

Self-Reliance Newsletter
 By: Michael J. Goodwin
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4 - How do I stand out as the clear choice
 From: My Job Search – Self-Reliance

There are 7 unique chapters in this booklet, My Job Search. I will highlight each chapter during the next 7 months. Since there are many pages to each chapter, I will refer you to the booklet for the text. Just click on this link, [My Job Search](#), to open the pdf file on the church website. You may then save it on your own computer.

Why are you receiving this Newsletter? Because you are a stake or unit leader most likely to come in contact a person seeking employment. This information can greatly benefit someone looking for employment, better employment or second employment opportunities. Please share this information with anyone you can.

Review:

Chapter 1 - Me in 30 seconds

Chapter 2 - Power Statements, Turning Negatives into Positives

Chapter 3 - Find Hidden Job Markets through Networking

CHAPTER 4

This chapter highlights the important function of Interview Preparation with Resume tips.

| COMMON QUESTIONS | WHAT THE INTERVIEWER MAY WANT TO HEAR | ANSWER TOOLS |
|---------------------------------------|---------------------------------------|------------------------|
| What can you tell me about yourself? | Can she speak well? Is she prepared? | "Me in 30 seconds" |
| What are your strengths? | Does his experience meet our needs? | Power statement |
| Why do you want to work for us? | Does she have a clear goal? | Power statement |
| What did you think of your last boss? | Does he respect leaders? | Power statement |
| How do you react to pressure? | Does she take ownership of problems? | Power statement |
| What do you expect to be paid? | Are his expectations reasonable? | Answer with a question |

| COMMON QUESTIONS | WHAT THE INTERVIEWER MAY WANT TO HEAR | ANSWER TOOLS | ANSWER WITH A QUESTION |
|----------------------------|---------------------------------------|------------------------|--|
| What salary do you want? | Is he confident enough to negotiate? | Answer with a question | What do you typically pay for this position? |
| Do you have any questions? | Does she understand the job? | Answer with a question | What is the best thing about working here? |

TIPS FOR SUCCESS

| | | |
|-----------------|---|--|
| Attitude | <ul style="list-style-type: none"> • Pray for help and peace. • Be polite and respectful. • Be on time. • Show interest in the company and the interviewer. | <ul style="list-style-type: none"> • Smile and be pleasant. • Act confidently. • Speak clearly. |
| Grooming | <ul style="list-style-type: none"> • Be clean: face, hands, fingernails. • Use moderate make-up (women). • Use moderate hairstyles. | <ul style="list-style-type: none"> • Smell good. • Trim or shave facial hair (men). • Look like a professional. |
| Dress | <ul style="list-style-type: none"> • Wear clean clothes without holes (clothes do not have to be expensive). • Iron clothes. • Dress one step above work dress: <ul style="list-style-type: none"> ◦ If you would go to work in jeans and a T-shirt, dress in slacks and a nicer shirt. ◦ If you would go to work in a nicer shirt, wear a shirt and tie (for men) or a blouse (for women). | |

| APPLICATION SECTION | WHAT THEY ARE LOOKING FOR | TOOLS AND TIPS |
|-------------------------------|---|---|
| Personal Information | Is there anything to disqualify her (such as a crime or other problem)? | Answer every question. Use "me in 30 seconds" information. Be honest; avoid unnecessary details. |
| Education | Does he have the necessary training? | If possible, start with highest degree or certificate and go back in time. Add all specific training and certifications. Add power statement information. |
| Employment History | Does she have the experience we need? | If possible, start with most recent work and go back. Try to avoid gaps in time or explain them. Use power statement information. |
| References | Is there enough information for me to contact them? | Prepare at least one reference (get permission) for your character (honesty, etc.) and one for your job skills and results. |
| Awards or Recognitions | Does he have special skills? | If possible, start with most important and go toward least important. Add power statement information. |
| General | Is the application neat and clean? | Write clearly. Make it nice to look at. |

| COMMON QUESTIONS | WHAT THE INTERVIEWER MAY WANT TO KNOW ABOUT YOU | ANSWER TOOLS |
|---------------------------------------|--|---------------------------|
| What can you tell me about yourself? | Can she speak well? Is she qualified? | "Me in 30 seconds" |
| What are your strengths? | Does his experience meet our needs? | Power statement |
| What are your weaknesses? | Is she honest? Has she improved? | Turn negative to positive |
| Why do you want to work for us? | Has she done research? Does she have goals? | Power statement |
| Describe your last major mistake. | Is his reason for the mistake logical? Did he learn from it? | Turn negative to positive |
| What did you think of your last boss? | Does she respect leaders? | Power statement |
| How do you react to pressure? | Does he take ownership of problems? | Power statement |
| Have your ideas ever been rejected? | Is she persistent? Is she positive? | Turn negative to positive |
| What are your career goals? | Will he help us succeed? Is he focused? | "Me in 30 seconds" |
| What do you expect to be paid? | Are his expectations reasonable? | Answer with a question |
| Do you have any questions for me? | Does he care? Is he interested? | Answer with a question |

As we approach the New Year and the traditional Resolution Implementation Time, I hope we will remember the important things in life and set goals to achieve success. I am reminded of a goal formula crafted by Zig Zigler, that will help us achieve anything we want to accomplish:

- 1 - Clearly identify the goal
- 2 - put a date on it when it is expected to be completed, deadline
- 3 - identify the obstacles which must be overcome
- 4 - identify the people, groups and organizations necessary to work with
- 5 - identify what you need to know, skills to improve, talents to develop
- 6 - develop a plan of action
- 7 - why do you want to get there, the benefits for you!

References:

If you have missed any of my self-reliance newsletters, you will find them archived at:

<http://selfrelianceclub.com/srp.html>

[Self-Reliance Services](#)

[Self-Reliance Presentation](#) Author: Michael J. Goodwin

Other Church Employment Self-Reliance Booklets available: (see srs.lds.org for more info and videos)

[Leader Guide](#)

[My Path](#)

[Education for Better Work](#)

[My Foundation](#)

If your unit leadership needs any training on employment issues, please contact me.

Sincerely,

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