



Tips for ESL Job Seekers

Job Searching/Job Applications

Learning About Resumes

Preparing for a Job Interview

Workshop Guidelines

- ✓ Please be respectful to the host and all participants
- ✓ If you have a question, you can ask at the end of the workshop or in the chat feature
- ✓ The workshop presentation and other materials will be sent to all participants who provided an email address
- ✓ Follow up with your nearest Oakland County Michigan Works! service center for additional assistance

Tips for ESL Job Seekers

Job Searching/Job Applications



Job Searching

Looking for a job in the United States:

1. Networking
2. Michigan Works!
3. In your neighborhood
4. Online



Job Searching

Networking



Job Searching

Michigan Works!



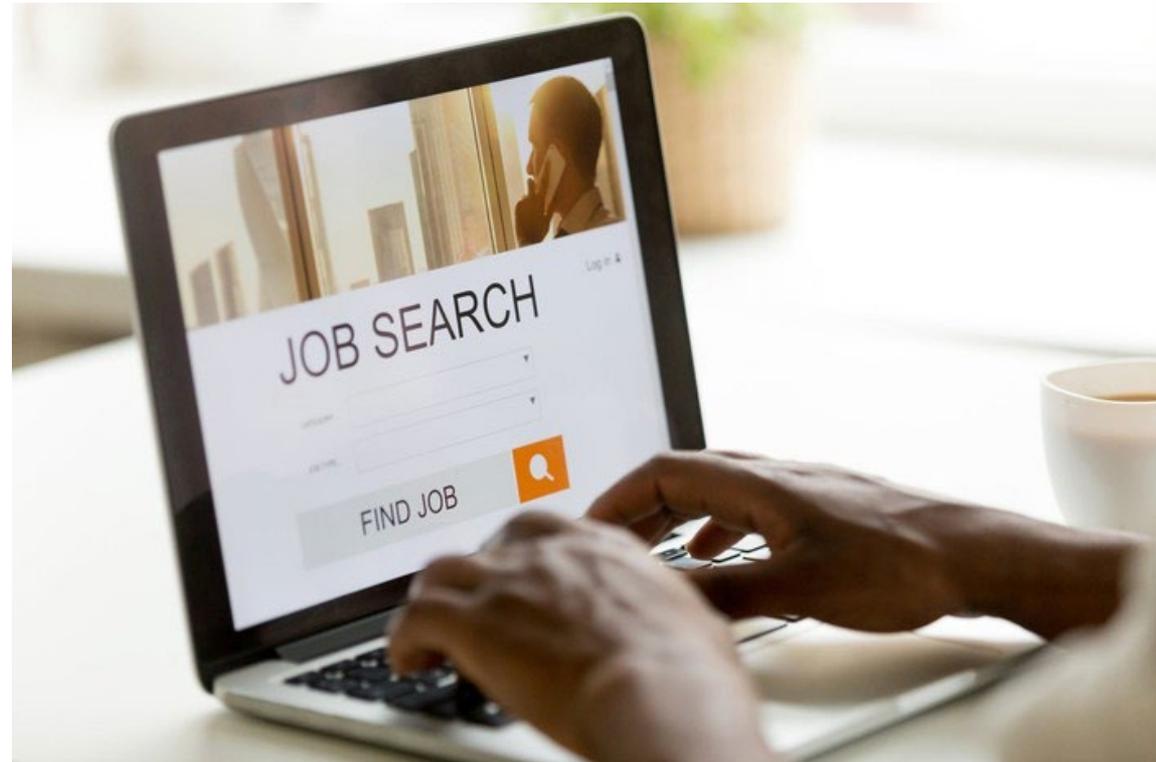
Job Searching

Your
Neighborhood



Job Searching

Online



Job Searching

Good job search websites:

