

# Grow with Google

## Partner Tips & Tricks

### Homer Township Public Library



**HOMER TOWNSHIP  
PUBLIC LIBRARY**

Take the time to research the occupation(s) that you are considering before investing money into a specific program. Try to find the answers to the following questions: What can you do with this certificate or degree? What is the job outlook? What is the median hourly/yearly pay? Does your state have any licensure requirements for this occupation? The answers to these questions can be found online and at your local library. If you are able to, go one step further and talk to someone already working in that industry to get a better idea regarding what a typical workday looks like.

### ITExperience, Inc.



**ITExperience, Inc.**

Bridging the gap between you and the industry

Making a career change or getting that dream job is a conscious effort that requires work. How much effort you put in and how far you are willing to go determines how successful you will become in reaching that goal. Getting to that success point faster is driven by the community you surround yourself with, your passion, how available you are, and your focus on the goal. Our suggestion on how to pick that career that is most fulfilling is to “Find out what you like doing best, and get someone to pay you for it.” – Katharine Whitehorn.

### Step Up For Mental Health®



**FOR MENTAL HEALTH**  
To Educate. Fight Causes. Change Minds.

Going back to work, a new career change? Think about active role-playing! There are many nonprofit organizations that have mentoring programs (Step Up For Assistance Program) that will help you get in interview shape as you prepare to think about what you want to say in the field of your choice. The best thing is to practice the most important job questions an employer will ask you. (i.e. "What Do You Consider to Be Your Weaknesses?") You can do this! But make sure to find a mentoring partner to help you land your perfect dream job!

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## Douglas County Public Library



When looking for a new job, don't forget to stop by your local library to ask about their resources. With a library card, you often have access to many helpful physical and online resources. They can help you with everything from creating your new resume to performing your actual job search. Some libraries also host free career planning classes and workshops.

## TBICO The Bridge to Independence and Career Opportunities



### Tip #1

Know yourself. Spend some time answering questions like: "What are my superpowers?" "What makes me want to get up in the morning?" "What was it about past jobs that I liked? What didn't I like?" These kinds of questions will help you find positions suited to your skills and interests and move you toward finding fulfilling work.

### Tip #2

Your resume should be more than a boring list of your education and positions held. Make sure to highlight what transferable skills you have gained in working and with life experience. Check your spelling and ask a friend to proofread for spelling, grammar, and clarity.

### Tip #3

Prepare for that critical interview! Dress for success in a business-appropriate outfit that makes you feel terrific. Research the company and make sure you know how your skills and interest will be an asset. Be prepared to answer tough questions like "Tell me something about yourself." Seek out a friend who is willing to "interview" you and practice! Lists of typical interview questions can be found online.



# Grow with Google

Langston  
University



## Tip #1

Do not focus solely on your job duties. Focus and articulate your accomplishments. Keep a running list of all your accomplishments from every job, project, assignment, etc. This helps provide support for promotions and expansion of a job role.

## Tip #2

Use tools such as Me in 3 to make a video to highlight your transferable skills and attributes that are hard to convey on a written resume.

## Tip #3

Do your research and seek about individuals who have a position or role similar to the one you are seeking. Set up informational interviews with them to learn more.

## Tip #4

Keep an open mind when exploring new opportunities. Some of the best opportunities exist in fields or industries you may not have considered. Think about your passions and interests to help discover new opportunities.

Long Branch  
Free Public  
Library



## 3 Easy Career Tools to Help You Find Work You Love!

### Tip #1

Love and Dislike list: Identify what you love and loathe in your current role. Then reflect on your answers - identifying what you may want to focus on or avoid in any new career.

### Tip #2

Get yourself the latest edition of, "What Color is Your Parachute" by Richard Bolles. It has great exercises and practical tips, plus it's updated annually with recommended websites and resources.

### Tip #3

MUST and Must NOT Haves: Get a piece of paper and list career or role "MUST haves" on one side and "Must NOT haves" on the other. Any career can be compared to this list. The "Must haves" are your minimum requirements and "Must NOT haves" suggest career unsuitability.