

# STRATEGIES FOR CAREER SUCCESS



Welcome to **Strategies for Career Success** by Pathways Career Success Strategies.

Every other month we will offer effective strategies to assist you in your career development or job search.

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**Coming in July:**

- Nontraditional jobs for men and women
- Self-employment as a career option
- Offshoring: What is it? How can it affect me?

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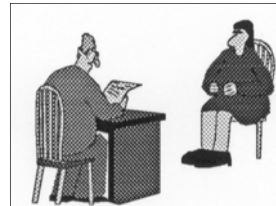
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## Handling Illegal Interview Questions

Interviews typically rate high on the stress scale. Throw in some illegal interview questions by the interviewer, and whew!—your heart rate goes off the chart. Even though some questions are considered illegal, it doesn't stop some interviewers from asking them. Some interviewers aren't aware of the employment laws and others ignore the laws and ask anyway.

### Examples of Illegal Interview Questions

1. Are you married?
2. Do you have any children?
3. Who is going to take care of your kids while you're at work?
4. What religion are you?
5. What is your nationality?



### How Can You Respond?

You have basically three ways to respond to the above questions.

1. You can answer the question.
2. You can tell the interviewer that this is an illegal question.
3. You can answer the question without answering the question. For example, in answering question #2 you could say, "Well if you're concerned that I won't make it to work every day and on time, I assure you that I am very dependable and have an excellent attendance record."

Contact the Equal Employment Opportunity Commission (EEOC) or your state human rights department to see which questions are considered illegal in your area.

## Resume Do's and Don'ts

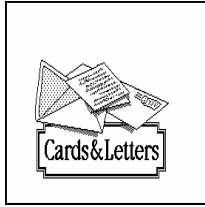
- Review resume books for the current trends
- Target your resume for each position to which you apply
- Proofread for typos
- Print your resume on bond paper
- Include a tailored cover letter with your resume
- Send your resume and cover letter in a 9 x 12 envelope to avoid the need to fold

## Hot Job Trends

- Computer software engineer
- Desktop publisher
- Computer systems analyst
- Physician assistant
- Fitness trainer
- Speech-language pathologist
- Veterinary assistant

## Saying Thanks

Expressing thanks to the person who interviewed you is common courtesy. Not everyone does it, but those who do leave a more favorable impression in the eyes of the interviewer.



in the position and your qualifications. Include any important information you may have forgotten to bring up during the interview.

Hand written or typed thank you notes are both acceptable. Be sure to mail the thank you within two days of the interview.

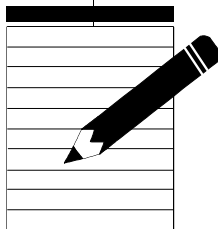
Good luck!

The "thank you" note can be brief. Thank the interviewer for meeting with you to discuss employment opportunities with their company. Restate your interest

## Workplace Skills for the 21st Century

If you want to be successful in today's workplace the following skills are important.

1. Willingness to share information and ideas
2. Commitment to teamwork
3. Responsiveness to change
4. Ability to work well under pressure
5. Sense of ownership of work and ideas
6. Willingness to take calculated risks without fear of negative consequences
7. Multicultural experience and/or the ability to speak multiple languages



8. Ability to communicate clearly and honestly
9. Understanding of business strategy and how to create shareholder value
10. Commitment to continuous learning and skill development

If you don't have some of the above skills, you may want to work at achieving them. Lifelong learning is one of the keys to maintaining marketability in today's workplace.

Source: NAWDP  
*Advantage*, February 2000

## FMLA Benefits

"Under certain circumstances you have the right to take unpaid, job-protected leave from work when you or someone in your family needs medical care," according to the U.S. Department of Labor.

The Family Medical Leave Act (FMLA) protects your job when you are having or caring for a child, or when a serious illness strikes you, your child, spouse, or parent.

To qualify for FMLA you must have worked for the same employer for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of FMLA leave. You must also have worked for a company with at least 50 employees.

You are entitled to a total of 12 weeks off work without pay. You are entitled to keep your health insurance you already had and to get your old job back, or a job with equal pay, status and benefits.

Source: U.S.  
Department of Labor

*Destiny is not a matter of chance. It is a choice: it is not to be waited for, it is a thing to be achieved.*  
-Williams Jennings Bryan

## Selecting References

Select references for your job search carefully. Use present and former employers and co-workers. If you recently graduated, use your internship supervisor or trainer. Do not ask relatives.

Be sure to ask permission before using someone as a reference. Select people you are sure will say only positive things about you.



Type a list of your references, including names, titles, name of employer, address, and telephone number. Bring your reference list to interviews.

Tell your references whenever you give their names to an interviewer. Give your references brief information about the job for which you are interviewing. This will help your references be better prepared for the call.

If you know someone within the company you want to work for, ask that person to put in a good word for you.