



Hustle to Bustle

- ✓ **Professional email address.** Be careful with O and 0, I's and L's, no nicknames or birthdays, etc.
- ✓ **Professional voice mail** (no music, foul language, street talk, etc.). Answer only when it's quiet.
- ✓ **Clean up Snap Chat, Tik Tok, Clubhouse, FB, Twitter, Instagram, blogs, etc. accounts.** Make them private!!
- ✓ **Do a Google search on yourself** to see if anything pops up on your name
- ✓ **Update your resume and cover letters** and make some adjustments.
- ✓ **Figure out what you like, and then APPLY!!!** Indeed.com, LinkedIn, Monster.com, careerbuilders.com, look for the names of companies/businesses that you know are local!
- ✓ **Get job skills.** Sonoma County Job Link; SRJC Career Hub, College & Career Centers @ your High Schools, and Sonoma State University.
- ✓ **Start Networking!** Different than asking for a job, but the same result!
- ✓ **Have interview clothes:** You need one dark pants/skirt, and two shirts/blouses, clean shoes.
- ✓ **Cover tattoos, no unnatural hair colors, or piercings, other than simple earrings in interviews.**
- ✓ **You may have to start off below where you'd like to be!** Get the job, then work your way up!
- ✓ **Keep each job announcement that you apply for** If you are called for interview, you'll want it.
- ✓ **Know how to get to interview.** Take a practice trip, preferably same time of day due to traffic.
- ✓ **Leave your problems at home;** do NOT share them with the person calling/interviewing you!
- ✓ **Keep your current job, if you have one!**
- ✓ **Know your strengths and weaknesses**
- ✓ **Prep for interview: Practice, Practice, Practice!**
 - **Always ask who you will interview with (one or panel).** Write down their names, and bring a copy of your resume for each of them. Send TY cards to each of them.
 - **Arrive at least 15 minutes early! Check self out in mirror, and freshen up if nec.**
 - **Always have hygiene/appearance in order:** deodorant, teeth brushed, clean/pressed attire incl shoes, nails not chipped, light makeup, NO smoking, cologne or perfume!
 - **No gum, change/keys in pocket, or nervous habits (kicking table, pen clicking, etc.)**
 - **If you are on a panel, always respond to the person who asked you the question.**
 - **Do NOT bring up kids, or family challenges!** Don't bring them with you, either!
 - **Be prepared to answer difficult questions** (convictions, periods of unemployment, terminations, strengths/weaknesses, why you quit).
 - **Refrain from speaking poorly of your past boss/employer.** They'll think you'll do it to them.
 - **Steer clear of things considered controversial:** PETA, NRA, Politics, etc.
 - **Ask them questions!** It shows that you're interested in the company, more than for a paycheck. Ask when you will hear back, what type of person they're looking for, if you

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don't get this job, will you be considered for other openings, benefit package, how quickly you could get started, training, promotional opportunities, etc.