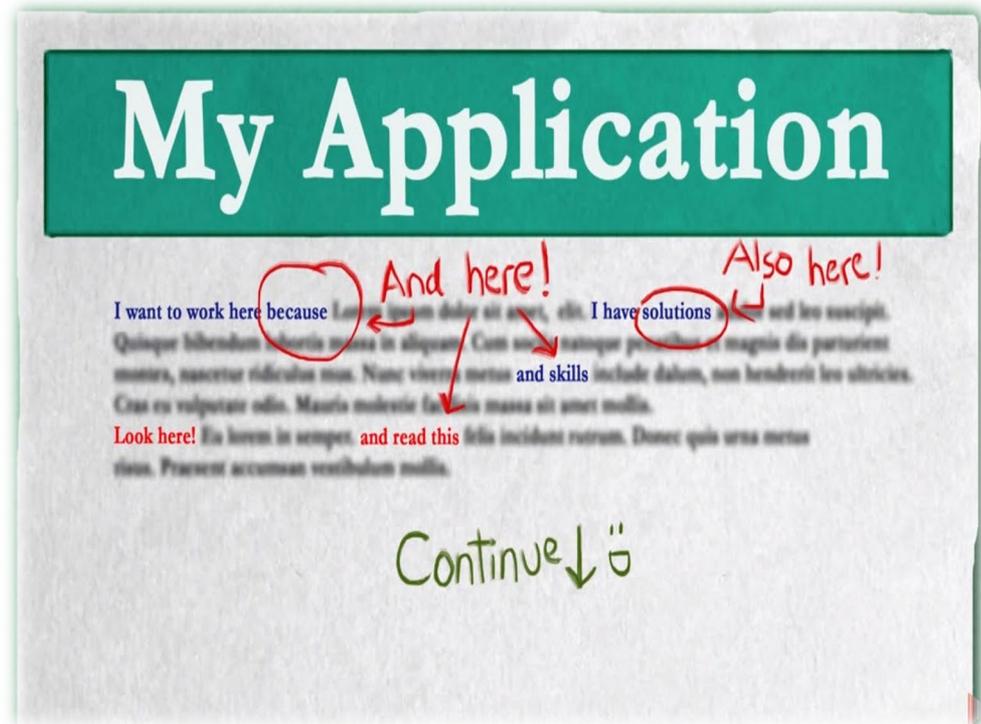
- ❑ MiTalent.org
- ❑ OnetOnline.org
- ❑ Indeed.com
- ❑ Monster.com
- ❑ CareerBuilder.com
- ❑ OakGov.com/Workforce/Job-Seekers/Pages/Employers-Hiring.aspx



Job Applications

Your first impression!

The job application is designed to help the manager spot your strengths and weaknesses quickly



Job Applications

FILLING OUT APPLICATIONS

PRE-TEST

1. Is it ok to leave blank spaces on a job application?
2. Should you use white-out on a job application?
3. Is it necessary to request a specific salary?
4. Does information have to be consistent with your resume?
5. Is it cheating if you proofread with a partner?

Job Applications

PRE-TEST ANSWERS

1. Is it ok to leave blank spaces on a job application? **Answer: No**
2. Should you use white-out on a job application? **Answer: No**
3. Is it necessary to request a specific salary? **Answer: No**
4. Does information have to be consistent with your resume?
Answer: Yes
5. Is it cheating if you proofread with a partner?
Answer: Of course not!

Job Applications

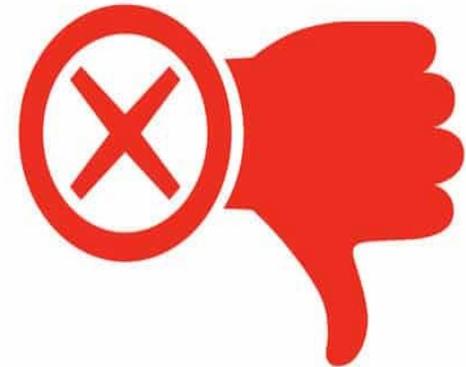
JOB APPLICATION

DO's



AND

DON'Ts



Job Applications

DO

Prepare the Following:

- + Resume, names & addresses of previous employers, start/end dates, salary information
- + Names, job titles, addresses, phone numbers, & email addresses of references

Filling Out an Application Form



- Job application form is the framework that provides space for you to share your accomplishments.
- it is used by the employer as a screening tool to help them determine appropriate candidates for an interview.
- A completed job application form also shows the employer that you are able to follow instructions.
- Always take two forms in case you have mistakes-employers will likely not even look at a form with scribbles or whiteout on it. Be as neat & tidy as possible.

 **The Open Door**
opening the door to a brighter future

Job Applications

DO

**Read and Follow
Instructions Carefully**

They will be looking at
how well you can
follow directions



Job Applications

DO

**Complete the
Application
Thoroughly & Neatly**

Attention to detail is
important!

