

## **NAACP Job Bank**

### **Job Readiness Tips to Remember!**

#### **RULES FOR COMPLETING A JOB APPLICATION....**

"ONLINE" OR "PAPER"!

1. Read the application twice before writing your answers. (Read each page, front and back.)
2. Ask for help if you do not understand a question.
3. Follow directions.
4. Print; do not use cursive. (Make certain your handwriting is legible.)
5. Use a ball point pen with black or blue ink.
6. Double-check your spelling and grammar. (Never abbreviate)
7. Do not leave blank spaces; complete all sections. If something does not apply, print "N/A".
8. Double-check all dates to make certain that they are correct. (Watch for overlapping dates and gaps.)
9. Be neat; avoid cross-outs and eraser smudges. Do not drop food or spill beverages on the application.
10. Sign your application.
11. Tell the truth; you can be fired for lying on an application.
12. Review your application after you complete it.

#### **INTERVIEW SKILLS**

**BE READY AT ALL TIMES!**

The job interview is usually a two way discussion between you and a prospective employer. The interview that you are most likely to face is a structured interview with a traditional format.

It usually consists of three phases. The introductory phase (1) covers the greeting, small talk, and an overview of which areas will be discussed during the interview.

The middle phase (2) is a question and answer period. The interviewer asks most of the questions, but you are given an opportunity to ask questions as well.

The closing phase (3) gives you an opportunity to ask any final questions you might have, cover any important points that haven't been discussed, and get information about the next step in the process. 2

## **INTERVIEW DRESS FOR SUCCESS**

LOOK YOUR BEST!

### Women's Interview Attire

Solid color, conservative suit

Coordinated blouse

Moderate shoes

Limited jewelry

No perfume/or very light in smell

Neat, professional hairstyle

Tan or light hosiery

Sparse make-up & perfume

Manicured nails

Portfolio (RESUME) or briefcase

### Men's Interview Attire

Solid color, conservative suit

White long sleeve shirt

Conservative tie

Dark socks, professional shoes

Very limited jewelry

No cologne/or very light in smell

Neat, professional hairstyle

Go easy on the aftershave

Neatly trimmed nails

Portfolio (RESUME) or briefcase

### **Employers Web Sites**

[www.Bexar.org](http://www.Bexar.org) Bexar County Jobs

[www.Usajobs.gov](http://www.Usajobs.gov) United States Government Jobs

[www.Usps.com](http://www.Usps.com) United States Postal Services

[www.Twc.state.tx.us](http://www.Twc.state.tx.us) Texas Workforce Commission

[www.Dshs.state.tx.us](http://www.Dshs.state.tx.us) Texas Department of State Health Services

[www.Chcsbc.org](http://www.Chcsbc.org) Center for Health Care Services

[www.Texas-veterans.com](http://www.Texas-veterans.com) Texas Veterans Commission

[www.Carrers.jpmorganchase.com](http://www.Carrers.jpmorganchase.com) Chase Bank

[www.Sanantonio.gov](http://www.Sanantonio.gov) City of San Antonio

[www.WalmartStores.com](http://www.WalmartStores.com) Wal-Mart Corporation

[www.Target.com](http://www.Target.com) Target

[www.Heb.com](http://www.Heb.com) HEB Stores

[www.SplashtownSA.com](http://www.SplashtownSA.com) Splash Town

[www.Seaworld.org](http://www.Seaworld.org) Sea World

[www.Usaa.apply2jobs.com](http://www.Usaa.apply2jobs.com) USAA

[www.Sears.com](http://www.Sears.com) Sears

[www.JCPenny.com](http://www.JCPenny.com) JC Penny's

[www.Sanantonio.employmentguide.com](http://www.Sanantonio.employmentguide.com) Employment guide.com

[www.Texasonlinejobs.com](http://www.Texasonlinejobs.com) Texas Online Jobs

[www.Halliburton.com](http://www.Halliburton.com) Halliburton (overseas jobs)

[www.Kohlscareers.com](http://www.Kohlscareers.com) Kohl's Department Store

[www.Rackspace.com](http://www.Rackspace.com) Rackspace

This is not an all-inclusive job website listing, please check back for more job sites will be added upon receipt...

When contacting and completing an application for employment from the NAACP website, please specify "**NAACP**" in the column of "**How did you hear about us**".

If you have any questions on how to complete an online application or any other questions in regards to finding employment, please email Jerri Keys at [jusscesskeys@yahoo.com](mailto:jusscesskeys@yahoo.com) or you may call her at 210-430-4885 at your convenience.