

Congressman Donnelly's Job Seekers Workshop

Finding a Job in
Indiana's Dynamic
Manufacturing
Industry

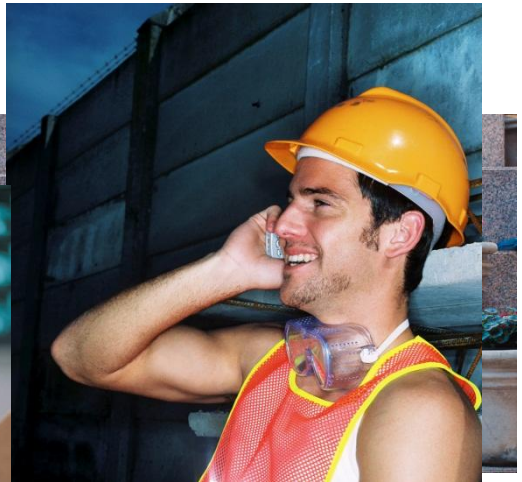
Where do I find openings?

In reality, there are a vast resource of options available.



Where do I find openings?

Most businesses in the United States are SMALL
businesses.
(2 to 100 employees)



Use the people you know...

Friends, Family, Church, social groups. Network with people you know to see what opportunities they are aware of.

Who should I talk with?



- Start with Human Resources.

If they are not available or you hear no reply

- Ask the receptionist who is responsible for the hiring decisions in the company.



How do I approach potential employers?

•Interested

- Come ready to discuss what you like about the company.
- Know what the company produces.

•Prepared

- Bring a pen
- Bring along past job information and personal references
- Dress to impress.

•Confidently

- Be ready to explain why you would be a good candidate for the opening.
- Know what you are going to say and speak clearly.

How do I best communicate my skills, past experience, and capabilities?

Skills resume if applying to job with resume

- ❖ Action words to describe job responsibilities on both resume and application

Prepare for an interview. Let the employer know what you know.

- ❖ Practice talking about your experience with friends or family members.

Describe successes and achievements in previous employment.

- ❖ Be proud of your successes.

Research the company to familiarize yourself with what they do.

What are manufacturing employers looking for right now?

**Willing
to learn**

Team Work

Self Confident

GOALS

Attention to
detail

Reliability

**RESPONSIVE
TO CHANGE**

Honesty

SELF DIRECTED

Dependability

Passion

Should I go back to school for additional education or training?

OPPORTUNITY COST ANALYSIS

How have recruiting processes changed in the past 5-10 years?

• **Processes are similar, not a lot of changes to the overall process.**

- Looking for the most qualified candidates
- Looking for teachable candidates
- Looking for a solid work history

• **Employers still review applications for completeness and work history**

• **Biggest difference: Most jobs require some computer knowledge**

What to avoid during an interview or other contact with potential employer:

- ❖ **Not being properly dressed or groomed for the meeting/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**