***Would YOU Hire YOU?***

**Student NOTES** **ANSWER KEY**

**NOTE: It is the instructor’s option to use this activity as a daily grade or a completion grade*.***

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

**IV.** **O\*NET:**

1. O\*NET is free and contains hundreds of occupation-specific careers.
2. It helps to evaluate or investigate career options.
3. The Main Web site is: [http://www.onetonline.org](http://www.onetonline.org/)
4. The on-line survey link is: <http://www.mynextmove.org/explore/ip>
5. If you already have a career in mind, use this link: http://www.mynextmove.org/
6. The average person changes jobs 11 times in a lifetime.
7. The average retirement age is 67 years.
8. Education doesn’t end with high school or college graduation!
9. Entry-level skills: basic skills.
10. Advanced skills: require direct knowledge pertaining to the job or could be possible work experience.
11. A resume is used to “sell” abilities to prospective employers.

17., A Cover Letter is used to “introduce” the applicant and give an overview of one’s qualifications.

18. Resumes may be hand delivered, mailed, or sent via e-mail .

1. Some sites allow for immediate uploading.
2. Keep the resume to one page.
3. Use brief phrases; no complete sentences.
4. No more than 10 to 12 words per statement.
5. Make sure to have a professional email address.
6. Use bullet points where applicable.
7. Capitalize or use bold font on section headings.
8. Single space within sections; Double space between sections.
9. Be honest.
10. Stress your achievements.
11. If printing, use good, quality bond paper.
12. Do not include references on the resume.
13. 37% of companies research candidates via social media.
14. Delete questionable pictures.
15. Re-evaluate your “friends” on Social Media.