



Landing Your Next Job

What does it take to get there ?



Workshop Guidelines

- Please be courteous and respectful to the host and other participants
- This is an interactive session – we welcome you to ask questions at any time (unmute your microphone or send questions via chat)
- The workshop presentation and other materials will be sent to all participants who provided an email address
- Follow up with your nearest Oakland County Michigan Works! service center for additional assistance



Landing Your Next Job

What does it take to get there ?

A presentation designed to help you focus on the key elements of successfully completing your next job interview...the end goal being to Land Your Next Job.

- Your Resume
- Your online presence
- Your Networking Process
- Your Professional Appearance (For Him & Her)
- Navigating the Interview process
- What you've learned today – Let's Chat



Landing Your Next Job



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- ✓ Sales
- ✓ Business Development
- ✓ Job Coach
- ✓ Retired Military
- ✓ Professional Photographer
- ✓ Certified Business Solutions Professional
- ✓ Master of Arts – Organizational Development



Landing Your Next Job

Now we're getting there...

Your Resume

The most important document you will be presenting to your next prospective employer. It is imperative that ample thought, effort and attention to detail has been invested in building it. It is your employment history and will likely be the first thing that starts making an impression for you, even before you arrive to the interview itself.

- Clean, concise, and spellchecked
- Length? Let's talk about that...
- Gaps? Can you tell me about those?
- Is it targeted/customized for the job you are applying for?
- What do they really want to see? It's all in the numbers...

Landing Your Next Job

Keep moving ahead...



Online Presence & Networking ... Does it really matter?



A survey conducted in 2020 of 1005 hiring decision-makers by the Harris poll found that **67%** of employers use social media to research potential job candidates.



According to the U.S. Bureau of Labor Statistics, about **75-85%** of jobs are found through Networking.



54% of employers have eliminated candidates based on their social media content.



Top 3 reasons employers search social media profiles:



- **51%** to see if you fit the culture
- **45%** look for qualifications
- **44%** look for creativity



IT MATTERS MORE THAN YOU THINK



Landing Your Next Job

That winning appearance



That Winning Appearance



- ✓ Hair
- ✓ Makeup/Fragrances
- ✓ Tattoos
- ✓ Fingernails
- ✓ Clean / Fresh Breath
- ✓ Jewelry
- ✓ Proper Fit
- ✓ Well Rested & Energized
- ✓ Earbuds/Headphones/Cell Phones
- ✓ An Extra !!! – Body Language





Landing Your Next Job

The interview is here!!!!

Again, you can learn a great deal from the numbers. Just take a look at these...

The Non-Verbal Mistakes

- 67% Fail to make eye contact
- 47% show lack of company knowledge
- 38% don't smile during interview
- 33% have bad posture

First Impressions are Determined By

- 55% by the way you dress, act and walk through the door
- 38% by quality of voice, grammar and confidence
- 7% by the words you choose to say

In a survey of 2000 hiring Managers, **33%** claimed to know whether they would hire someone within **90 seconds!!!!**

Landing Your Next Job

You are not alone



Now that you are better prepared to begin your process, use the resources, ask the questions and Work Hard to Make it Happen.

Finding a job can be a challenge and is a job all on its own but you don't have to tackle it alone.

Thank you for your time today and be sure to come and see us soon.



At Your Service

Monday-Friday, except state holidays

Telephone and Virtual Appointments Only

NOVI

31186 Beck Road
Novi, MI 48377

(248) 926-1820

OAK PARK

22180 Parklawn Street
Oak Park, MI 48237

(248) 691-8437

PONTIAC

1850 N. Perry Street
Pontiac, MI 48340

(248) 276-1777

SOUTHFIELD

21415 Civic Center Drive, Suite 116
Southfield, MI 48076

(248) 796-4580

TROY

550 Stephenson Highway, Suite 400
Troy, MI 48083

(248) 823-5101

WATERFORD

7500 Highland Road
Waterford, MI 48327

(248) 617-3600

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Equal Opportunity Employer: Program auxiliary aids and services are available upon request to individuals with disabilities | Michigan Relay Center or 711

Funded by: David Coulter, Oakland County Executive, Oakland County Workforce Development Board, Michigan Department of Labor and Economic Opportunity



DAVID COULTER
OAKLAND COUNTY EXECUTIVE

Resources

- ❖ O*NET OnLine <https://www.onetonline.org/>
- ❖ Pure MI Talent Connect <https://www.mitalent.org/>
- ❖ Career Dress <https://www.careerdress.org/>
- ❖ Save A Suit <https://www.saveasuit.org/>
- ❖ Toastmasters www.toastmasters.org/

- ❖ Virtual Workshops
<https://www.oakgov.com/workforce/education/Pages/virtual-workshop-program.aspx>

- ❖ Hot Jobs <https://www.oakgov.com/workforce/job-seekers/Pages/employers-hiring.aspx>