

About Cook County Career Connector



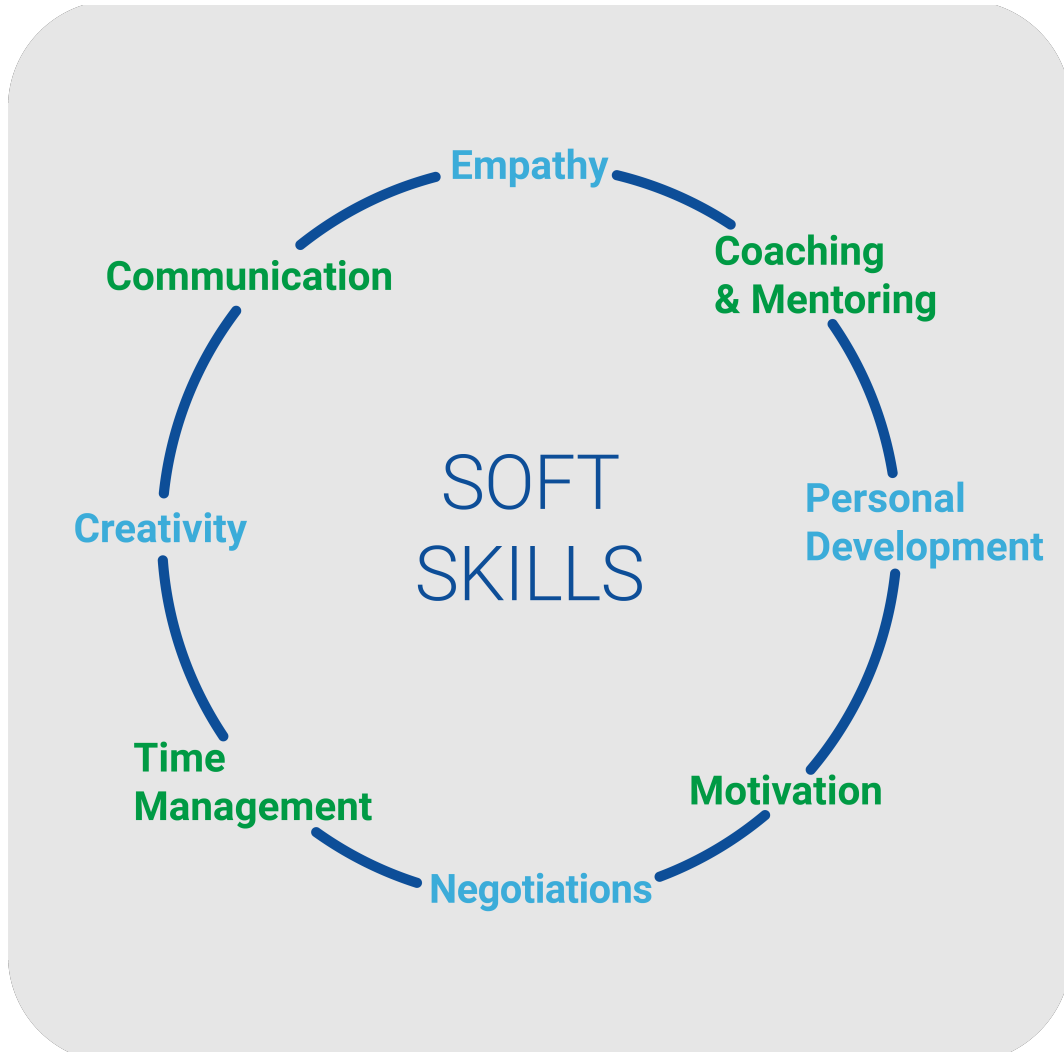
The Cook County Career Connector Program is brought to you by Cook County and The Chicago Cook Workforce Partnership (The Partnership). The Program is made up of a series of in-person events throughout suburban Cook County, connecting residents to quality jobs and employers to a skilled and diverse talent pool. The free events take place at locations within The Partnership's network.

Interview Checklist



- **Soft Skills**
- **Time Management**
- **Communication Skills**
- **1 Minute Elevator pitch**
- **Social Media Do's and Don'ts**
- **References**
- **Interview Attire and Grooming**
- **Resume Ready**
- **[Watch this video!](#)**

What are Soft Skills?



