



Youth Link



Sutter County One Stop • 256 Wilbur Avenue • Yuba City, CA 95991 • 530.822.5120

January 1, 2010

Volume 12

Ace the Interview

How You Say Things Are Equally Important as What You Are Saying

In an interview, prospective employers evaluate your personality, attitude and skills. This is an opportunity to “sell yourself” and convince the employer you are the best person for the job. You may be sharply dressed and have a great attitude, but if you aren’t able to clearly convey yourself you may not get the job.

Never underestimate the importance of being articulate. Your smartness, sharpness, quickness and brightness are all attributes that are evaluated based upon your verbal articulation. Don’t mumble; speak clearly and enunciate your words, but do your best to sound natural. No one wants to listen to a robot talk. Refrain from using slang terms or elusive words such as like, kinda & y’know to portray your thoughts and feelings. They can make you sound lazy, uneducated or noncommittal. Use only words you are comfortable with and know the meaning of. Interviewers can easily tell if you are using a vocabulary that is above what you are capable of.



Another Satisfied Customer



“There may be people that have more talent than you, but there’s no excuse for anyone to work harder than you do.”

-Derek Jeter, Shortstop for the New York Yankees

Another Satisfied Customer

“The One Stop Youth Program has helped me to learn that I can be successful at work. It has helped me also to explore new career opportunities.”

- Isamar Uriostegui



Career Corner

Discover Valuable Tools & Resources to Successfully Find Employment or Explore Career Options

Visit: <http://www.sutteronestop.com/HotCareers.htm>



- Career exploration
- Cover letter/letter of interest
- Interview
- Job leads
- Job search tips/resources
- Work Readiness preparation for people with disabilities
- Job shadow Information
- Labor market information
- Resumes
- Self Assessments
- Thank you letters

www.sutteronestop.com

Financial Aid

What Can Community Colleges Do For You?



Community colleges are primarily viewed as educational institutions offering a financial break for the first two years. They are the least expensive way to get a quality education. Students can expect to save \$5000-\$25,000 each year depending on what four-year university they would have attended. However, they offer much more than that.

Community colleges are a great place to build your confidence. You can get a handle on what college classes are like and how much studying is required. Small class sizes also allow you to receive more individual attention.

You can take classes at a community college in order to transfer to a university if a Bachelor's Degree is your goal, or in just two years receive a certificate of completion or an Associate of Arts Degree. Two year degrees can lead to employment include: Dental Assisting, Radiology Technician, Graphic Artist, Veterinary Technician and Chemical Dependency Counselors and more!

Appearance Trends

Trendy Fashions May Cost You a Job

Looking hip, trendy and wearing the "in thing" may impress your friends, but it will not impress an employer. Many companies prefer their employees to dress and look conservative. You may think you look great for an interview, but the employer may see something entirely different.

Avoid bare midriffs, clothing that is too tight too loose or too short, facial piercings, colored hair (like pink, purple, etc...), low-cut necklines and see through clothing. If you aren't sure, ask someone over 30 for their opinion. You might be surprised by their answer.



What's the Buzz?

Educate Yourself Before You Eliminate Yourself Do Your Research!



In a job interview you are expected to match your skills with the skills necessary for the job. How can you have an intelligent conversation with a hiring manager in the job interview, if you don't really understand what skills are necessary? O-net can help!

O-net is an occupational network database that is available online at <http://online.onetcenter.org/>. You are able to research various occupations and discover what skills are needed for the type

of job you want.

Here's what you need to do:

- Launch your internet browser (Internet Explorer, Firefox, etc).
- In your search box, type in Onet.
- Click on the "O*NET OnLine" link.
- Click on the "Find Occupations" link.
- Type in the dialogue box the occupation title you would like to learn more about, then click on the go button.
- Click on the link of the occupation title is most closely related to the job your applying/interviewing for.
- And, lightening fast, there's your information!

