

## Unit 1 Getting a Job

Part Time

Full time

Steps to getting a job?

**Resume**

**Job Application**

## Job Interview:

### What type of questions might be asked?

- (1) Knock before entering if needed.
- (2) Smile and greet each person.
- (3) Strong Handshake
- (4) Body Language
- (5) Be specific when answering ?'s
- (6) Don't interrupt panel
- (7) Prepare 4-5 ?'s for end of interview.
- (8) Salary ??
- (9) Don't bad mouth previous employer.
- (10) Be thankful at end of interview.
- (11) Send thank you not for interview.
- (12) Don't be nervous.

## Tips for interview.

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- (3) Strong Handshake
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