

AM I READY TO LOOK FOR MY FIRST JOB, WHAT DO I DO NEXT???

If it is your first time applying for a job, this scene can be very overwhelming. While there are many steps to take, we can help you work through this process, and help lead you to success.

Job Searching



A very useful site to check is the NYS Job Bank which shows real jobs near you. Apply directly through a company's website you wish to work for, never sites such as Indeed or ZipRecruiter

Writing a Resume



Talk to our front desk about scheduling an appointment with an employment specialist, our services are completely free, and we can help you create or edit a resume

Interview Ready



It is important to make a good impression and stand out in your interview, practice good hygiene, research the business, run through some sample questions, be polite and introduce yourself with a firm handshake

Workplace Etiquette



A level of professionalism is expected in the workplace, maintain appropriate behaviors and kindness towards management and coworkers.

Welcome In!

Working Solutions is a place dedicated to helping people find opportunities in the workforce, and much more. We offer services such as resume and cover letter writing, and job searches with one of our employment specialists (appointments only). Our resource room is open to the public during normal business hours.

Working Solutions is a safe environment for everyone, and we make it our mission to help anyone who comes through our doors.

For more information about our programs

CONTACT US

Visit our website

<https://www.herkimercountyny.gov/employment/working-solutions/>

Telephone Number

315-867-1400

Facebook

Herkimer Working Solutions



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Working Solutions

Looking for your first official job as a teen or young adult?

Here are some tips that will help you stand out amongst your peers in your application, resume, interview, and at your worksite.

Be the best version of yourself you can be!

Specific tips to help you get that job!

Applying:

1. **Call the places you applied to**
2. If you have no prior work experience, **include relevant extracurriculars**
3. **Take your time** writing your resume and application
4. **Include references** if you can, someone who will speak highly of you
5. If possible, **go in person** to ask if a business is hiring
6. **Create professional email address**
7. **Read over your application** beforehand

Interview:

1. **Ask questions** other than about money
2. **Have what you need**, show up prepared.
3. **Be mindful of body language**, avoid knuckle cracking or nail biting
4. **Show confidence**, good posture, and eye contact.
5. **Do a mock interview!** practice sample questions with a friend
6. **Read the job description** of what you are applying for
7. **Research the business** and mission statement

Workplace:

1. **Be punctual.** Early is on time!!
2. **Dress appropriately**, no ripped jeans or short shorts
3. Unplug at work, **turn off cellphones** on the clock
4. Keep **personal problems** out of the workplace
5. **Be considerate** and polite
6. Accept constructive criticism and **learn from your mistakes**
7. Keep a balance between work and personal life **don't overwhelm yourself!**