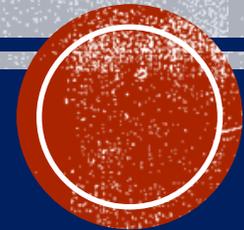


**100,000 OPPORTUNITIES**  
Initiative



**GET READY 4 WORK**

# 100,000 Opportunities Initiative Introduction

- The 100,000 Opportunities Initiative is a national strategy that bridges the opportunity divide by connecting youth, 16 -24 years old, who are not in school and not working to employers that are looking for strong talent.
- More than 2500 youth in Chicago have been placed in jobs as a result of this initiative.
- Our Get Ready 4 Work Days prepare candidates to put their best forward when interviewing with employers.

**thrivechicago**



# GET READY 4 WORK OVERVIEW

- ❑ Soft Skills for Interviewing
- ❑ 1 Minute Elevator pitch
- ❑ Career Exploration
- ❑ Social Media Do's and Don'ts
- ❑ References
- ❑ Interview Attire and Grooming
- ❑ 100K ResumeWorks
- ❑ Mock Interview
- ❑ Company Profiles & Applications
- ❑ Registration and Scheduling



# SOFT SKILLS FOR INTERVIEWING



  
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# What Are Soft Skills?

- Soft skills is another word for “people skills.” The attributes consist of individuals having good manners, common sense, having the ability to have empathy for others, and collaborate with others.
- One of the most important attributes that employers also seek in a prospective candidate is adaptability. Is the person easy to coach and will they be able to adapt to any changes that the company might be presented with.
- **Key Topics in Discussion:**
  - Time Management
  - Communication Skills



# Time Management

- Time management is a skill of simply being on time. In a work environment this means meeting deadlines, setting priorities, and staying on task. The best way to start demonstrating this skill is the day of your interview.

## Be on time

- Always arrive 15-30 minutes ahead of your interview start time. Plan how you will get to interview the night before.
- Re-check the directions in real time at least an hour before you think you need to leave.
- Give yourself at least 15 minutes to spare for every half hour you expect to be in traffic.
- If you're using public transportation, choose a route that will get you to your location with plenty of time to spare, and don't forget to take into account any necessary walking from the drop off point to the building.



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# Communication Skills

- One of the highest skills on demand that many company recruiters look for in job applicants is having good communication skills. Communication includes talking, writing, and listening.
- **Key Topics:**
  - Greet the Interviewer
  - Handshake
  - Facial Expression
  - Body Language
  - Eye Contact
  - Voice
  - Personal Conversations
  - Common Courtesy



A word cloud graphic with 'Communication Skills' as the central focus. The words are arranged in a circular pattern around the main title. The words include: Listening, Master, Effective, Body, Language, Well, Non-verbal, Business, Cross, Good, Message, Active, Empathic, Cultural, and Listen. The colors of the words range from dark green to brown.



# Communication Skills (cont.)

- **Greet the interviewer.** Greet the person who will be interviewing. Smile, provide eye contact, and give a good solid professional handshake.
- **Handshake.** A handshake is one of the most important parts of an interview. According to research, having a firm handshake are far more likely to get a job than candidates with a limp grip. Having a solid handshake is as important as dressing for an interview and having a prepared resume.

## ➤ *Pointers on Handshakes*

- Be the first to extend your hand with a confident reach
- Make sure your hand is clean and dry
- Solid grip
- Look person in the eye
- Be sincere
- Know when to let go
- Give a handshake at the beginning or interview and after



# Communication Skills (cont.)

- **Facial Expression.** A facial expression is your smile. There are times when it won't be appropriate to smile but make sure you smile as much possible. Your smile demonstrates character and enthusiasm. This is one of the most consistent complaints heard from employers during interviews, not enough job seekers smile, showing lack of interest or enthusiasm during an interview.
- **Body Language.** It is important to have good posture starting from the moment of being seated to the start of the interview. Sitting upright demonstrates that interviewee is comfortable and confident. Sitting sloppy or slouchy will demonstrate carelessness and laziness, and an "I really don't care" attitude. Do not lean too far back and do not lean too forward. Think about when your parents or someone in your family would say "Sit up straight". They were preparing you for this moment.
- **Eye Contact.** Speaks of confidence and self-esteem. This is considered non-verbal communication. Your eyes can do a lot of talking without saying a word. Look at your interviewer but do not stare. If being interviewed by more than one person, make sure eye contact is given to all when speaking to demonstrate that all are important.
- **Voice.** Don't sound too soft or too loud. Practice with coaches, family, or friends.



# Communication Skills (cont.)

- **Personal Conversations.** Employers will ask questions about previous experience to match a good candidate with available positions. Some questions will sound as if they are asking personal questions. Steer away from answering anything too personal unless asked. Do not mention personal or financial problems. Do not make a statement such as "I NEED A JOB", that is a statement of desperation and might sound like a person is seeking only temporary assistance and might not last long at a place of employment.
- **Common Courtesy.** Goes a long way in this day and age. Common courtesy can open many doors if done properly. When done over and over it becomes a lifestyle and can be easily recognized when not provided.
  - Be respectful to your interviewer by calling them "Mrs.", "Mr.", "Ms.", etc.
  - Do not chew gum during interview
  - Do not use slang or street words
  - Respond with Yes or No. Do not answer with "YEAH or NAH".
  - Use proper English.
  - Do not interrupt when the interviewer is speaking.
  - Thank the interviewer when interview is finished.

