

# Tips for Job Seekers – How to Nail That Next Job



As the school year draws to a close, many teens will be pounding the pavement for a summer job, often for the first time.

Whether you are seeking that first job or you have been in the market for a while, the following tips from Scott Gantt of [First Choice Personnel](#) will help you put your best foot forward:

- “Present yourself well when you are making your first impression with the company,” says Gantt. “You don’t have to be in a business suit but you should be neat, look as if you are excited about being there and wear your best smile at all times.”
- Many people treat the application as they would a track meet and want to complete it as quickly as possible. In doing so, they often leave very important questions unanswered which can result in a potentially qualified applicant being overlooked. “There are reasons that employers ask certain questions on their application so treat each question or section of the application as if the owner of the business is going to review it. Incomplete applications more often than not never make it to the hiring manager.”
- Be prepared to interview at any given moment. “Most interviews have a number of similarities so you should have some basic answers that help sell you against the competition prepared and ready to deliver. Each of your answers can be tweaked based on the position or company in which you are looking to work. Effectively communicating your thoughts and describing your skill set, work history, ambitions and goals in the interview can be what puts you ahead of the competition. Talking about yourself in an interview can be a challenge so practice this until you are comfortable.”
- “If you present well, you treat the application seriously, and you communicate effectively, you will have placed yourself in a favorable light.”

Gantt also shared tips about behaviors potential employees should avoid:

- “Do not walk in thinking the employer owes you a job. You are in direct competition with others and it’s your job to convince the employer you are the right candidate.”
- “Do not come in with food or drink when applying for a position because soda cans and wrappers left on furniture in the lobby of an office become trash and it’s not your potential employer’s job to pick up after you.”
- “Do not answer phone calls or send texts during the process unless it is an absolute emergency. If you cannot stay off your phone for 20 or 30 minutes when you are trying to convince an employer you are the right person for the job what will they think you will do on the production floor or in your office?”
- “Do not be that employee that goes “ghost” and fails to communicate. Your employer needs you to openly communicate with them about things that could impact your future with the company. Understand who and how to reach out to your employer when you have to miss work.”

Following these simple tips can ensure that you make the best impression and may lead to a rewarding job or even a new career.

*First Choice Personnel helps employers and potential employees find that perfect fit. They are located at 965 Yadkinville Rd., in Mocksville, and can be reached at (336) 751-0385 or (336) 759-0001.*