 **MONDAY, 7/20 – DAY 16 CLASS**

**VOCABULARY**

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**READING**

**Steps in the Job Searching/Hiring Process**

Applying for a job can be a stressful process, so you want to do everything you can to increase your chances of success.  Success starts with understanding the steps in the job searching process.  If you understand the process of applying for a job, you will increase your chances of getting a job.

The simple process of searching for, and getting, a job has five steps: searching for a job, applying for a job, the job interview, getting **hired**/not getting **hired**, accepting or declining a job offer.

1. **Search for a job**

The first step in finding a job is to search for a job.  People can find jobs by searching online, on social media, in newspapers, by talking to friends, and visiting businesses.

1. **Apply for a job**

Once you find a job that you want, you need to apply for it.  You will need to complete a **job application** and possibly provide a **resume** and/or **cover letter**.  After you complete the job application, you need to submit the job **application** to the **employer**.  After you submit your job **application**, the employer will review your **application**.

1. **Job interview**

If your **application** closely matches what the employer is looking for in a future **employee**, you will likely be invited to conduct a job interview.

1. **Hired/Not Hired**

After the employer is done interviewing you and other **applicants**, the employer will make a decision on who to **hire**.  You will either get **hired** or not **hired**.

**IF YOU GET OFFERED A JOB…**

1. **Accept/decline the job**

If you have been offered a job, you need to decide if you want to accept or **decline** the job.  You may want time to think about whether you want the job or not.  You may have been offered another job at the same time.  At that point, you need to decide which job you want to accept and which job you want to **decline**.

**ONE LAST THING…**

Not all job searches/**hiring**processes have these five steps.  For some jobs, you may not have to provide a **resume**or cover letter in the job **application**.  Some jobs do not require an interview.  Also, you may not make it through all five steps.  A lot of people do not even reach Step 3 (interview).

Page Break

**CHECKING FOR UNDERSTANDING (True or False?)**

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| 1.  | Searching for a job is the first step of the job search process.   | **True or False?**  |
| 2.  | People can find jobs by searching online, on social media, reading newspapers, by talking to friends, and visiting businesses.   | **True or False?**  |
| 3.  | When you apply for a job, you need to submit a job application and possibly provide a resume and/or cover letter.   | **True or False?**  |
| 4.  | If your application does not closely match with what the employer is looking for, you will still be likely to get an interview.   | **True or False?**  |
| 5.  | You have to provide a resume and/or cover letter with every job you apply for.  | **True or False?**  |