yardwork, etc.)
 - Volunteer work, leadership roles, clubs, sports teams etc.
- Education/relevant coursework/GPA
- Do not list your address
- Clean format and font (10-12pt)
- *Avoid fancy fonts*
- Use spell check and proofread
- One page max
- Bilingual? List it!

Need more help? Check out the Casa Grande College and Career Center website for a resume template.

Contacting an Employer



What does it mean to be professional?

- Phone
- Email
- In person

Clean up Your Online Presence!

- Professional email address (not your school email)
- Check your social media accounts
- Even if your accounts are “private” make sure your profile picture is appropriate
- Google yourself
- Assume that whatever you post online could be found by a potential employer



What skills do you have?

- Communication
- Positive attitude
- Enthusiasm
- Follow through
- Taking responsibility
- Demonstrating pride in work
- Ready and willing to work
- Tolerance and acceptance
- Listening skills
- Teamwork
- Showing up on time
- Following instructions
- Dressing appropriately
- Time management
- Good driving record
- Text, email & phone etiquette
- Clean social media presence

Ace the Interview

- Arrive at least 10 minutes early
 - Turn off phone/remove AirPods/headphones
- Dress professionally
- Good eye contact
- Smile!
- Handshake?
- Be prepared with questions FOR the interviewer
- Send a thank you card
 - 1.5 weeks later - follow up!
 - 3 weeks later - follow up!

Starbucks job interview

"What's your name?"

-Alyssa

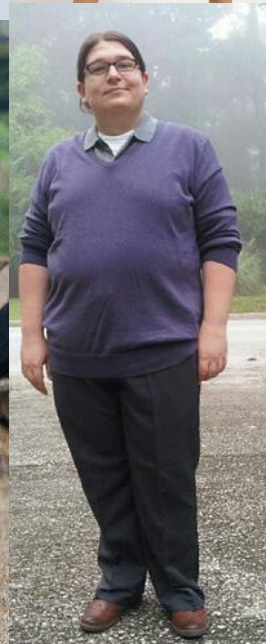
"Spell that please?"

-LARISSA

"When can you start!?"



What to Wear?



Let's Practice Interviewing!

Interview for the job you found on



1. Partner up
2. Take turns being employer and job-seeker
3. Interviewer **picks 3 questions** to ask:
 - Tell me about yourself?
 - Why do you want to work for us?
 - What would your teachers say about you?
 - What are your strengths?
 - What are your weaknesses?
 - Why should I hire you?

Goal: spend about 30 seconds answering each question
When you're done, switch partners!



Thank
you!

Questions? Email your counselor!

<https://www.aeseducation.com/blog/what-are-21st-century-skills>