

Gaps in Employment

If you have gaps of unemployment between jobs, you should offer some explanation. If you have been seeking employment for a while, it is legitimate to write “job hunting”. If you have been attending school or training, you should certainly note it.

No Work History

If you have no formal work history, don't panic. In the “Work History” section of the application, list any volunteer, charitable, or casual labor jobs you may have had. Some casual labor jobs might include babysitting for others, doing lawn work, assisting a neighbor with painting his house, assisting on your family's farm or ranch. List anything that will show that you know what is expected in the work place.

References

Typically, you should list 3 references on your job application. Your references should not be family, but rather, individuals who have knowledge of your work habits, such as a former employer, or someone in an organization you have worked closely with.

Employers really do contact references. So, be sure you have contacted the people you wish to use as a reference and have their permission to do so.



Pre-screening over the telephone—speak clearly and concise.



No texting or technological distractions during the interview process.



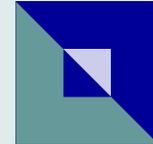
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**Proposed: Career
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JOB SEARCH TIPS



PREPARE YOURSELF

- Have a specific job in mind and a list of your skills that match the job requirements.
- Learn about the company and its products and services. This can help you answer interview questions to show how your skills and background would be an asset to the company.
- Compose a list of difficult questions you think you may be asked during the job interview. Be prepared to answer broad questions about yourself. Develop answers you might give and practice interviewing with family and friends.
- Prepare a list of questions to ask the employer if matters of importance to you are not discussed during the interview.
- Write the following information down and take it with you so you can answer questions accurately.
- Social Security number and driver's license number
- Dates of previous employment
- Names and addresses of references
Names and addresses of former employers



Make a Good First Impression

- Be well groomed and suitably dressed.
- Display a friendly attitude.
- Get plenty of rest before the day of the interview.

The Interview

- Go to the interview alone. This shows confidence and self-reliance.
- Always be on time for the interview.
- Clearly state your name and the reason you are there to the greeter and the interviewer.
- If there is an application, fill it out neatly. Ask questions if you don't understand something on the application.
- Greet the interviewer in a friendly and business-like manner.
- Wait quietly while the interviewer looks over your application. Sit upright and never slouch in your seat.
- Listen and show interest in what the interviewer says to you and the questions you are asked. Maintain eye contact throughout the interview.

Ask questions on matters that are not clear to you.



Do's

- Do mention anyone you know who works for the company.
- Do talk about former employers with whom you've had a good work record.
- Do answer questions directly and truthfully.
- Do explain to the employer your willingness to learn and accept responsibilities.
- Do identify skills that can be promoted if you do not have the required experience.

Don'ts

- Don't talk about personal problems or problems you had with former employers.

Don't use poor grammar or bad diction.

Here are some links that can help you understand the process:

<http://www.applitrack.com/bridgeport/onlineapp/>

http://www.sde.ct.gov/sde/taxonomy/v4_taxonomy.asp?DLN=45423&sdeNav=|45423|