Chapter 30 Seeking Employment

Name:

Instructions: Answer each question, using information from your readings and lessons as a guide.

1. Describe two skills you will need to master to find a secure job in a salon.

*(Answers may vary, but will likely include the idea that having a strong résumé and being comfortable on a job interview are two important skills that will help a new cosmetologist find a good job in a salon.)*

2. List the five factors that will affect how well you perform during the licensing

 examination or on tests in general:

a) *(Physical and psychological state)*

b) *(Memory)*

c) *(Time management)*

d) *(Academic skills developed in reading, writing, note taking, test taking,*

 *and general listening)*

e) *(Mastery of course content)*

3. List the daily habits and time management skills of effective studying:

 a) *(Having a planned, realistic study schedule)*

 b) *(Reading content carefully and becoming an active studier)*

 c) *(Keeping a well-organized notebook)*

 d) *(Developing a detailed vocabulary list)*

 e) *(Taking effective notes during class)*

 f) *(Organizing and reviewing handouts)*

 g) *(Reviewing past quizzes and tests)*

 h) *(Listening carefully in class for cues and clues about what could be*

 *expected on the test)*

4. What holistic steps can you take to prepare for test taking?

 a) *(Making yourself mentally ready and developing a positive attitude*

 *toward taking the test)*

 b) *(Getting plenty of rest the night before the test)*

 c) *(Dressing comfortably)*

 d) *(Anticipating some anxiety)*

 e) *(Avoiding cramming the night before an examination)*

 f) *(Finding out if your state uses computers for the written portion of the*

 *test; if so, making sure you’re comfortable with computerized test taking.)*

5. What strategies can you adapt on test day?

 a) *(Relax and try to slow down physically)*

 b) *(If possible, review the material lightly the day of the exam)*

 c) *(Arrive early with a self-confident attitude; be alert, calm, and ready for*

 *the challenge)*

 d) *(Read all written directions and listen carefully to all verbal directions*

 *before beginning)*

 e) *(If there are things you do not understand, do not hesitate to ask the*

 *examiner questions)*

 f) *(Skim the entire test before beginning)*

 g) *(Budget your time to ensure that you have plenty of opportunity to*

 *complete the test; do not spend too much time on any one question)*

 h) *(Wear a watch so you can monitor the time)*

 i) *(Begin work as soon as possible, and mark the answers in the test*

 *booklet carefully but quickly)*

 j) *(Answer the easiest questions first in order to save time for the more*

 *difficult ones; quickly scanning all the questions first may clue you in to the more difficult questions)*

 k) *(Mark the questions you skip so you can find them again later)*

 l) *(Read each question carefully to make sure you know exactly what the*

 *question is asking and that you understand all parts of the question)*

 m) *(Answer as many questions as possible; for questions you are unsure*

 *of, guess or estimate)*

 n) *(Look over the test when you are done to be sure you have read all*

 *questions correctly and have answered as many as possible)*

 o) *(Make changes to answers only if there is a good reason to do so)*

 p) *(Check the test booklet carefully before turning it in—for instance, you might have forgotten to put your name on it!)*

6. What strategy can you use when answering matching questions to help

 yourself? *(Check off items from the brief response list to eliminate choices.)*

7. To better prepare for the practical portion of the exam, you should:

 a) *(Practice the correct skills required in the test as often as possible.)*

 b) *(Participate in “mock” licensing examinations, including the timing of applicable examination criteria.)*

 c) *(Familiarize yourself with the content contained in the examination bulletins sent by the licensing agency.)*

 d) *(Make certain that all equipment and implements are clean, sanitary, and in good working order prior to the exam.)*

 e) *(If allowed by the regulatory or licensing agency, observe other practical examinations prior to taking the exam.)*

 f) *(If possible, locate the examination site the day before the exam to ensure you are on time for the actual exam.)*

 g) *(As with any exam, listen carefully to the examiner’s instructions and follow them explicitly.)*

 h) *(Focus on the exam and do not concern yourself with what other test candidates are doing.)*

 i) *(Follow all infection control and safety procedures throughout the entire examination.)*

 j) *(Make certain your appearance is neat, clean, and professional. Looking successful will help you feel successful.)*

