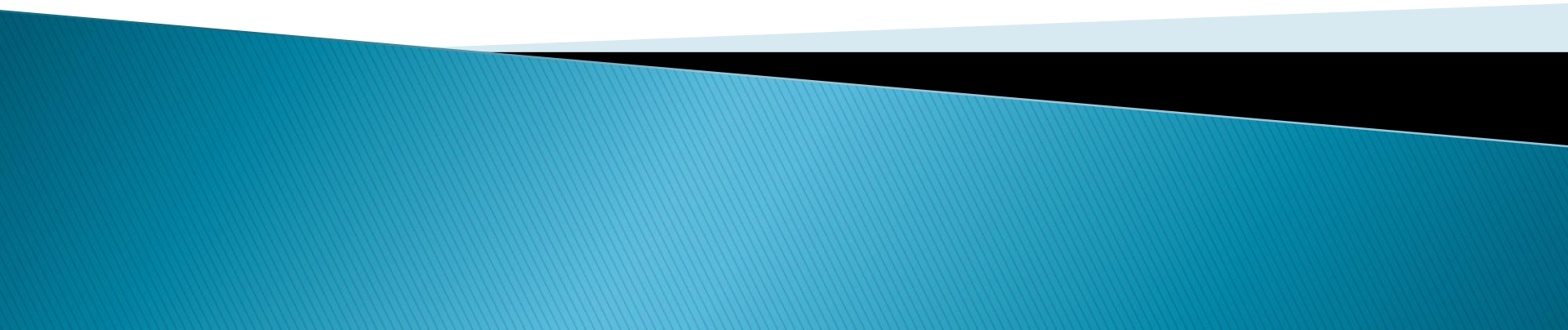
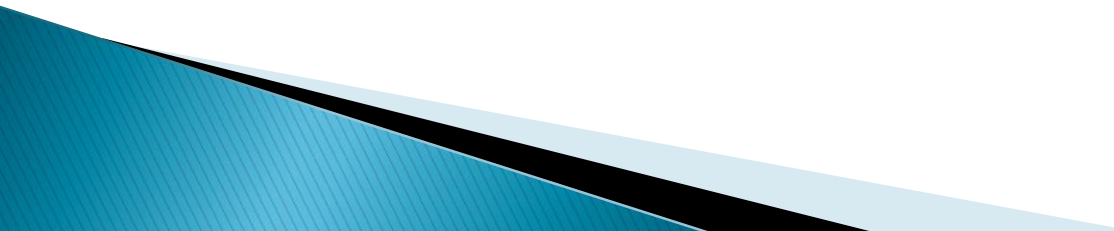


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TOPIC

JOB SEEKING SKILLS



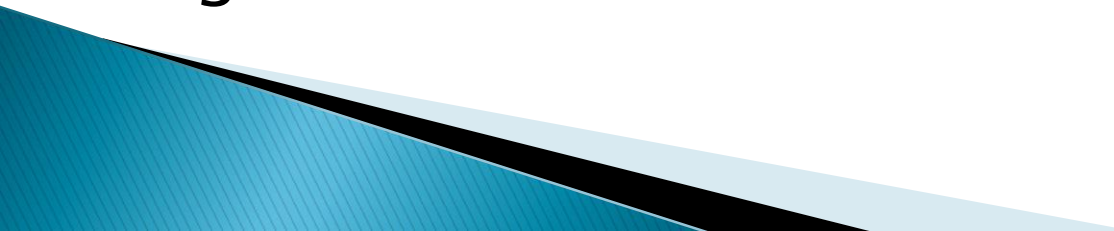
CONTENTS

- ▶ Getting Started
 - ▶ Changing the way we see ourselves
 - ▶ Where you are now
 - ▶ Job seeking the Easy way
 - ▶ Resumes and Referees
 - ▶ Finding a Job
 - ▶ Applying for the Job
 - ▶ The Interview
 - ▶ Successful and Unsuccessful
 - ▶ The Workplace
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GETTING STARTED

- ▶ A Job-seeker has to take certain initial steps for seeking a suitable Job.
- ▶ Dreaming your Future.
- ▶ Converting hobbies and volunteer experience into paid work.
- ▶ Job seekers should let their dreams work their magic.
- ▶ Focusing on one thing at a time will take you closer and closer to your goals by degrees.
- ▶ A person or situation or opportunity will come along to help you.
- ▶ Miracles do happen. So don't lose heart.


CHANGING THE WAY WE SEE OURSELVES

- ▶ Think positive about yourself First.
 - ▶ Step by Step Goals setting.
 - ▶ Short, Medium and Long Term Goals.
 - ▶ Self-esteem is a synonym for self-confidence, and Self-respect.
 - ▶ Don't get depressed under any circumstances.
 - ▶ Think of the future rather than of the past.
 - ▶ Keen on improving themselves.
 - ▶ Using visualization and affirmation to achieve goals.
- 