Filling Out a Job Application

- ▶ Follow directions carefully.
- ▶ Answer all questions.
- ▶ Write neatly in blank ink or word process.
- ▶ Make sure answers are correct and well phrased.
- ▶ Proofread carefully for errors.
- ▶ Use complete and accurate addresses in the references section.
- ▶ Be sure the form is attractive, neat, and clean.
- ▶ Sign and date the application.

Job Applications

DON'T

- Don't leave blank spaces
- Don't use correction fluid - It's better if you fill out applications online, if optional
- Don't write "see resume" - Answer all questions, even if the answer is on your resume



Job Applications

POST-TEST

1. What items would you prepare when filling out a job application?
2. Can you use white-out on a job application?
3. Is it wise to have someone other than yourself look over an application?
4. Should you make a copy of applications that you fill out?
5. Is it common to skip filling out an application and say - see attached resume?

Job Applications

Handouts

Michigan Works! will send out a sample job application to participants who provided an email address



Tips for ESL Job Seekers

Learning About Resumes

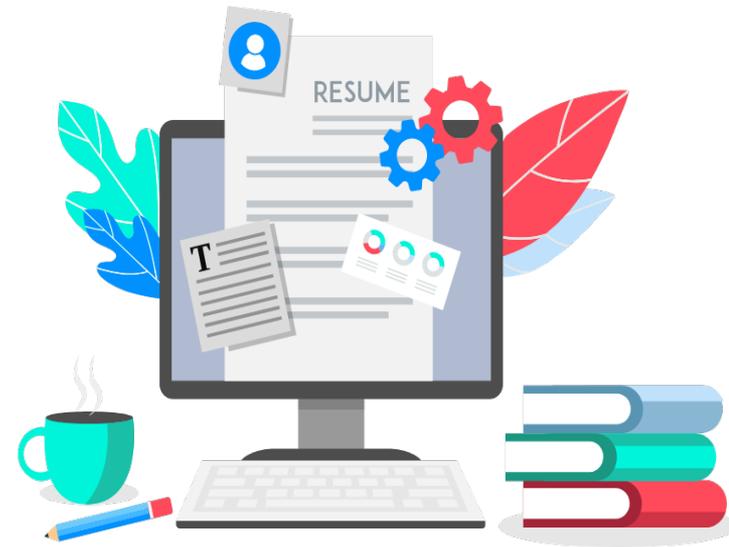


Resume Tips

What is a Resume?

A resume is a written summary of your education, work experience, credentials, and accomplishments that is used to apply for jobs.

It is one of the most important pieces of any job application.



Resume Tips

Why do you need a resume?

- ✓ A marketing tool: it is a **sales** tool for yourself
- ✓ Shows your communication skills
- ✓ Chance to make a positive first impression
- ✓ To obtain an interview, not a job



Resumes - Hidden Messages

Resume

- ❑ Neat
- ❑ Well-organized
- ❑ Error free
- ❑ Professional appearance

You

- ❑ Neat
- ❑ Well-organized
- ❑ Attention to detail
- ❑ Careful & competent

Resume Tips

Employers want to see accomplishments!

- ✓ **Your work experience** - both paid and unpaid, full time and part time. Write down your responsibilities, job title and company information. Include everything!
- ✓ **Your education** - include degrees (and your major) and certificates you have. If you do not have a degree, you can list courses you took that are related to the career you want.
- ✓ **Other accomplishments** - membership in organizations, military service, or any other special accomplishments.

Resume Tips

Include Transferrable Skills

Skills that you can take with you from one job to another

- Communication
- Analysis
- Operate Equipment
- Learn Quickly
- Assemble Products
- Take/Follow Instructions
- Motivate Others
- Customer Service
- Dependable
- Flexible
- Supervising skills
- Time Management



Resume Tips

Do Not Include...

- Prior salary information
- References
- Age, marital status, height, weight, religion, ethnicity, and/or personal photos
- High school experiences should not be included, unless recent and relevant

Resume Tips

- Write the full name of your degree
- If you have some education past high school, but not a full degree, you can list courses you took *towards* a degree
- Let them know if your degree has been evaluated

Masters Degree in Chemical Engineering - 2009

Max Planck Institute

Gesellschaft, Germany

Evaluated: May 2014

Resume Tips

Handouts

Michigan Works! will send out a sample fillable resume to participants who provided an email address



Tips for ESL Job Seekers

Preparing for a Job Interview



Interview Tips

It's just a **conversation**

Before you start, it might help to tell them:

“I am excited to be here with you today! Before we start, I wanted to let you know that because I am still working on my English, it might take me a little longer to answer some questions. I hope that is ok. ”



Interview Tips

- Choose your outfit
- Know the location of the company a few days before your interview
- Sleep well and eat healthy (no sugar)
- Be polite and friendly to everyone you meet
- Maintain good eye contact during the interview
- Silence your phone
- Dress for success
- Don't wear too much perfume or cologne
- Be on time! (arrive 5-10 minutes early)
- Don't bring coffee to the interview
- Bring 3 copies of your resume with you on nice paper

Interview Tips

“Tell me about yourself.”