“Soft skills” are how you present yourself to an employer and include your verbal and non-verbal communication, manners, empathy for others, and ability to work with others.



One of the most important attributes that employers also seek in a prospective candidate is adaptability. Is the candidate easy to coach and will they be able to adapt to any changes that the company might be presented with?

Key Discussions:



Time Management



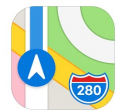
Communication Skills

Time Management

Time management is the ability to be on time, and complete your work projects in a timely manner. In a work environment this means meeting deadlines, setting priorities, and staying on task. The best time to demonstrate this skill is at your interview.



- Arrive on Time to Interview
- Always arrive 15-30 minutes ahead of your interview start time. Plan how you will get to interview the night before.



- Check Driving Route
- Re-check the directions in real time at least an hour before you think you need to leave.



- Leave Home Early
- Give yourself at least 15 minutes spare every 30 minutes you expect to be in traffic or commuting.



- Public Transportation
- If you're using public transportation, choose a route that will get you to your location with plenty of time to spare, and don't forget to take into account any necessary walking from the drop off point to the building. As a backup, have an alternate route planned in case of emergency.

Communication Skills

Good communication skills are essential to a successful interview. Communication includes talking, writing, listening, and body language.



Things to Remember

- ✓ Greet the Interviewer
- ✓ Handshake
- ✓ Facial Expression
- ✓ Body Language
- ✓ Eye Contact
- ✓ Voice and Tone
- ✓ Personal Conversations
- ✓ Common Courtesy



1-Minute Elevator Pitch



Prepare a 1-minute elevator pitch to share with employers about yourself, and what you can offer an employer, professionally.

Write pitch down on paper, practice it, and do not use slang. Be confident when talking about yourself and what you can offer!

Questions to ask yourself when preparing a pitch

Who are you?

- Full name
- Your interest (about working, volunteering, internships)
- School graduation or status (if applicable)

What do you like to do or what can you offer (previous experience)?

- How many years of experience (sports, clubs, previous work experience)
- Accomplished activities or experiences learned

What do you bring to table?

- Explain why you would be a value to the company
- Explain why you chose to apply for the company (speak about company history, services, products, personal experience with company)

Practice speech with friends, counselors, parents, Career Coach, etc.

Social Media

✓ Do

- Use social media to network and job search by using social platforms like LinkedIn and Facebook job boards
- Join social media groups that focus on related career interests, workforce overall, and professional development
- Follow companies via social media to be on top of their current news
- Have separate professional and personal social media accounts
- Have a professional profile picture –DIY or Professional
- Lock your personal account with the highest privacy settings.



Social Media

✗ Don't

- Forget everything online can be seen by anyone if not protected
- Link your personal account to job applications, only use your professional account
- Share unprofessional profile or status pictures
- Allow your account to become outdated
- Post political, religion, or vulgar comments on your professional social media sites



Interview Attire: Dress to Impress

Examples of what to wear

1. Blouse (women)/collar button-up shirt (men)
2. Tie (preferred)
3. Slacks (men and women)
4. Skirt (by knee or below knee length)
5. Sweater vest or sweater with button up (men and women)
6. Blazer (men and women)

Appearance

1. Deodorant
2. Hair style-simple and professional
3. Nails-clean and neutral polish. Short preferably.
4. Ironed clothing
5. Clean teeth, fresh breath
6. Daytime, neutral makeup – no glitter, shimmer or evening looks



Is Your Resume Ready?



- Make sure your resume has your current contact information, including a working telephone number and an email address that you can access.
- Include your most recent work experience, as well as relevant experience to the position you are applying for.
- Spellcheck your resume and make sure you do not have any typos.
- Be honest and accurate about your past experience – do not embellish or inflate your skills. Interviewers can tell.

Need Help with Preparing for the Event?

Watch [this video](#) for more tips on how to prepare for a hiring event!

Get Help From the American Job Center Network

If you have worked for years or are just entering the workforce, American Job Centers offer valuable resources to help you during your career exploration.

Many services are free and include:

- Interview preparation
- Resume building
- Career planning
- Post-job placement services
- Work readiness training and more

Find your nearest American Job Center by calling 800-720-2515 or [click here](#).



View Upcoming Events

**Visit the Cook County Career Connector website
to see events as they are announced:
CookCountyCareerConnector.org**

