***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:**
	1. Investigate the O\*NET Website
	2. Assess 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 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.
	12. A Cover Letter is used to “introduce” the applicant and give an overview of one’s

qualifications.

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