- ✓ Tell them things that are similar to the job posting
- ✓ Talk about: skills you have, and jobs you have done
- ✓ Tell them you love learning and are excited to work here!
- ✓ Do not talk about personal information – *family, religion, politics*



Interview Tips

“Tell me about yourself.”

Example Answer

I am trained as a Chemist and have a bachelor's degree from Ukraine in chemical engineering. When I moved here 3 years ago, I started working on my English skills so I could work in the states. From my ESL program, I got new training as a Pharmacy Technician. I love learning new things and I am excited to start this new career!



Interview Tips

“What is your best strength?”

Example Answer

I love learning new things. It has been fun to gain new skills and learn a new language since I moved here. Living in a new country means I am learning new things every day. I am a teachable person and a great listener so that makes things easier for me. I am excited to learn even more and to start my career here!

OR

I love to research things. Being in a new country and learning a new language means I have to research things all of the time. If I don't know something, I look it up or I ask someone for help. I am trained in the sciences, so finding information is something I really enjoy. I know this job has a lot of research in it, so I can see this being a great fit for me!

Interview Tips

“What is a weakness of yours?”

Example Answer

Sometimes understanding a new technology can be difficult for me. I have to learn the program AND translate the language in my head for correct meaning. So it can be like learning two languages at once. It may take me a little longer than a native English speaker to learn a new program, but I love to learn and always ask for help if I get stuck.



Interview Tips

“Where do you want to be five years from now?”

*You have to prove that you have done some **career planning**. Tell them you hope to grow with the company as you prove what a great worker you are.*

Example Answer

I want to keep building what I know and adding new skills to my experience. I hope to prove what a great worker I am at your company and build a strong career here with your team. My move to the United States is permanent and I am excited to see what career pathway I can develop here!

Interview Tips

“Why did you leave your last job?”

***MOVED:** Tell them a little about the job you held, skills you gained, and the company you worked for. Tell them your move to the United States was the reason you left your last job and you are **EXCITED** for your future here!*

Example answer

My move to the United States was the reason I left my last job. I loved being a Chemist and learned a lot from that experience. The company was great to work for and I had built strong relationships with my colleagues. I can see a lot of similarities between my last role and this new position and company, so I feel like it will be an excellent fit for my skills and my career.

Interview Tips

“Why should I hire you?”

- ✓ Talk about why your background makes you a good candidate and how you are going to make a difference at the company.
- ✓ Tell them you are excited to apply your global experience to a position here and be able to share what you know with others.

Example answer

I have a positive attitude and a drive to be successful. The skills I have make me a perfect fit for the role and I feel like this company has a lot of common goals and values as I do. I want to build a career here and will do all I can to show that I'm the best candidate for the job!

Interview Tips

Example of a good job interview

In this video, Mary shows us how you should conduct yourself in a job interview



Interview Tips

After the Interview

- ✓ Send a thank you email
- ✓ Send the email within 24 hours

Think about:

- ✓ What did you do well
- ✓ What you could have done better

Thank You Email
After an Interview



Summary

- Know yourself and what you have to offer
- Be able to define how you and the position are a match
- Know the organization's history and the benefits you would bring
- Prepare a strong resume
- Practice, practice, practice!
- Select appropriate interview clothes



Tips for ESL Job Seekers

Any
Question?



Comments





At Your Service

Monday-Friday, except state holidays

NOVI

31186 Beck Road
Novi, MI 48377

(248) 926-1820

OAK PARK

22180 Parklawn Street
Oak Park, MI 48237

(248) 691-8437

PONTIAC

1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD

21415 Civic Center Drive, Suite 116
Southfield, MI 48076

(248) 796-4580

TROY

550 Stephenson Highway, Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD

7500 Highland Road
Waterford, MI 48327

(248) 617-3600

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OAKLAND COUNTY EXECUTIVE