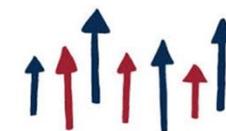


# 1-Minute Elevator Pitch

- Prepare a 1-minute elevator speech about yourself. Write pitch down on paper. Do not use slang. Make sure you understand the company needs and listen to employer's expectations. Rephrase those needs in your pitch. Demonstrates active listening. Be confident.
- Questions to ask yourself when preparing a pitch.
- Who are you?
  - Full name
  - Your interest (about working, volunteering, internships)
  - School graduation or status (if applicable)
- What do you like to do or what can you offer (previous experience)?
  - How many years of experience (sports, clubs, previous work experience)
  - Accomplished activities or experiences learned
- What do you bring to table?
  - Explain why you would be a value to the company
  - Explain why you chose to apply for the company (speak about company history, services, products, personal experience with company)
- Practice speech with friends, counselors, parents, etc.
- Here are examples of an elevator pitch:
  - <https://www.youtube.com/watch?v=uyxfERV5ttY> <https://www.youtube.com/watch?v=LDpegStfGTA>



# CAREER EXPLORATION



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# Career Assessment

- Career assessment is an activity that enables you to consider your interests, skills, abilities, and values and how they relate to careers.
- Find your career interest <https://www.careerinfonet.org/skills/default.aspx>

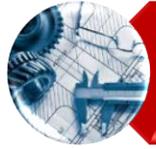


# Industry Sectors



## Healthcare

- Nursing
- Allied Health Professionals
- Community Health Workers
- Medical Administration



## Manufacturing

- Food
- Chemical
- Machines
- Equipment
- Food



## Information Technology

- System Analyst
- Technical Support
- Network Engineer
- Technical Sales
- Web Developer



## Retail

- General Stores
- Food Retailers
- Grocery Retailers
- Specialty Retailers
- Small Business Stores



## Hospitality

- Hotels
- Event Planning
- Theme Parks
- Tourism
- Nightclubs/Bars



## Transportation/Logistics

- Logistic services
- Air and Express Delivery Services
- Freight Rail
- Maritime
- Trucking





# Do's and Don'ts

## Do's

1. Do use social media to network and job search by using social platforms like LinkedIn
2. Do join in social media groups that focus on related career interests, workforce overall, and professional development
3. Do follow companies via social media to be on top of their current news
4. Do have professional and personal social media accounts
5. Do have a professional profile picture -DIY



# Do's and Don'ts (cont.)

## Don'ts

1. Don't forget everything online can be seen by anyone if not protected
2. Don't link your personal account to job applications, only use your professional account
3. Don't have flaunting, partying, unprofessional profile or status pictures
4. Don't keep your account outdated
5. Don't post political, religion, or vulgar comments on your professional account



<https://www.youtube.com/watch?v=JmukelUppDE>



# REFERENCES



# Importance on References

- Ask people for permission to use them as a reference so they can expect a call in the future from an employer.
- Provide references of people who have known you for more than 2 years. Having a reference less than 2 years can potentially question your judgement, professional network, and past performance.
- Make sure reference contact numbers are correct. If available provide a secondary number to your reference and an email. Not being able to contact your reference can potentially harm your opportunity to gain employment with employer.
- Do not provide a reference that you have not spoken to or kept in touch with in a long time. You can't afford to have a reference provide bad feedback about you or your performance.
- A reference can be a former employer, an adult friend (not family), your counselor, teacher, minister, extracurricular coaches. DO NOT choose your parents, your siblings, or your best friends.



# INTERVIEW ATTIRE & GROOMING



# Dress to Impress

- Dress professionally, just like common courtesy is described as an important part of an interview, dressing for an interview is a visual courtesy that interviewers first look at. Dressing the part for an interview will demonstrate maturity level, responsibility, and most importantly, that the candidate is ready to work.



## Examples of what to wear

1. Blouse (Women)/ Collar Button-up Shirt(Men)
2. Tie (preferably)
3. Slacks (Men and Women)
4. Skirt (by knee or below knee length)
5. Sweater Vest or Sweater with Button up (Men and Women)
6. Blazer (Men and Women)



# Clothes to Avoid

- We all want to look cute but it is important to know the difference between going out clothes and going to work clothes. Something you wear to go to a local shopping center or hang out at a party is not appropriate for an interview

## Examples of what not to wear

1. Tank tops, spaghetti strap shirts, low-cut, or see through blouses.
2. NO JEANS
3. Flip flops or gym shoes
4. No type of hats (men or women)
5. No athletic clothing (jogging pants, yoga pants, athletic clothing)
6. T-shirts (plain or designs)
7. Hooded sweatshirts
8. Take your jackets off before interviewing
9. No shorts (men or women)
10. 10. Short skirts



# Grooming

- Shower or bathe
- Deodorant
- Hair style-simple and professional
- Nails-Clean and neutral polish. Short preferably.
- Ironed clothing
- Clean teeth, fresh breath
  
- Conclusion: <https://www.youtube.com/watch?v=bQRXpKUKT7k>



# 100K RESUMEWORKS



# MOCK INTERVIEW

Need To Practice Those  
Interview Skills?



# COMPANY PROFILES & JOB APPLICATIONS



# REGISTRATION & SCHEDULING



**SEE YOU ON APRIL 6<sup>th</sup>**

