**Would You Hire You? Student Notes Answer Key**

1. Objectives:
	1. Investigate the O\*NET website
	2. Access necessary skills for employment
	3. Select a prospective career
	4. Compare one’s skills with job requirements
	5. Probe techniques prospective employers use in the hiring process
2. 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 website is: [www.onetonline.org](http://www.onetonline.org)
	4. The online survey link is: [www.mynextmove.org/exploreip](http://www.mynextmove.org/exploreip)
	5. If you already have a career in mind, use this link: [www.mynextmove.org](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 previous work experience
	11. A resume is used to “to sell” the applicant and give an overview of one’s qualifications
	12. Resumes may be and-delivered or sent via e-mail
	13. Some sites allow for immediate uploading
	14. Keep the resume to one page
	15. Use brief phrases; no complete sentences
	16. No more than 10 to 12 words per statement
	17. Make sure to have a professional email address
	18. Use bullet points where applicable
	19. Capitalize or use bold font on section headings
	20. Single space within sections; double space between sections
	21. Be honest
	22. Stress your achievements
	23. If printing, use good, quality, bond paper
	24. Do not include references to the resume
	25. 37% of companies research candidates via social media
	26. Delete questionable pictures
	27. Re-evaluate your “friends” on social media