Shepaug’s Career Center Tips

Career Cruising

Learning Styles
This activity identifies and analyzes student's ideal learning styles. It also helps the students understand the relationship between learning styles and their academic success as well as their future career choices.

Career Matchmaker
This activity helps the student build a career interest inventory. It sets the stage for further career exploration and helping the students better formulate their plans and options.

The Job Search Process

Job Shadowing
Shepaug Valley offers a unique experience to Juniors in which students have the chance to immerse themselves in the real world workforce for a day. Students identify their career interests and are placed with a professional in their field of interest to experience the career in action. Job Shadowing is also an option that can pursued by any student independently, most employers are accommodating and willing to allow students to shadow certain employees for the experience.

Internships
Students looking for further experience and the development of their skills for a career may consider internships. Internships are a good option for the student who is not yet fully qualified, but looking to build their experience and resume. Contact local business, organizations or your College and Career Center for your prospective options for internship opportunities
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Job Applications
Although the job application process does not necessarily require you to meet your prospective employer, like an interview, it is still important to know the tips to going the extra mile and getting your application to make an impression. Here are some tips for filling out your application:

- Keep an active list of your dates of employment, dates of schooling/training, and any dates of internships or volunteer experience, update it constantly
  - If there are gaps, take time to explain them (An example would be explaining a 2 year gap in Employment due to Attending School)
- Read the entire application before you begin filling it out and make sure you have all the necessary documents on hand
- Use blue or black ink only, type the application if possible
- Take the time to fill out the application neatly and accurately
- Apply for a specific position, avoid submitting an “open” application
- Don’t leave blanks, use “N/A” or “Not Applicable” when it is appropriate
- Mail the application or return it in person as soon as you can, do not wait for a closing date

Interviewing Skills
If you are asked to schedule an interview for a job or internship opportunity, consider the following tips in order to present yourself in the best way possible:

- Be prepared to ask open-ended questions such as “Tell me about yourself,” “What are your strengths?” and “What are your weaknesses?” Use the possible interview questions listed in the Appendix to practice
- Rehearse, ask a friend or family interview to conduct a mock interview using commonly asked interview questions
- Do not be on time, BE EARLY
- Prepare your own questions in advance
- Maintain comfortable eye contact
- Do your research, know the company/program’s mission as well as its important qualities, work your knowledge into the interview (Example:
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When the interviewer asks you why you think you should be offered the position, explain how your experience or interests connect with the company’s mission and goals.

☐ Do not be afraid to highlight your accomplishments, do NOT be modest, talk yourself up.

☐ Know how to dress and plan it out, do not wait until the morning of to realize your only pair of dress pants have shrunk in the dryer.
  ○ Never: Jeans, Wrinkles, Stains, Ill-Fitting clothes, Rips/Holes, Inappropriate phrases/graphics

**On the Job Tips: The Do’s and Do Not’s**

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<thead>
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<th>Do’s</th>
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<tr>
<td>Ask Questions</td>
<td>Us inappropriate language</td>
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<td>Dress Neatly/ Appropriately</td>
<td>Bad-Mouth a previous boss/employer</td>
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<td>Have a positive attitude</td>
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