

# Network to Work – Participant Guide

## March 2024

### Interviewing

**Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter**

Network to Work Lessons & Materials  
are on the Participant Portal at:  
**[A4td.org / a4tdtraining](https://a4td.org)**

#### **Meeting Ground Rules:**

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

### **Today's Agenda:**

#### **1. Introductions:**

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** Which weather forecast is most like your mood today? Sunny, Partly Cloudy, Cloudy, Rainy, Icy, Stormy

#### **2. Review Last Month:**

- **Online Job Searching**
- You were asked to complete page 5 in last month's packet. These are always available on the participant portal.

#### **3. This Month:**

- **Interview Tips:** We will watch a video and go over resources to help you prepare for any interview.
- **Your homework** will be to consider the common questions on pages 5-8 of this packet and prepare your personal answers.

#### **4. Celebrations!**

- Please share your achievements: Classes taken, Training received, and Jobs!

## 5. Programmatic Assurances:

- Associates for Training and Development will follow up with you for a year after you leave the program to help you maintain or get a job
- You must notify your CMPA or RC if you are asked to do duties outside of those on your IEP
- You may not drive your personal vehicle or a host agency vehicle as part of your assignment

## 6. Workplace Safety Video:

- Link: [https://youtu.be/pJSNdvlZCWA?si=vcS1wPK9NOby\\_GBx](https://youtu.be/pJSNdvlZCWA?si=vcS1wPK9NOby_GBx)
- Ugly Hitchhikers - Safety & Health Training Video - Protect Your Health, Safety & Self-Respect (2:26): Everybody has a lot of nasty hitchhikers. They are called Germs. People do not accept when someone shows up for work smelling like a garbage dump. Anyone who looks dirty, smells disgusting and who has bad breath is thought to be unhealthy and a person to be avoided. This short safety training video explains how to avoid embarrassment and shame by a lack of cleanliness. Good personal hygiene is easily accomplished and can make an important impact on your self-respect!

## 7. A4TD News:

- **Offsite Training** Options – Please see flyer on **page 6** of this packet
- **SCSEP Orientations** – Please see flyer on **page 7** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** None until May!

## 8. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- Offsite training must be explained with the name of the provider and the name of the course. *"30 minutes | GetSetup, New Member Orientation"*

## 9. Next Meeting:

- \_\_\_\_\_ day, March \_\_\_\_\_, 2024 at \_\_\_\_\_

# 12 TIPS TO ACE YOUR NEXT JOB INTERVIEW

BASED ON THE VIDEO:

[12 'QUICK TIPS' for JOB INTERVIEWS!](#)

[\(How to PREPARE for an INTERVIEW in 2024!\)](#)

<https://youtu.be/w-tUHaVKov4?si=8602eb4BcyloYM20>

By Richard McMunn

## 1. Dress Professionally

**2. Read the Job Description:** Prepare and then, Re-read it just before the interview. These are the skills they are looking for. Be ready to discuss how those skills match your skills.

**3. Research the Company:** Look at Glassdoor.com for reviews and Google for their website.

**4. Say “THANK YOU for this opportunity” before introducing yourself**

**5. Use the S.E.A.T. method to introduce yourself:**

**S** - Skills

**E** – Education & Experience

**A** - Achievements

**T** – Type of person you are that matches this job role

**6. Know your weaknesses and how you are working to improve them**

**7. Use Indeed or Glassdoor.com to research potential interview questions for this job role**

**8. Don't be negative.** Be positive and enthusiastic – even when talking about former jobs/employers. Also address any gaps in employment in a positive way – what have you been training on as a lifelong learner?

**9. Know your Strengths:** Embracing Change, Problem Solver, and Lifelong Learner are excellent examples to use

**10. Have questions-to-ask prepared for the end of your interview:**

Can you tell me more about the team I would be a part of?

Is there any more information I could read up on while I am waiting to hear back from you?

**11. Create a Powerful Closing Statement:**

Once again, thank you for this opportunity...

**12. Practice! A4TD staff and AJC staff are always willing to schedule a mock interview with you.**

# **FIVE INTERVIEW ANSWERS YOU SHOULD PREPARE IN ADVANCE**

## **1. TELL ME ABOUT YOURSELF.**

Don't treat this question as the usual small talk you might make with someone you've just met. Don't include personal details about your life or family — especially things that might reveal your age, such as stories about grandkids or references to when you graduated from school.

