

Careers

Looking for a job?

Check out the bulletin board in the guidance resource room. New and exciting jobs are posted there on a regular basis. If you have any questions, please see our career counselor, Mrs. Allen.

Wondering what career path is right for you?

All Ocean Lakes students have access to Kuder, a career website full of wonderful information and three inventories for students: interests, skills, and values. After completing these three inventories (about 20 minutes each), you will be given information on which careers match with your talents and interests.

Freshmen will be given the Kuder inventories in the spring. All students may access the Kuder website at www.kuder.com. See Mrs. Allen to get the codes needed to enter the site.

Steps for a Successful Job Search

1. Identify your skills, abilities, and interests.
2. Research occupations and career fields related to your interests.
3. Draft your résumé (or update your current one).
4. Identify employers who hire people with your skills.
5. Network with family, friends, and others with whom you come in contact.
6. Use your research to write a customized cover letter.
7. Prepare for interviews.
8. Get reference letters.
9. Make new contacts each week and follow up on them.
10. Stay positive and be persistent.

Interview Dos and Don'ts

Interview Dos

- Arrive 5 minutes early
- Drive to the interview site a day or two before the interview so you know how long it takes to get there
- Dress better than you think you would dress for the job
- Have all personal data with you (license, social security number)
- Be pleasant, smile, and shake hands with the interviewer
- Make eye contact with all interviewers
- Be honest when answering questions
- Go alone- leave family and friends at home
- Bring a pen and a copy of your résumé
- Know something about the company
- Thank the interviewer for seeing you AND send a Thank You note

Interview Don'ts

- Wear jeans or shorts to an interview
- Wear strong perfumes or colognes
- Appear too casual- it may seem as if you don't care about the job
- Make negative comments about your last employer
- Make demands about hours, salary, or holidays

- Bring food or drink to an interview
- Chew gum
- Use slang
- Call the interviewer by his first name unless asked to do so
- Leave your cell phone turned on

Commonly Asked Interview Questions

Here are 25 popular interview questions that you may be asked.

1. How would you describe yourself?
2. What are your short range and long range goals and objectives?
3. Do you prefer to work individually or as part of a team? Why?
4. What are some adjectives that your former employers/teachers might use to describe you?
5. How would you evaluate your ability to deal with conflict? Do you have an example?
6. What are your strengths and weaknesses?
7. How well do you adapt to new situations?
8. What makes you a good team member?
9. What makes you a well-qualified candidate for this position?
10. What subjects in school did you do well in? Which subjects gave you trouble?
11. In what ways will you be able to contribute to our company?
12. How do work under pressure when you have to meet deadlines? Do you have an example?
13. Do you consider yourself a leader?
14. Would you rather initiate many projects or start and finish fewer projects?
15. Could you have done better in high school? Why or why not?
16. Did your education prepare you for this job? In which ways?
17. Are you an organized person?
18. Are you a creative person? Do you have an example?
19. Are there any situations in the past that have frustrated you in a work setting?
20. Did you participate in any extra curricular activities in school? Which ones?
21. How do you determine success?
22. What did you like about your last job?
23. What are some of your hobbies and interests?
24. Can you supply us with any references?
25. Do you have any questions for us?

You will be able to access more career information from the "Helpful Websites" link on the guidance

website under "Careers."