

# EMPLOYMENT WELCOME GUIDE

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Welcome to this comprehensive guide where you'll discover valuable answers to your employment questions. We'll explore employer expectations, personal qualities, and unique skills that make you stand out. We'll also cover the significance of a well-structured job history, effective resume-building techniques, dressing appropriately for work, and more. Let's dive in and unlock the key to your career success!

# WELCOME

*YOUR GO TO*  
*Tools list*



DRIVERS LICENSE OR ID



PASSPORT



EMPLOYMENT  
AUTHORIZATION  
DOCUMENT



\*WORK HISTORY



\*RESUME

\*indicates we will help you create these in this guide





# STEP BY STEP

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1. What are Employer Expectations?
2. What personal qualities are Employers looking for?
3. What skills might set me apart?
4. Job History: Why do I need one?
5. How to build a resume in steps
6. Job-Specific Dress Codes
7. How to Interview and Accept a Job Offer
8. Resources



# 1 WHAT ARE EMPLOYER EXPECTATIONS?

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According to Indeed, employer expectations are what employers want to see or hear from their employees while they are working besides getting their jobs done. These expectations may change depending on the profession. Meeting and exceeding employer expectations can lead to career advancement so it's important that employees are aware of their employer's expectations.



# EMPLOYER EXPECTATIONS

01

## Positive Attitude

Having a positive attitude means being optimistic about situations, interactions, and yourself. People with positive attitudes remain hopeful and see the best even in difficult situations.

02

## Willingness to Learn

Willingness to learn is a key behavior that helps us get on in life, whether personally or professionally. Simply put, it's being open to new experiences, skills and information that improve our abilities.

03

## Punctuality

Punctuality is a simple concept: It means showing up when you say you will, signaling that you care for your job and team members. In almost every workplace, punctuality goes hand-in-hand with professionalism.

04

## Reliable Transportation

Simply put, the meaning behind asking about “reliable transportation” is to make sure you can get to work on time each day. Employers want to ensure that you have a safe and consistent means to get to work.

05

## Contact Phone

Having a reliable way to contact you is just as, if not more, important than having a consistent ride to work. Employers need to be able to get ahold of you for a variety of reasons and they need to reach you directly.

06

## Address

Maintaining a local address demonstrates dedication to the community in which you seek employment. Possessing a permanent or semi-permanent residence provides reassurance to prospective employers, fostering confidence in your long-term intentions.



# 2 PERSONAL QUALITY QUALIFICATIONS

Personal qualifications (sometimes also personal qualification profile) are the ability of a specific person to perform a specific profession, occupation, etc.

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## SOME EXAMPLES

- 01 Organization Skills**

A set of techniques used by an individual to facilitate the efficiency of future-oriented learning, problem-solving, and task completion. Organization requires the integration of several elements to reach a planned goal.
- 02 Time Management**

Time management is the process of organizing and planning how to divide your time between different activities. It's about working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.
- 03 Flexible and Adaptable**

Adaptability often implies anticipating and planning ahead to allow for changes, while flexibility can be more immediate and situational, often with a need to accommodate others. Both approaches are of immense value to employers as they allow for a more agile form of working while coping well with the transition.



# 3 TOP 7 SKILLS EMPLOYERS ARE LOOKING FOR

According to Indeed.com

## 1. Communication skills

Needed in virtually any job. Employers desire team members who can successfully interpret what is being asked of them as well as communicate with others. Common communication skills to include on your resume include writing, speaking, and listening.

## 2. Leadership skills

Leadership skills are often looked for in candidates and they can be helpful at all levels of your career. From managing a team to contributing to a project in a leadership role, leadership skills help you motivate others and ensure tasks are completed promptly. Common leadership skills to put on your resume include active listening, dependability, and the ability to give and receive feedback.

## 3. Teamwork skills

Teamwork skills are an important asset to any employee who is part of an organization or who works with other individuals in their daily operations. Regardless of your job title or industry, many employers consider teamwork skills a must when reviewing applicants for an open position. Examples of teamwork skills to highlight include collaboration, honesty, communication, and responsibility.





## 4. Self-management skills

Self-management skills are skills that allow you to manage your time and be as productive as possible within the workplace. These skills ensure you prioritize tasks effectively, focus on your professional growth and contribute to your organization as a whole. Good self-management skills to include on your resume include time management, organization, and self-motivation.

## 5. Computer skills

Nearly every occupation requires the use of a computer in some capacity. Many jobs require more in-depth knowledge of computers, so including this skillset on your resume is necessary to show employers you are familiar with computer basics at a minimum. If the job you are applying for requires more advanced computer skills, be sure to highlight these on your resume as well if you possess them. Computer skills to highlight include being able to use word processing, spreadsheets, social media, data visualization, and email communication.

## 6. Problem-solving skills

Problem-solving skills refer to the ability to manage challenging situations at work productively and positively. This is especially important for employees who work in a large organization or as part of a team, but they are often considered essential skills for nearly all occupations. Common problem-solving skills to include on your resume are communication, decision-making, and research skills.