Instead, focus on your work experience and why it's relevant to the job. This is a great time to describe the training you have done in the SCSEP program and the skills you have learned that match the skills requested in the job posting.

Your answer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **2. WHERE DO YOU SEE YOURSELF IN FIVE YEARS?**

Job seekers of all ages get asked this question, but it can take on a different meaning for older candidates. Employers sometimes think older applicants are planning to retire in a few years and are just trying to make some money until then. If they assume that's the case with you, they could be more likely to choose a younger candidate who they think might contribute to their company for many years to come.

*“Five years is a long time from now, but I see myself continuing to learn and grow while contributing to your organization”*

It is always good to talk about your willingness to keep up with your industry and skills, especially tech skills.

**Your answer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. WHAT IS YOUR GREATEST STRENGTH?

Talking about yourself is hard. Have an answer prepared beforehand by knowing what skills are asked for in the job posting and talking about one of those. Be sure to use an example of how you have used this strength.

*“Thanks to my SCSEP training as an office clerk, I have gained excellent **communication skills**. I was able to effectively and accurately take messages for the staff and I was also responsible for creating weekly emails for staff members on the upcoming calendar. I have also completed a course on effective communication from GetSetUp.”*

Your answer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### 4. WHAT IS YOUR GREATEST WEAKNESS?

Always reframe weaknesses as a “challenge” and in your answer be sure to tell the interviewer exactly how you are working to overcome this challenge.

*“I find **public speaking** intimidating and have often struggled with presentations. As a result, I am currently taking a public speaking course at a community college to become more confident and learn to structure a speech more effectively.”*

Your answer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. *WHAT ARE YOUR SALARY EXPECTATIONS?*

Talking about income with strangers is rarely comfortable, and it can be even more anxiety-inducing when you are wondering whether your answer might knock you out of the running for the job. Some employers might assume that older applicants will want a higher salary than younger candidates, or that older workers might be more expensive for the company's health care plan. Before the interview, know the typical salary range by researching the company and role on Glassdoor.org.

**Your answer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# job goal!



## Specialized Offsite Training



Funding for classes NOW  
Talk to your  
RC & CMPA today!

- 1
  - Personal Care Aid Certification
  - Phlebotomy Credential
  - Pharmacy Tech Credential
  - Certified Nursing Assistant Credential
 Health Care
- 2
  - ServSafe Food Handler or Managerial Certification
 Food Service
- 3
  - Customer Service Certification
 Customer Service
- 4
  - Administrative Assistant Certification
 Admin Assistant
- 5
  - Child Development Associate Certification
 Childcare

**All Training Tracks**

**Digital Literacy**

**A4TD Computer Mentors**  
One-on-one chromebook basics with a live A4TD participant-mentor

**GetSetUp**  
Online Platform with live instructor options as well as recorded classes with chat support.

**Tech4Tomorrow**  
Online real-time classes with live instructor.

**KLS**  
Independent online study with webinar support

**Local Classes**  
Tuition Support May Be Available  
Please talk to your RC

To Watch an Introduction Video: [https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L\\_846C](https://youtu.be/tn1StqCHMhA?si=tt30-pD4g7L_846C)

## Stay Connected:

### 1. Visit the Participant Portal:

Go to A4TD.org and click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)

### 2. Follow and Like A4TD on Facebook & LinkedIn:



### 3. Share the SCSEP Program with Friends & Family:



*Webinar*  
**SCSEP ONLINE ORIENTATION SESSION**

*Senior Community Service Employment Program (SCSEP) - A federally funded jobs training program specifically designed for older job seekers*

**A4TD** ADVANCING WORKFORCE  
DEVELOPMENT FOR  
MATURE WORKERS  
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of the month

 9:00am - 10:15am

- ✓ Learn how to earn wages while developing new job skills
- ✓ Find out about participant eligibility requirements
- ✓ Meet some of our amazing staff

**Join us on Zoom**  
<https://zoom.us/join>  
Meeting ID: 895 3712 4962

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Questions? Contact us

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(800) 439 - 3307 

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