

Job Search Issues

Yes	No	Undecided	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. When seeking employment, is it usually helpful to be currently employed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. When seeking employment, is it advisable to tell only prospective employers that you are unemployed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. If you happen to have financial difficulty, should you inform the prospective employer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Do you believe the way you dress can influence the outcome of the interview?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. When greeting the prospective employer, should you extend your hand first?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. If on your previous jobs you had been praised for some outstanding work you had done, should you mention it?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. If you have a physical or mental disability, should you mention it?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Should one who is uncomfortable during interviews try to rehearse in advance of what he/she will probably be asked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. If there are moments of silence during the interview, should you try and "make" conversation?

Job Readiness publications:

- Family Finances: Getting By on Less
- Grooming for Employment
- Problem Solving
- Adjusting to Unemployment
- Ability to Follow Directions

Publications available in these topic areas:

- Resumes and Applications
- Interviewing
- Job Search



... continued on the back



Yes
No
Undecided

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. If the employer doesn't ask you, should you volunteer reasons why you may wish to work for him/her? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Is it usually desirable to bring with you a resume of your training and experience? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Is it proper to ask the employer about his/her company policies? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. If the employer fails to mention the salary offered, should you bring it up? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. If you have friends working for the organization for a number of years, would you tell this to the employer? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. If the employer asks you what salary you expect, and you do not wish to quote either too low or too high a figure, would you give him/her a precise figure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. If among the reasons you left your former job were some that were uncomplimentary to the employer, should you give a full account of these to the prospective employer? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. After your interview, would you send a "thanks-for-the-interview" note to the prospective employer? |

STATE OF WISCONSIN



Department of Workforce Development

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