WHERE ARE YOU NOW

- ▶ An employer expects an employee to possess not only necessary educational qualifications supported by certificates but also mix of unique skills, qualities and attitudes.
 - ▶ Some qualities are inborn and some are cultivated through hard efforts and willingness to emulate great men.
 - ▶ Let us see how people can acquire skills.
 - ▶ We can cultivate useful attitudes by cultivating certain good habits.
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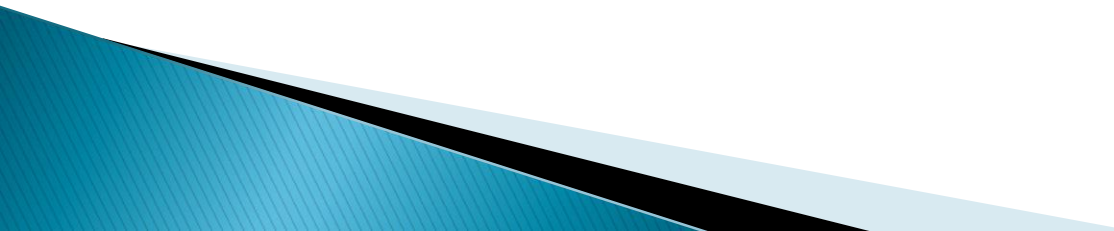
JOB SEEKING THE EASY WAY

- ▶ First, get a clear idea of the job of your dreams.
 - ▶ Networking as a method to get the job of your dream.
Ex: Family, Friends, Relations, neighbours
 - ▶ Networking or befriending people is very easy.
 - ▶ Networking people is to avoid closed questions and ask open questions. Closed questions are yes/no questions which elicit only brief, monosyllabic yes/no responses.
 - ▶ Making choice.
- 


RESUMES AND REFEREES

- ▶ A Resume is a summary of one's personal record submitted along with the application for a job. (Resume is a French word).
- ▶ A covering letter should be attached along with Resume while applying for job. It should attract the attention of the employer.
- ▶ Bombastic words and ornamental phrases should not be used. The Resume and covering Letter should be free from mistakes.
- ▶ In the follow-up letters candidates thank the potential employer for the time given for interview.


FINDING A JOB

- ▶ There are several ways in which you can look for a job that suits you.
 - ▶ Reading wanted columns in Newspapers.
 - ▶ Visiting Web-sides.
 - ▶ Reading the notices everywhere.
 - ▶ Recommendations made up by all good peoples.
 - ▶ Knocking at doors.
 - ▶ Creating our own working opportunities.
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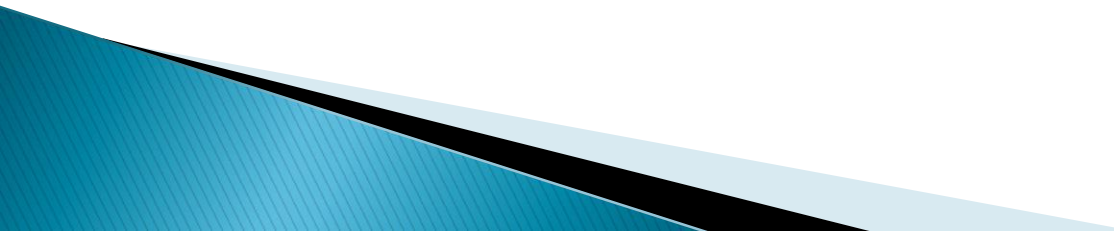
APPLYING FOR THE JOB

- ▶ What the employer is looking for...
 - ▶ Revising your Resume
 - ▶ Preparing your applications and Documents as perfect.
 - ▶ Keep waiting for good opportunity.
 - ▶ Looking for good responses.
 - ▶ Waiting for Interview.
- 

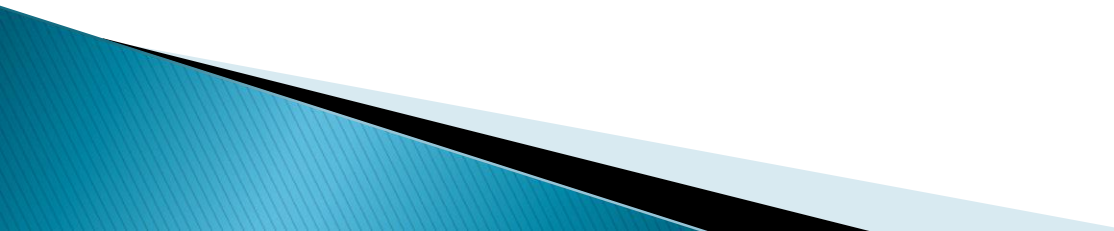
THE INTERVIEW

- ▶ At the Interview
 - ▶ Introduction
 - ▶ Opening Questions
 - ▶ Questions about the selection Criteria
 - ▶ What...If Questions
 - ▶ Question about your strength and weakness.
 - ▶ Questions about equality of opportunity, ethical and ethnic issues.
 - ▶ Questions about hobbies and interests.
 - ▶ Some do's and don'ts
 - ▶ After Interview
- 

SUCCESSFUL OR UNSUCCESSFUL

- ▶ What you have learned so far
 - ▶ You must feel happy if you are appointed.
 - ▶ If you are successful.
 - ▶ Orientation for new appointees.
 - ▶ The rules governing in service training, vacation, dress code, etc., have to be explained.
 - ▶ If you are not successful .
 - ▶ If you are not appointed, you can phone up the interviewer and request him to tell you what deficiencies in you caused your failure.
 - ▶ Try to overcome deficiencies and begin your new life.
- 

THE WORKPLACE

- ▶ Before joining the appointees had better clear doubts regarding the atmosphere.
 - ▶ Employees.
 - ▶ Volunteering and community work.
 - ▶ Dealt with in the chapter “Successful and Unsuccessful”
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ALL THE BEST

THANK YOU

