

## Projecting Professionalism

## Lets Take a Survey!

Pretend you're at an interview. Check () the boxes before each item that applies to you.

Do you have poor hygiene? (bad breath, unwashed/ungroomed hair)
Is your clothing too tight or baggy?
Is your cellphone still on?
Are you wearing too much make-up or cologne/perfume?
Are your body piercings and tattoos visible and/or inappropriate for this employer?
Do you have poor posture?
Do you have poor posture?
Are you wearing too much make-up or cologne/perfume?
Do you have inappropriate posts on social media?

## Lets Work on it Now...

## Number of Boxes Checked:

0-1: You are right on track! However, you could benefit from a few pointers from our ETR staff.

**2-3:** Good Start! A little bit of conscious effort and you should be just fine. ETR staff can offer a few ideas to help you!

4+: There is a lot of work to be done here! Call us at (661) 325-4473 and we will help you get on the right track!

People are NOT hired for many reasons. For most, being unprepared and unprofessional are some factors. Here are some tips you can use to help prepare you and make you appear like a professional!

- 🗹 Smile & offer a firm handshake
- 🗹 Look interviewer in the eyes
- Avoid unnecessary laughing
- ☑ Listen attentively
- Display a professional attitude

- Focus on your strengths
- ✓ Show interest
- 🗹 Be prepared
- Don't discuss salary until the job is offered
- Provide contact information

Remember to be yourself....Honesty goes a long way! Good Luck!

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(661) 325-HIRE

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