

Career Links

QUARTERLY NEWSLETTER

APRIL/MAY/JUNE 2009



How to Answer the 10 Top Interviewing Questions

It's always best to be prepared and to practice before any interview. Employers today like to use a variety of interviewing questions to get a feel for the interviewee and where they would fit in their company. Listed below are 10 top interviewing questions to be prepared for:



"Our work is a presentation of our capabilities."

-Anonymous-

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- 1) **Tell me about yourself:** A short statement should be prepared in your mind beforehand. Never memorize word for word as this sounds very rehearsed verbally. Limit your statement to work related items and accomplishments that relate to the job you are interviewing for.
- 2) **Why do you want to work for this organization?** This question most certainly takes extra thought. Your answer should be based on the research you have done on the company. Relate your long term career goals to your answer.
- 3) **Are you a team player?** Yes, you are a team player! Make sure to have specific examples ready as to why you are a team player. Present the examples in a matter of fact tone. Remember not to brag.
- 4) **What are you salary expectations?** This is a loaded question. Never answer the question, but let them know you are open to negotiating for what's appropriate based on the position and your experience. Do your research and have a range in mind if pushed for an answer. <http://wiscareers.education.wisc.edu> or online.onetcenter.org are great resources for salary comparisons.
- 5) **Have you ever been asked to leave a position?** If not, answer no. If yes, answer this question briefly, honestly, and avoiding any negativity.
- 6) **What is your greatest strength?** List a few here, great examples could be: ability to prioritize, problem-solving, ability to work under pressure, or your positive attitude.
- 7) **What has disappointed you about a job?** Always remember to stay positive. A good example could be that you were laid off due to a reduction in work, your company lost a contract, or the job was temporary assignment.
- 8) **What motivates you?** This answer is based on your personal opinion. Many use a challenge, recognition, and achievement for examples.
- 9) **What have you learned from your mistakes?** Make it a small, unintentional mistake that you've learned positively from.
- 10) **Do you have any questions for us?** Always have a few questions prepared. A few may be based upon your research on the company. Others may be: What is the work environment like? What types of projects will I work on? And when can I expect to hear from you?

High Growth Occupation

Medical Equipment Repairer

Description & Tasks

- Medical Equipment Repairers will inspect and test malfunctioning medical and related equipment.
- Keep records of repairs, maintenance, and require updates.
- Perform preventative maintenance or service such as cleaning, lubricating, and adjusting equipment.
- May need to explain or demonstrate the proper use of equipment to medical personnel.

Skills Required

Complex problem solving, critical thinking, troubleshooting and active listening are typical skills required for a career in medical equipment repair.

Education

Most occupations in this field require either training in a vocational school, an associates degree or an apprenticeship is required for this occupation. In addition a licensing exam is required and must be passed.

Employment Trend and Wages

Median wages— \$19.38 hourly, \$40,320 annually

Projected Growth— Faster than average (21% or higher growth)

Source: <http://online.onetcenter.org/>

Keywords and Phrases that will get you the Interview

Whether you are looking for work or you have secured your current position it's important to always be updating or improving your resume for that next possible job opening. Below are a few helpful keywords and phrases you may want to put into your résumé or cover letter.

***Team Player:** Employers like to see that you are a team player and that you can get along with other coworkers.

***Leadership:** Having leadership abilities to offer can show that you are an independent thinker and you have the capability to take charge of a situation.

***Good Oral and Written Communication Skills:** Being able to efficiently communicate a task or piece of information not only looks good to an employer but means you can work with your coworkers as well.

***Problem-Solving and Decision-Making Skills:** Using phrases such as these gives the employer insight into how you may handle and manage certain situations, which shows the employer you are able to get tasks done no matter what obstacle may arise.



Racine County
Workforce Development Center

Summer Youth Employment Workshop

Keys to Employment for Youth (K.E.Y)

Open to youth ages 14 to 19 who are serious about finding employment!

5-Day workshop designed to give youth the key skills needed to enter the workforce.

SESSIONS WILL BE HELD:

Dates: May 14, 15, 18, 19, 20 (Attendance is required for all 5 sessions) **

Location: Racine County Workforce Development Center
1717 Taylor Avenue, Racine, WI 53403

Time: 3:30- 5:30pm

** Students who complete all sessions will be invited to a "Meet the Employer event"

TOPICS INCLUDE:

- ☺ Presentations by Youth Friendly Employers
- ☺ Employer Expectations & Work Ethics
- ☺ Customer Service & Team Work
- ☺ Communication & Soft Skills
- ☺ Applications & Interviews
- ☺ Career Stepping Stones & Workplace Safety

Limited seating!

Registration Deadline is May 4th, 2009

Interested participants must attend one of the orientation sessions to be considered for this program:

Thursday, April 23rd 4:00-4:30 pm

Monday, April 27th 4:00-4:30 pm

These orientations will be at held at the Racine County Workforce Development Center, South Entrance, Public Meeting Room

A light snack will be provided each day!

Visit our website: www.wdc.racineco.com for full details

Or

Contact Maria Nabors at (262) 638-6351 or email: maria.nabors@goracine.org

Featured Job Fairs

Where: UW-Milwaukee Campus

When: April 30, 2009 - 9am to 2pm

Contact: (414) 229-5445



Where: Waukesha County Technical College

When: May 20, 2009 - 10am to 1pm

Contact: (262) 695-7882

Workforce Development Center
1717 Taylor Avenue
Racine WI, 53403

Website: www.wdc.racineco.com

Career Counselors are in Burlington!

Workforce Development Center is pleased to announce that a career counselor will be available for on site counseling sessions every Tuesday at the Racine County Workforce Development Center (WDC) in Burlington.

Career counselors can help you: identify your skills, determine career goals, develop educational options, organize a job search, or critique your resume/cover letter.

For appointments please call (262) 638-6404 or (262) 638-6428.

Holiday Closings

The Racine Workforce Development Center will be closed in observance of the holidays on:

Good Friday - Friday, April 10, 2009

Memorial Day - Monday, May 25, 2009