

# WHY PEOPLE GET HIRED

Often the best job *hunter* rather than the best *qualified candidate* gets hired. Although qualifications and experience are important, the *impression* the job hunter makes is critical! Following are some examples of good impressions and the ways that job hunters can demonstrate them.

## SELF-CONFIDENCE

- \* describe past work history
- \* describe training and education
- \* have a good attitude
- \* ask meaningful questions

## DEPENDABILITY

- \* complete materials accurately
- \* be on time for the interview

## ABILITY TO FIT INTO COMPANY

- \* dress appropriately for the job
- \* use good manners
- \* appear neat and clean
- \* show eagerness to learn

## ABILITY TO GET ALONG

- \* be friendly and smile
- \* don't argue with the interviewer
- \* have a positive attitude
- \* do not criticize past employers

## GOOD EMPLOYEE

- \* talk honestly
- \* do not tell family problems

## BE AWARE OF YOUR GOALS

- \* apply for a specific job
- \* have future goals
- \* ask meaningful questions
- \* offer to call the interviewer back.

The interview is your opportunity to show what type of employee you can be ~~~  
So learn to use your interviewing skills effectively





## WHY PEOPLE GET FIRED!!



The lack of good work habits in an employee results in reduced production for the employer and the eventual discharge of that employee. To check your understanding of poor work habits, write the number of *Reasons for Firing* in the blank next to *How It Shows Up on the Job*.

Reasons for Firing	How it shows up on the Job:
1. Tardiness	_____ Loafing on the job, not getting down to business and doing your job.
2. Improper Grooming	_____ Not following directions or getting a along with others.
3. Irresponsibility	_____ Not letting your supervisor know When you have finished a task, not Starting new tasks.
4. Carelessness	_____ Job hopping, complaining about your employer, gossiping.
5. Laziness	_____ Sloppiness, failing to follow through, Not getting tasks done on time.
6. Lack of loyalty	_____ Coming to work late, staying too long At break or lunch.
7. Non-cooperation	_____ Poor attitude, lack of attention to Detail, sloppiness.
8. Lack of initiative	_____ Underdressed or overdressed, poor Personal care habits.

~~~AGAIN~~~

Most people get fired for reasons like these  
not because they can't do the actual work.