

Marion Bennett Youth Program

CONTINUED FROM LAST WEEK

PREPARE FOR THE INTERVIEW:

You are selling the most important asset you have, "YOURSELF." If you have prepared for it, the interview will not be difficult.

1. Know something about the business or company where you are applying.
2. Know the name of the man or woman to whom you are applying.
3. Take a pen and be prepared to complete additional forms.
4. Dress properly for the job -- dress alone cannot get you the job, but it can lose the job.
5. Be prepared to answer the following questions:
 - a. "May we communicate with your previous employers?"
 - b. "Why did you leave your last job?"
 - c. "What is your ultimate career goal?"
 - d. "Why do you feel you are qualified for this position?"
 - e. "Do you have any chronic or recurring illness?"
 - f. "Have you ever been fired from a job?"
 - g. "Have you ever been arrested or convicted of a felony?"
 - h. "What is the minimum wage you will consider?"
 - i. "Have you ever been bonded?"
 - j. "Have you ever suffered an occupational injury?"

HAVING THE JOB INTERVIEW:

When you are notified that you are to have an interview, do the following:

1. Arrive at the interviewer's office five to ten minutes before the scheduled appointment.
2. GO ALONE! Don't take a friend or a parent.
3. Check your appearance.
4. Don't smoke or chew gum.
5. Introduce yourself to the receptionist or secretary.
6. Speak clearly throughout the time you are in the office.
7. Give a firm handshake (but do not offer to shake hands unless the interviewer offers first).
8. Stand until the interviewer tells you to be seated.
9. Answer all questions completely (do not use YES or NO).
10. When the interview is over, thank the interviewer and GO.
11. Thank the receptionist or secretary as you leave.

WHERE AND HOW TO FIND A JOB:

SCHOOL - Each high school has a Work Experience Coordinator who will help you find a job during the school year. This job can also earn you high school credit.

PRIVATE EMPLOYMENT AGENCIES: The names of these agencies may be located in the "Yellow Pages" of the telephone directory under "Employment Agencies."

Presently the law requires that these agencies must charge you up to 25% of the first month's salary. The fee is to be paid before you start work.

NEWSPAPER: In the Classified Section of any newspaper will be a section called "Help Wanted -- Male & Female." The three daily newspapers available are: Review-Journal, Las Vegas Sun and Valley Times & one weekly, The Las Vegas VOICE.

FRIENDS AND RELATIVES: Many job openings never get listed with agencies or newspapers, but are filled by friends and relatives of company employees. Let your friends and relatives know you are looking for a job. Be sure they know the type of job and the hours you are interested in working.

UNIONS: Each union has its own regulations and procedures for membership. If you are interested in joining a union, go to that union's business office and inquire about becoming a member. The name and address of all unions can be found in the "Yellow Pages" of the telephone directory under "LABOR ORGANIZATIONS."

Many unions have a training program for new members called "Apprenticeship," which you must qualify for to join. Other unions only require you to pay monthly dues.

THE STREETS: Watch for signs in store windows, or go into stores and businesses and ask to see the manager or someone in the Personnel Office about a job.

When you check the streets, be prepared then you will give a good impression to the businessman.

STATE OF NEVADA EMPLOYMENT SECURITY DEPARTMENT: Each Employment Security Office has a listing of jobs (non-union) available in the valley. The list is printed daily and is called the JOB BANK. Also, during part of the year, Employment Security houses offices for "Youth Employment Security" and "Summer Youth Programs." The location of the three offices:

Nevada Employment Security
135 South 8th St. (Second Floor)
Las Vegas, NV 89101

Nevada Employment Security
2071 Las Vegas Blvd. North
North Las Vegas, NV 89030 or

Nevada Employment Security
200 Water Street, Room 30
Henderson, NV 89105

The hours at all three offices are 8:00 a.m. to 5:00 P.M., Monday through Friday. To use the services available from Employment Security, you will be required to complete several different forms. Samples of these forms will appear on the pages following.

1. To register for Employment Security services complete Form ES-511, "Work History." Return form to the receptionist.
2. After returning the form ES-511 to the receptionist you may use the JOB BANK list to look for a job referral.
3. Turn to the sample JOB BANK list and locate a job opening that interests you; complete Form NSES-2078, the Job Counselor will see you and discuss the job opening with you. If you qualify for the job, the Job Counselor will give you Form ES-508 "Introduction Card" which you will present to the employer.
5. You are off to complete an Application Blank and a job interview. Remember what you have learned about applications and interviews.
6. When you arrive at the Employer's place of business, present your Introduction Card (ED-508) to the secretary (so that she knows you have an appointment for an interview and also that you have been pre-screened by Employment Security for the position.

OTHER PAPER WORK YOU MAY NEED:
WORK PERMIT (under 18 years of age):
You will need a copy of your Birth or Baptismal Certificate and a written request by your parents. The office is open only on Wednesdays from 8:00 A.M. to 5:00 P.M. for the Judge's signature.

SHERIFF'S CARD (OVER 18 YEARS OF AGE):
Charge \$2.00
You will need a referral by your new employer. The office is open from 8:30 A.M. to 12:00 Noon, Monday through Friday.

Metropolitan Police - Civil Identification Department
(First Floor of County Courthouse)
200 East Carson Avenue
Las Vegas, NV 89101

HOW TO KEEP THE JOB

The development of good work habits early in your work life will help to insure keeping your job now and in the future. As an employee for every one dollar in gross pay on your check, you must produce for the employer about one dollar and forty cents.

Employees are usually terminated for one of the following ten reasons; know them so as not to give the employer a reason to terminate you.

1. Frequent tardiness or absence from work. If you must be tardy or absent notify your supervisor as soon as possible.
2. Must be told to get to work frequently. Always appear to be busy; it can keep your employer from thinking you are not earning your pay.
3. Frequent breaking of company rules and regulations. Rules and regulations are made for a reason, usually for the safety of employees and maximum production.
4. Poor quantity and quality work. It takes less time to do a job right the first time and you can produce more work for the employer by not having to do the same job over.
5. Being a "troublemaker" during working hours. Be friendly and cooperative toward fellow workers; it makes the time spent at work more enjoyable. Also your fellow workers will help protect you and your job.
6. Allowing personal interests to interfere with your work. Don't have friends visit or phone during working hours.
7. Being dishonest toward the company either monetarily or in speech. This means both taking or using company assets for personal use and saying untrue things about the company or the employees.
8. Failure to communicate or comprehend directions. Not being able to explain or understand oral or written directions. Many businesses have a spoken and written shorthand that is used on the job. It is your responsibility to learn this shorthand so you can become an effective worker.
9. The inability to accept changes in methods and ways of doing a job. In the fast changing world of work, the way of doing a job may change. You, as the worker, must also be willing to change.
10. Economic slowdown or Recession. This causes many workers to be laid off because the company cannot afford to keep all employees. To prevent or reduce the chance of being laid off, try to produce for the company more than you take from the company.

During your working life you will be terminated from at least one job, for one of the previously stated reasons or some other. If and when you are terminated, have "Class" when you are notified. Under no condition should you use "foul" and "abusive" language, or physical force toward your fellow workers or employer. In fact, the best thing is to thank the employer (supervisor) for the opportunity of working for him. This pleasant action on your part could help in getting a decent referral from the employer.

Never talk against the company or its employees to prospective employers or social friends because people will believe that if you "knock" past employers you will "knock" future employers. This will hurt you when trying to find another job.

Address for WORK PERMIT:

Juvenile Court Services
Fortye Hall
3401 East Bonanza Road
Las Vegas, NV 89101