**WOULD YOU HIRE YOU? KEY**

**Student NOTES**

1. **OBJECTIVES:**
2. ***Investigate the O\*NET Website***
3. ***Assess necessary skills for employment***
4. ***Select a prospective career***
5. ***Compare one’s skills with job requirements***
6. ***Probe techniques prospective employers use in the hiring process***
7. **O\*NET:**
8. O\*NET is ***free*** and contains ***hundreds*** of ***occupation***-specific ***careers***.
9. It helps to ***evaluate*** or ***investigate*** career ***options***.
10. The Main Web site is: [***http://www.onetonline.org***](http://www.onetonline.org/)
11. The online survey link is: [***http://www.mynextmove.org/explore/ip***](http://www.mynextmove.org/explore/ip)
12. If you already have a career in mind, use this link: [***http://www.mynextmove.org/***](http://www.mynextmove.org/)
13. The average person changes jobs ***11*** times in a lifetime.
14. The average ***retirement*** age is 67 years.
15. ***Education*** doesn’t end with ***high school*** or ***college graduation!***
16. ***Entry***-level skills: ***basic*** skills.
17. ***Advanced*** skills: require ***direct*** knowledge pertaining to the job or could be possible ***work*** experience.
18. A ***résumé*** is used to ***“sell”*** abilities to ***prospective employers***.
19. A ***Cover*** Letter is used to ***“introduce”*** the applicant and give an overview of one’s ***qualifications***.
20. Résumés may be ***hand delivered***, ***mailed***, or sent via ***e-mail***.
21. Some sites allow for ***immediate uploading***.
22. Keep the résumé to ***one*** page.
23. Use ***brief*** phrases; no complete ***sentences***.
24. No more than ***10*** to ***12*** words per statement.
25. Make sure to have a professional ***email*** address.
26. Use ***bullet points*** where applicable.
27. ***Capitalize*** or use ***bold*** font on section headings.
28. ***Single*** space within sections; ***Double*** space between sections.
29. Be ***honest***.
30. Stress your ***achievements***.
31. If printing, use good, quality ***bond paper***.
32. Do not include ***references*** on the résumé.
33. ***37%*** of companies research candidates via ***social media***.
34. Delete ***questionable*** pictures.