## 7. Strong work ethic

A strong work ethic is another excellent skill to highlight when applying for jobs. Employers want employees whom they can trust to perform their duties. Having a great work ethic ensures you can complete your tasks and manage your work effectively even when no one is regularly checking your progress.



# 4

## JOB HISTORY

A Job History is a person's entire work record. Employers usually request employment history information from applicants as part of the hiring process. A person's employment history can reveal information about their past jobs, experience, training, skills, and accomplishments.

### STEP ONE

Make a list of all of the places you've worked from most recent to oldest experience.

Include the location and dates of when you were employed.

### STEP TWO

Write down specific duties that you took care of while employed in each position.

# 5

## BUILDING A RESUME

Your resume communicates your qualifications—who you are and what makes you different—to employers and recruiters. In a tough job market, you need a resume that helps you stand out. Ultimately, the purpose of a strategically targeted, polished resume is to get you an interview.

01

### STEP ONE: PERSONAL INFORMATION

NAME CURRENT AND PERMANENT ADDRESS  
TELEPHONE NUMBER  
E-MAIL ADDRESS

02

### STEP TWO: EDUCATION

HIGH SCHOOL NAME, CITY AND STATE  
DATE OF GRADUATION  
COURSE HIGHLIGHTS  
CERTIFICATES

03

### STEP THREE: WORK HISTORY

SUMMER JOBS, INTERNSHIPS, VOLUNTEER WORK  
INCLUDE POSITION TITLE, COMPANY,, CITY/STATE,  
DATES, AND A BRIEF LIST OF THE JOB DUTIES

04

### STEP FOUR: SKILLS

SKILLS  
SOFT SKILLS: BEING RESPONSIBLE, LOYAL, AND  
HARDWORKING.  
HARD SKILLS: RESEARCH AND WRITING, MICROSOFT  
WORD 98, MICROSOFT PUBLISHER 2000, PUBLIC SPEAKING.




05

### STEP FIVE: REFERENCES

TEACHER/PROFESSOR  
WORK SUPERVISOR (CURRENT OR PAST)  
CHARACTER REFERENCE (PASTOR, HEADMASTER, YOUTH  
GROUP LEADER, OR SOMEONE WHO KNOWS YOU WELL)  
INCLUDE THE NAME, RELATIONSHIP TO YOU,  
ORGANIZATION, AND CONTACT PHONE NUMBERS.

# RESUME EXAMPLES

## OLIVIA WILSON

 123 Anywhere St., Any City  +123-456-7890  hello@reallygreatsite.com



### EDUCATION

**Ingoude Company**

**Bachelor of Fine Art**

2021 - 2022

**Arowwai Industries**

**Bachelor of Graphic Design**

2022 - 2023

### REFERENCES

**Hannah Morales**

CEO

Borcelle International Co.

+123-456-7890

hello@reallygreatsite.com

**Yael Amari**

Director

Borcelle Studio

+123-456-7890

hello@reallygreatsite.com

### EXPERIENCES

**Lead Of Graphic Designer**

Borcelle Inc. | Mar 2023 - June 2027

- Contributed ideas for digital marketing campaigns
- Responsible for contacting blogs for features and reciprocal links

**Senior Graphic Designer**

Borcelle Studio | Feb 2021 - Jan 2023

- Help to contribute ideas for digital marketing campaigns.
- Responsible for managing all design project

**Junior Graphic Designer**

Studio Shodwe | Jan 2020-Jan 2021

- Help to contribute ideas for digital marketing campaigns.
- Responsible for managing all design project

# RESUME EXAMPLES

## ALEXANDER ARONOWITZ

### SOCIAL MEDIA MANAGER

123 Anywhere St., Any City, ST 12345 | 123-456-7890 | hello@reallygreatsite.com

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<b>Education</b>	BA Marketing/Communications/Digital Media Borcelle University, Any City, ST	2014 - 2018
<b>Certifications</b>	Ads Blueprint Certification Social Media Ads Certification Content Marketing Certification	2019 2020 2021
<b>Professional Experience</b>	<p>Social Media Marketer Timmerman Industries, Any City, ST</p> <ul style="list-style-type: none"><li>Developed and executed social media strategies to increase brand visibility, drive engagement, and generate leads across various platforms</li><li>Created compelling and engaging content, including written posts, graphics, and videos, to attract and retain a target audience.</li></ul> <p>Social Media Coordinator Wardiere Inc., Any City, ST</p> <ul style="list-style-type: none"><li>Assisted in the development and execution of social media strategies, including content creation, scheduling, and community engagement.</li><li>Created and curated engaging content for social media platforms, including posts, images, and videos.</li></ul>	<p>04/30/23 - present</p> <p>09/01/22 - 04/30/23</p>
<b>Skills</b>	<ul style="list-style-type: none"><li>Social Media Strategy Development</li><li>Content Creation and Curation</li><li>Community Management and Engagement</li><li>Social Media Advertising</li><li>Analytics and Performance Tracking</li></ul>	
<b>References</b>	Available upon request	

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# WHAT IS A DRESS CODE?

