

1/15/2015 11:00 AM-12:00 PM

Today we had the pleasure of have Williamae Latimore as our guest speaker for the month of January. She was an Employment Specialist and Counselor and is now we retired. She worked for the State of NJ for 25 years testing people's abilities and interest.

The first thing Ms. Latimore stressed about applying for employment is that an employer is going to want to hire someone they can work with. Make sure you know something about the company and always be prepared to continue to learn. Don't just fill out the application and walk away.

Ms. Latimore also spoke about some important rules. First impressions are very important. Dress appropriately for the company you going to apply for, because you never know when you will get an interview. Ms. Latimore said she once asked a group employers why they weren't hiring individuals they were being sent. They said in less than 2 minutes you can tell by the type of dress and mannerism if they want to hire you. It's about how you approach someone. Don't ever wear jeans, women should be covered, no wrinkled pants, and act interested in being hired.

Ms. Latimore spoke about some interview skills. She said be prepared, have more than one resume, references, reference letter. It is also important to ask a reference before you put them down first. Always be least 10-15 minutes early for the interview. Eye contact during the interview as well as smiling and a firm hand shake is important. Listen to what they have to say and be prepared with questions. Answer questions honestly so you avoid issues later. Don't talk about salary until you get the job. It is important to follow up with a card, email, etc. after the interview. When asked "how long to wait to follow up?" Ms. Latimore said about one week.

Ms. Latimore also pointed out more employers are looking at social media so you have to be conscious as to what you put out there.

Jamil Srour, director of NJCC, shared a story about someone he knew was hired because of their experience, enthusiasm, and willingness to learn. The bottom line was they didn't have the experience for the position the applied for, but their willingness to learn and enthusiam landed them a different position they were better suited for.

Ms. Latimore also shared some valuable information about resumes. One of the important things that resume does is tells the employer who you are, because they don't see you. Employers don't like to read a lot so be specific. Your skills and length of time with companies will be looked it so be conscience. There are plenty of resume books in the library.

Ms. Latimore spoke about types of resumes as well. The first one is a chronological resume which most employers like. It simply states your skills and work background in chronological order. There is also a functional resume. That focuses on skills. This kind of resume is good for someone who doesn't have a lot of experience because they just got out of school or someone

who has been a stay at home mom and doesn't have a lot of experience for that reason. There is also a non-traditional resume that includes photos, graphs, and detail.

As Ms. Latimore wrapped up her time she answered some questions. One question was what if the interviewer asks "why you left or were let go from the last employer?" Ms. Latimore emphasized to put a positive spin on it and never downgrade. Always ask yourself "would I hire this person?" Self-presentation is important. Make sure you want the job and are there for a specific reason. Another question asked was what to say if they ask what are you looking at for a salary? Ms. Latimore said you never put open you always can start with the going rate. There are books and websites that tell you general rates based on jobs. The last question asked was about older people in the work force. Ms. Latimore said some companies want the older people. They never will say you are too old, but you can tell in their demeanor.

The last thing Ms. Latimore emphasized was to never give up. She said the job that you want is out there for you!

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