Helpful Hints for Job Hunting:

1. Pick a day when you can pick up applications at a few different businesses & dress your best.

2. Bring a pen and paper with you. Ask/Look for the name of the Store Manager at the Customer Service counter and write down the phone number and name of the manager in charge of hiring for each business you are applying to.

3. Try to keep track of which application belongs to what business (some applications are generic and will not have the business name on them). Also write down any login/password information for on-line applications.

4. Fill out application(s). Do not leave any sections blank. Do not write N/A in a section just because you don't understand what information is being asked for. If you need help ask a parent, teacher, Job Developers' Itza Chavira or Bridget Denton at (951) 506-7070, or call your local **W**orkforce **D**evelopment **C**enter at (951) 304-5900.

5. Return application(s) or fill out while at the business (including on-line kiosks).
   *It is a good idea to be prepared and dress as if you are going for an interview when you turn in your application(s). This is a good time to give the manager your resume and reference letters. The manager in charge of hiring may have time to interview you while you are there.

6. A couple days after you turned in your application(s) start checking back:
   *Call the business and ask to speak to the manager in charge of hiring (if this manager is not available, ask to speak to whichever manager is available).
   *When you have a manager on the phone, you want to let them know who is calling, and that you turned in an application. You might want to say something like this:

Say your FIRST and LAST name!

"Hello, my name is _____, and I turned in an application a couple days ago. I'm calling to check on the status of my application and to see if I can schedule an interview".

*You may need to make this call a few times, and you might start to feel like you are being bothersome. Keep in mind that as long as you remain polite and businesslike, you are helping to insure that the manager will remember your name, and know you are interested in working.

Keep Track of Your Progress!

Name of Business:	*Manager's Name:*	Phone Number:	*Picked up Application on this date:*	Turned in Application on this date: