

This Newsletter is sent by email to all registered users of the Post 25 Career Center. If you did not receive a copy by email and would like one, please complete the mailing list request so next time we send a copy out you will get one too!

CAREER CENTER NEWS:

Congratulations to Gray Stanfield for passing his Comptia PDI+ Exam! Way to go Gray!

THE JOB SEARCH TOOLBOX - INTERVIEWING SKILLS:

Knowing how to interviewing is an important part of your job search toolbox! You need to prepare for an interview so you don't "wing it" and then "blow it"!

1. Once you have sent a resume or filled out an application you normally have to wait to here if you got an interview, so that means most likely a phone call or email.
 - a. To prepare for a phone call back make sure everyone in your household (including child who might answer the phone) knows you might receive a call from the company and that they need to answer the phone politely. Have a pencil and paper near the phone for messages and let them know to take down all the information. Better yet have a simple form for them to fill out with lines for them to fill in the name of person calling, date, time, location of the interview and have them ask Should he/she bring anything with them to the interview? And a callback number in case you have any further questions.
 - b. When replying to an email be sure to use proper spelling and grammar. It is okay to ask questions if information is missing about the interview like when and where and what to bring but don't ask who will be interviewing.
 - c. If you need to change the time or date, politely say that you have another commitment at that time (they don't need details) and ask if there is an alternate date and/or time. If not, you will need to decide which is more important.
2. Once you have an interview scheduled (or you can do this before too) you need to research the company a bit.
 - a. Go to the company's website and read items like their mission statement and business philosophy. Any recent news about something the company is doing or did. Try find out the President/Owners name or the head of department you might be working in.
 - b. Use the information you find to come up with at least one question for the interviewers (you always want to ask at least one question that is relevant to the company and not too personal). (more on this in a bit).

- c. See if there is any information on the position you are applying for.
 - d. For more information or if the company doesn't have a website, google it! Even without a website the company may have been in the news.
3. Decide what you are going to wear.
- a. If you have visited the company to fill out an application, you have an idea of what people wear to work. If you haven't visited, you might drive by at the start or end of a work day and observe what people wear (this also ensures you know where the company is for the day of the interview so you don't get lost).
 - b. A rule of thumb is that you always dress one level above what you will wear to work there. What this means is if they wear nice slacks, a dress shirt and tie to work you wear a suit to the interview. If they wear jeans and pullovers, you wear nice dress slacks, dress shirt and a tie. For women, if they wear skirts to work you should wear a skirt too. Of course, if they wear a suit you should too.
 - c. All clothes should be clean and ironed. Ties should be on the plain side and not have any writing on them or pictures.
 - d. Shoes should be clean dress shoes with socks! You should not wear your military shoes! Women should wear pumps if they wear a skirt but the heel should be between ½" to 2". Shoes and belt (and purse for women) should match in color.
 - e. Jewelry: Men – Should not wear any other than a watch (no earrings). Women should wear small, plain earring if ears are pierced (small gold or silver hoops or balls or pearls do nicely). If wearing an open collared shirt it is okay to wear a plain necklace but nothing flashy (this is not a date). Women can also wear a scarf instead of a necklace but not both. A watch is fine and one bracelet on the other arm is okay but don't wear more than one or with a watch, you don't want them making noise. Any pierced body parts should not have a stud in them except women's ear but there one hole only, preferably the one in the center of the ear!
 - f. Makeup should be conservative and lightly applied.
 - g. Hair should be combed and neatly arranged so it not hanging in your face. Of course, it should be clean as well.
 - h. If you don't have a nice coat or jacket to wear in the winter be sure the one do wear is clean and not ripped anywhere. Take your coat off when you enter the building not when you enter the room. If there is a coat rack, use it.
 - i. You should always arrive early to an interview so you have time to make a trip to the bathroom to check your appearance in the mirror. Straighten that tie, tuck in the shirt, comb the hair, etc. Also, use the bathroom so you won't have to excuse yourself during the interview to do so.
4. Practice!
- a. There are lots of list of typical interview questions on the internet to practice giving answers to them.
 - b. Keep your answer short and directed to the question. Three or four sentences is usually enough to answer most questions.

- c. Watch your "umms", "ahs" and "you knows". You want to sound confident in your answers.
 - d. If you asked a question you are not prepared for it is okay to take a few seconds to think of an answer but if they are getting impatient then you are taking too long.
 - e. Use proper English and grammar. Don't use slang and be prepared to explain any military jargon or acronyms if you use them.
5. Know where you are going before the interview.
- a. Know where to park so you don't have to drive around too much.
 - b. A practice trip is not out of the question.
 - c. Have a map and directions handy.
 - d. Make sure your car is in good working order and you have gas in the tank.
 - e. If you are traveling during normal commute times leave early. It is far better to arrive too early and have to sit in the car for a little while than arrive late and chance not getting interviewed at all.
 - f. Also, have the call back number in case you run into some unforeseeable circumstances.
6. What to take:
- a. A portfolio with several copies of your resume (even if you sent it to them)
 - b. Several copies of your references.
 - c. Any forms (neatly completed of course) they sent for you to complete before the interview (this doesn't always happen).
 - d. Anything else they asked you to bring.
 - e. A pad of paper to take notes.
 - f. Your question(s) for them (so you don't forget).
 - g. A pen or pencil that works.
7. Relax!
- a. Before you go in for your interview take a deep breath and exhale slowly, this will help relax you.
 - b. Shake hands firmly but don't squeeze! (You can practice hand shakes too!)
 - c. Sit up straight but comfortably; don't slouch in the chair.
 - d. Talk loud enough for everyone to hear you but don't shout.
 - e. Make eye contact with person who asked the question.
 - f. Smile and be polite.
 - g. Ask for a business card from the main person doing the interviewing and note the names of anyone else present.
 - h. Thank them for the interview.
8. Afterwards
- a. Send a Thank You note! This is the one thing that most people forget to do so you will stand out if you do!
 - b. You can even have the note written before hand and send it the minute you get home so it goes out the next day.

