



Congressman Donnelly's Job Seekers Workshop

Searching for a Job in Manufacturing

July 24, 2012



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Where do I find openings, who should I talk with and how do I approach them?

- Company's web site in which you have interest
- Indiana Career Connect, www.indianacareerconnect.com
- Other online job boards such as Monster, Career Builder, Indeed etc.



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How do I best articulate my skills and past experience to a potential employer so they understand what skills and abilities I possess?

- Skills resume if applying to job with resume
- Action words to describe job responsibilities on both resume and application
- Prepare for interview to let employer know what you know
- Describe **successes** and **achievements** in previous employment
- Research company to familiarize yourself with what they do



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What are manufacturing employers looking for right now? What skills and attributes? Should I go back to school for additional education or training?

- Soft skills such as being dependable, reliable, team player are important to every employer
- Willing to learn
- Back to school if wanting to learn a new skill, factor in cost, time and willingness to learn



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HOW HAS THE MANUFACTURING PROCESS CHANGED IN THE PAST 5-10 YEARS?

- Looking for different skill sets, more computer based
- Process still similar, looking for most qualified, teachable candidates with solid work history
- Still review applications for completeness and responsibilities



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Mistakes to avoid in interview or other contact with potential employer

- NOT PROPERLY DRESSED OR GROOMED FOR THE INTERVIEW**
- NOT ENGAGED IN THE INTERVIEW PROCESS**
- WRITTEN COMMUNICATION FILLED WITH ERRORS AND MISTAKES**
- POOR TELEPHONE ETIQUETTE**
- LATE FOR INTERVIEW**
- NOT WHO YOU KNOW, IT'S WHAT YOU KNOW**

