**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigating IT Employment Opportunities** **Notes Organizer**

**The Hiring Process**

1. Locate a job opening: search the \_\_\_\_\_\_\_\_\_\_\_\_\_\_; newspaper ads; \_\_\_\_\_\_\_\_\_\_\_\_\_\_ offices; word of mouth
2. Usually, the first step is an application: Fill in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ form containing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information; Name, address, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; previous employer

1. The next step could be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_: Typed document you provide that summarizes your

\_\_\_\_\_\_\_\_\_\_\_\_\_\_; job skills (related to this job); past \_\_\_\_\_\_\_\_\_\_\_\_\_\_ history

1. The resume: Usually in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ chronological order. Keep it brief but accurate. If the potential employer is impressed, it will get you to the next step.
2. Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by phone; \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and answer session.
3. Common questions: What makes you the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the job? What would your last employer say is you \_\_\_\_\_\_\_\_\_\_\_\_\_\_? What was the most \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your last job?
4. References: Can be requested on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_, résumé, or at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. References are people who \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (but are not related); people who can

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the information on application, résumé or given in interview. Can be a pastor, teacher, community leader, or coworker.

1. Portfolio: Can be requested by the potential \_\_\_\_\_\_\_\_\_\_\_\_\_\_; is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your skills. Can be photographs, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, letters, anything showing off \_\_\_\_\_\_\_\_\_\_\_\_\_\_ you have done. Can be printed or electronic.
2. Information Technology definition: The \_\_\_\_\_\_\_\_\_\_\_\_\_\_, implementation, and maintenance of computer hardware and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ systems to organize and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ information electronically
3. Information Technology Career Pathways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Systems; Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_

& Services: Web & Digital \_\_\_\_\_\_\_\_\_\_\_\_\_\_; Programming & \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Development

**Job Titles within each pathway:**

1. **Network Systems Pathway**
   1. Network \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Network engineers
   3. Network & computer systems \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Database administrators
   5. Computer \_\_\_\_\_\_\_\_\_\_\_\_\_\_ specialists
   6. Telecommunications specialists
   7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ developers
2. **Information Support & Services Pathway**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ support specialists
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ technicians
   3. Equipment Repair Technicians
   4. Information Systems Manager
3. **Web & Digital Communications Pathway**
   1. Desktop Publisher \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Technical \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Telecommunications \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Telecommunications line repairer
   5. Multimedia Artist/\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Programming & Software Development Pathway**
   1. Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Computer Systems Engineer
   3. Computer \_\_\_\_\_\_\_\_\_\_\_\_\_\_