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A dress code is a set of rules, often written, with regard to what clothing groups of people must wear. Dress codes are created out of social perceptions and norms, and vary based on purpose, circumstances, and occasions.

If you are working in an office, the dress code will be different than if you are working on a construction site. Similarly, if you are working in an office, the dress code might be different than if you are working in a daycare. The typical dress codes are:

1. Business Professional
2. Business Casual
3. Casual
4. Outdoor/ Labor

To help you understand dress codes, we've provided a guide on the following page with general rules for dressing appropriately.



## Business Professional

Men should wear business suits or blazers can be worn with dress slacks or nice khaki pants. Sweaters worn with a shirt and tie are an option as well.

Women should wear business suits, a dress, or skirt-and-blouse combinations.



## Casual

For more casual workplaces, professional-looking casual job interview attire is appropriate.

- Dark jeans or pants
- A blouse, button-down shirt
- A knee-length skirt
- A knee-length dress
- A cardigan
- Flats, heels, or closed-toe shoes that are neat and clean

## Business Casual

While a business professional dress code includes a suit and tie, business/smart casual is less formal and can include: A jumper or jacket with a shirt or blouse. Dresses with a blazer. A polo, button-down or collared shirt.



## Outdoor/ Labor

Common items you may consider for an outdoor or labor position in North Dakota are:

- A heavy coat for the winter
- Hand warmers for the winter
- Safety Glasses.
- FR Shirts. FR Coveralls.
- Steel toe boots.

Note: Many employers will provide you with or reimburse you for the needed equipment.

# EXAMPLES

Business  
Professional



Business Casual



Casual



Outdoor/ Labor







# 7 HOW TO INTERVIEW

Tips from the Department of Labor

Interviewing is a critical part of the selection process and provides an opportunity for you to describe further your experience, education, and training. The interviewer is attempting to determine if you have the skills the position requires, and you are attempting to determine if you will accept the position if the job is offered. Both of you are trying to gain as much information as possible to make an informed decision.

## BEFORE

- Research the position and organization. Familiarize yourself with the duties, responsibilities, and requirements of the position.
- Review your application and resume, and be prepared to support past accomplishments with specific information targeted toward the position requirements.
- Practice interviewing. Take the time to research and review typical interview questions to help give you a framework for your responses.
- Be flexible with scheduling and allow sufficient time for the interview.

## DURING

- Plan to arrive early.
- Be prepared to summarize your experience in about 30 seconds and describe what you bring to the position.
- Listen carefully to each question asked. Answer questions as directly as possible.
- Remain positive and avoid negative comments about past employers.
- Be sure to ask any final questions about the organization or the position.

## AFTER

- Provide any additional requested information as soon as possible.
- Be patient. Remember the hiring process takes time. You can follow up if you have not been contacted within the established timeframe.



# ACCEPTING A JOB OFFER

According to Indeed.com

Receiving a job offer can be an exciting moment, especially if you worked really hard to get it. Here are some steps to accepting a job offer:

## 1. Let the employer know you received the job offer.

It's essential that you have enough time to review and understand the details of the offer so you can make a well-informed decision. In the meantime, keep the employer in the know about your decision-making time.

## 2. Evaluate the job offer

After receiving a job offer, review the compensation, benefits, perks, leave, and bonuses. Evaluate each perk to ensure it suits your needs. Find out if you have to complete any training, need certifications, or if an examination or test is required before you can start work.

## 3. Inform other potential employers

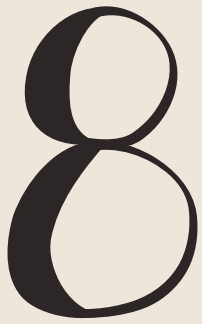
If you applied to several companies and received multiple job offers, you will have to inform them when you decide to accept an offer from another company. Write a simple email stating that you sincerely appreciate the offer, but you have accepted one at another organization.

## 5. Decline a job offer

If you've decided to decline a job offer, write the employer an email thanking them for the offer, informing them politely that you cannot accept.

## 6. Accept the Offer

Call your chosen employer to inform them that you would be happy to accept the position and make note of your start date and time.



# WHERE CAN I FIND MORE HELP?



## **Job Service**

Office Hours, M-F 8 am - 5pm.

(701) 227-3100  
66 Osborn Dr,  
Dickinson, ND 58601

## **Hirequest**

Staffing / Recruitment Agency  
Office Hours M-F 6am- 6pm.

(701) 483-9675  
1324 Villard St W  
Dickinson, ND 58601

## **Indeed.com**

Indeed is the #1 job site in the world with over 300M unique visitors every month.

Online Resource

## **FirstLink 2-1-1**

*www.myfirstlink.org*  
Listening, support, referrals to resources/help, and crisis intervention.

Online Resource

## **Cake Resume**

*www.cakeresume.com*  
Online resume builder that is easy to use and FREE.

Online Resource





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# SOURCES



- Indeed
- Columbia State University
- EDF Energy
- Washington State Edu
- Department of Labor

