



Public Access Computers

The following locations offer public access to computers to help with your employment search.

- **The Alexander City Public Library**
318 Church Street
Alexander City, AL
256-329-6796
Hours: Mon-Thurs-8:00AM-5:00PM
Friday-8:00 AM-5:00 PM
Saturday-8:00 AM -12:00 PM
- **Cooper Recreation Center**
625 Martin Luther King Blvd
Alexander City, AL
256-329-6799
Hours: Mon-Fri- 4:30PM-8:00 PM
- **Central Alabama Community College Library –Alexander City Campus**
1675 Cherokee Road
Alexander City, AL
256-215-4291
Hours: Mon-Fri- 10:00 AM -2:00 PM
Limit of 1 hour of daily use
- **Alabama Career Center - Alexander City**
1375 Jr. College Drive
Alexander City, AL
256-215-4494

Websites for Job Opportunities and LinkedIn

wwwIndeed.com

www.topusajobs.com

www.joblink.alabama.gov

www.careerbuilder.com

www.monster.com

www.job.com

www.usajobs.gov (government jobs)

www.dice.com (the career hub for tech insiders)

www.theladders.com (engineering website)

www.engineer.net (engineering website)

LinkedIn

The purpose of the site is to allow registered users to maintain a list of contact details of people they know and trust in business. The people in the list are called Connections. Users can invite anyone (whether a site user or not) to become a connection.

This list of connections can then be used in a number of ways:

- A contact network is built up consisting of their direct connections, the connections of each of their connections (termed second-degree connections) and also the connections of second-degree connections (termed third-degree connections). This can be used to gain an introduction to someone a person wishes to know through a mutual, trusted contact.
- It can then be used to find jobs, people and business opportunities recommended by someone in one's contact network.
- Employers can list jobs and search for potential candidates.
- Job seekers can review the profile of hiring managers and discover which of their existing contacts can introduce them.
- The "gated-access approach" (where contact with any professional requires either a preexisting relationship, or the intervention of a contact of theirs) is intended to build trust among the service's users. LinkedIn participates in EU's International Safe Harbor Privacy Principles.[9]

LinkedIn also allows users to research companies with which they may be interested in working. When typing the name of a given company in the search box, statistics about the company are provided. These may include the ratio of female to male employees, the percentage of the most common titles/positions held within the company, the location of the company's headquarters and offices, or a list of present, past, and former employees.

Job Interview Tips

Conduct Company Research

Understand the company's needs, desires and expectations by researching their history, key players, main products and main competitors. You can easily find company information by searching the internet and reading the newspaper and trade publications.

Prepare a resume that sells

Simply having the right type of experience is not enough. A resume must answer three major employer concerns:

- Can this person do the job?
- Can this person make an immediate contribution?
- Will this person fit in?

Arrive prepared

Before the interview, choose 3-5 accomplishments or skills that you consider to be your major selling points. Every time the interview shifts in a direction that doesn't support your agenda, steer the conversation back to the major selling points you selected.

You should also have on hand a job interview writing pad to jot down any notes or questions and answers that you have from the interview.

Do's:

- Arrive 10-15 minutes early. Telephone if you are delayed (don't be!).
- Arrive alone. The employer wants to see you, not your friend or family. If you get a ride, have them leave you at the entrance and wait unobtrusively until you come out.
- Introduce yourself in a confident way to the receptionist, and identify by name the person you wish to see, the time of your appointment and the job you're interviewing for.
- Be friendly and considerate to all personnel you meet in the process. Be patient when waiting.
- When introduced to the interviewer, shake hands firmly, greet him/her by name and introduce yourself. Remain standing until you're invited to sit.
- Be positive, enthusiastic and interested about the job, the company, the interviewer and yourself.
- Be pleasant, friendly and businesslike in words and manners. Maintain eye contact without staring and ask questions that require more than a "yes" or "no" answer.
- Use language of your discipline (i.e., customer service, computers, electronics, etc.)
- Prepare and have ready networking business cards, extra copies of your resume, personal work samples, portfolio if appropriate, reference list, note pad and personal appointment book.

Don'ts:

- Don't fidget with your clothes, hair or jewelry.
- Don't smoke or chew gum even if invited to do so.
- Don't argue or tell the employer your troubles.
- Don't stress your need for the job.
- Don't use slang or profanity.
- Don't place your handbag or briefcase on the employer's desk.
- Don't gossip or tell jokes
- Don't sell yourself out of a job by saying negative things about yourself, peers or past employers.
- Don't focus on wages, benefits or vacation.
- Don't mention personal or financial problems (health, family, etc.).
- Don't be afraid to smile!
- Avoid refreshments during the interview (cups spill).

Job interview questions you should expect:

- So, why don't you tell me about yourself.
- Tell me about an objective in your last job that you failed to meet and why.
- What has been your most significant accomplishment in your career?
- Why are you seeking a position with our company?
- Why do you want to leave your current job? (Why did you leave your last job?)
- Where do you see yourself five (ten or fifteen) years from now?
- What do you like the most/least about your current (previous) job?
- Why did you decide to seek a position with this organization and what do you know about us? How do you define success?

Job interview questions you should ask:

- What would you like done differently by the next person who does this work?
- How would you describe the atmosphere of this department?
- What are the two / three most important things you would want the person who's hired for this position to accomplish?
- Where do you see the company going in the next few years?
- What are the success factors for a person to be effective in this position?
- When are you looking to make a hiring decision?
- I've enjoyed our meeting and I'm very interested in going forward. Where do we go from here?
- May I have a tour of the facility?

Wrapping Things Up

Conducting a self-evaluation

Find a quiet place and evaluate your interview performance. Jot down notes on what went right and on the areas that need improvement. Use the self-evaluation as a learning guide for future interviews.

Send a job interview thank you card or letter

Use the job interview thank you card or letter as a vehicle to express your appreciation for the interview and to re-emphasize your qualifications and interest for the position. A recent poll stated that over 15% of hiring managers said they would dismiss any candidate that didn't send a follow-up thank you note after the interview. Don't lessen your odds, send that thank you card. Sending a premium quality thank you card highlights your professionalism and follow-through.

Follow up with the employer

One of your final questions at the end of your job interview might be, "May I check back with you in two weeks (use a timeframe that fits the situation) to inquire about the status of my candidacy?" Enter the date in your calendar and follow up as promised.

Continue job searching

No matter how great the interview went, continue interviewing until you get a firm job offer. Always, always remember to send a Thank You card or letter!