Below are links to websites with more great tips on how to prepare for an interview:

<http://www.hireheroesusa.org/veterans/resources/my-resume/interviewtips>
<http://jobsearch.about.com/od/interviewsnetworking/a/wininterview.htm>
<http://tars.rollins.edu/careerservices/interviewingskills/>
<http://www.navyleague.info/employment/interviewingtips.html>
<http://www.bing.com/videos/search?q=interviewing+skills&FORM=VDRE#>
<http://career-advice.monster.com/job-interview/careers.aspx>
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<http://www.how-to-change-careers.com/effective-interview-skills.html>
<http://hotjobs.yahoo.com/interview>

MINDLEADERS NEWS:

Mindleaders Offers CompTIA A+ 2009 Edition Study Guides: Use elearning to prepare for the latest computer support certification

MindLeaders has released study guides for the 2009 edition of the CompTIA A+ certification, the leading industry standard for computer support technicians. These study guides provide online training, available 24/7 from any Internet-connected computer, that teaches the knowledge needed for every objective, question, simulation, and exercise to practice the needed skills, and practice exams to better prepare for test day.

The newest version of the A+ certification requires students to pass two tests: the 220-701 CompTIA A+ Essentials, which covers hardware, networking, and operating systems, and the 220-702 CompTIA A+ Practical Application, which focuses heavily on diagnosing, maintaining, and trouble-shooting computer and network systems.

The newest version of the A+ tests consolidates what were previously four exam options into two, and the content is updated to remove old technologies and encompass new ones, including Windows Vista, Bluetooth, Blu-Ray, and DDR3.

Detailed information about the CompTIA A+ Essentials and Practical Application study guide courses can be found in the [MindLeaders catalog](#).

OHIOVETSCAN.COM NEWS:

Over the past few months, www.ohiovetscan.com – sort of a Monster.com, was created just for vets and Guard/Reserve members in Ohio. Until now, Ohio Vets CAN has been in beta – or testing – mode. The downside of being a beta website is that there were not a lot of posted jobs. That has changed.

The GOOD NEWS: The site is finally out of beta and are up and running. If you have not visited www.ohiovetscan.com lately, I encourage you to check it out. Among the changes:

- All of the bugs are gone (at least all of the bugs they could find!)
- They have changed the appearance –it looks a lot cleaner and more “military” than the old orange and green screen
- They have added iPhone support so that new job openings can be sent right to your iPhone
- They have added RSS support so that new job openings from military-friendly employers can be sent directly to an email address.
- They have added lots more jobs! They have contracted with Indeed.com to backfill job search requests. This means that any military-friendly job listings that fit a vet’s job search criteria will appear first on the search results page. However, if there are no military-friendly job openings available, Indeed.com will backfill with job openings that fit the search criteria that are on other job search sites - so www.ohiovetscan.com can be a vet’s one-stop source for job openings.

In January, they will be adding more new features, such as

- Google maps that will show the exact location of employers for every job listing for which an address is listed
- Social bookmarking that will make it easy for to share job openings with friends
- Automatic updates on job listings via Twitter
- The ability to post photos to the job seeker profile.

Now that they are out of beta, they will be adding many more military-friendly employers to our database. Employers who want to post jobs or look at resumes on Monster.com often pay over \$10,000 per year. For employers who are willing to give first crack at jobs to men and women who have served our nation, they are offering them a year’s access on www.ohiovetscan.com for free.

So if you haven’t visited www.ohiovetscan.com for a while, I encourage you to check it out and if there is anything you think they can do to help make the site better for you, drop us a note and let us know. We will forward your suggestions to the AMVETS Career Center headquarters. Please remember that this is provided as a free service to Ohio’s veterans, service members and Guard/Reserve members. Since they receive no funding for the website, they may not be able to provide everything you would like to see, but they will do their best.

OTAP NEWS:

OTAP is a job search workshop for veterans.

February 17-18 9am-3:30pm or March 17-18 9am – 3:30pm
Both to be held at 627 Edwin C. Moses Blvd. (6th Floor), Dayton, Ohio

Seating is limited. Call Harry Edwards at (937) 285-6566 for more information and/or to register.

JOB SEARCH WEBSITES:

www.ohiovetscan.com

JobNewsDayton.com

JobNewsColumbus.com

<http://www.hireheroesusa.org/>

For more go to <http://www.amvetpost25.org/links/links.html>

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WE'D LIKE TO HEAR FROM YOU! Have you found a job? Would like to take another Mindleader Courses? Passed a certification test? Need to take a Career Assessment Inventory and have it reviewed by a professional career counselor? Please let know how we might best help you reach your career goals!

Sincerely,

Your AMVETS Career Coaches

Lizz and Al Pristera

Bob and Dana Kapp

1920 Kenton Street

Springfield OH 45505

937-450-2675

Hours: Tuesday 4-6 pm and Thursday 4-7 pm

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