8. Answer the following questions in your own words:

 a) What do you really want out of a career in cosmetology? *(Answers will vary by student; the goal of this question is to help students reaffirm their original goals for a future career in cosmetology.)*

 b) What particular areas within the beauty industry interests you most? *(Answers will vary by student; the goal of this question is to help students focus their ideas about their interests and seek employment positions that will be exciting to them personally.)*

 c) What are your strongest practical skills, and in what ways do you wish to use them? *(Answers will vary by student; the goal of this question is to help students focus their ideas about their interests and seek employment positions that will be exciting to them personally.)*

 d) What personal qualities will help you have a successful career? *(Answers will vary by student; the goal of this question is to help students focus their thoughts and be ready for questions of this type during a job interview.)*

9. List the key personal characteristics that will help you get and keep the

position you want:

 a) *(Motivation)*

 b) *(Integrity)*

 c) *(Good technical and communication skills)*

 d) *(Strong work ethic)*

 e) *(Enthusiasm)*

10. “The best kind of motivation is internal.” Explain why you agree or disagree with this statement.

 *(Answers will vary. Those who agree with this statement may explain that a person is responsible for her or his own behavior and is ultimately the one who will either get out of bed in the morning and face the day—or not. Those who disagree may say that personal mentors or inspirational figures are more motivational than self because they set a standard by which a person measures herself or himself.)*

11. What guidelines should you follow when preparing your professional résumé?

 a) *(Keep it simple; limit to one page if possible)*

 b) *(Print it on good-quality bond paper)*

 c) *(Include your name, address, phone number, and e-mail address on both the résumé and your cover letter)*

 d) *(List recent, relevant work experience)*

 e) *(List relevant education and the name of the institution from which you graduated, as well as relevant courses attended)*

 f) *(List your professional skills and accomplishments)*

 g) *(Focus on information that is relevant to the position you are seeking)*

12. List the do’s and don’ts of résumés:

Do’s

 a) *(Put your complete contact information on your résumé)*

 b) *(Make it easy to read)*

 c) *(Know your audience)*

 d) *(Keep it short)*

 e) *(Stress accomplishments)*

 f) *(Focus on career goals)*

 g) *(Emphasize transferable skills)*

 h) *(Use action verbs)*

 i) *(Make it neat)*

 j) *(Include professional references)*

 k) *(Include a cover letter)*

 l) *(Note any skills with new technologies)*

 Don’ts

 a) *(Avoid salary references)*

 b) *(Avoid information about why you left former positions)*

 c) *(Don’t stretch the truth)*

13. A powerful portfolio includes:

 a) *(Diplomas, both high school and cosmetology school)*

 b) *(Awards and achievements received while a cosmetology student)*

 c) *(Current résumé, focusing on accomplishments)*

 d) *(Letters of reference from former employers)*

 e) *(Summary of continuing education and/or copies of actual training certificates)*

 f) *(Statement of membership in industry and other professional organizations)*

 g) *(Statement of relevant civic affiliations and/or community activities)*

 h) *(Before and after photographs of services you have performed on clients or models)*

 i) *(A brief statement about why you have chosen a career in cosmetology)*

 j) *(Any other information that you regard as relevant)*

14. Why is it a good idea to mention that you work well as a member of a team when you prepare your statement about why you chose a career in cosmetology?

 *(Because as a new employee, you will be expected to be a team player at the salon. This means assisting your coworkers as needed. It is important to emphasize that you understand this and are eager to become part of the team.)*

15. List the points to consider when narrowing your job search for the best possible results:

 a) *(Accept that you probably will not begin in your dream job)*

 b) *(Do not wait until graduation to begin your search)*

 c) *(Locate a salon that serves the type of clients you wish to serve)*

 d) *(Make a list of area salons or establishments; use the Internet to help create this list)*

 e) *(Follow newspapers, television, and radio for salon advertising)*

 f) *(Check out Web sites and social networking sites for various types of salons)*

 g) *(Keep a salon’s culture in mind and look for the salon that will be best for you and your goals)*

16. List the guidelines to follow when networking with local salons:

 a) *(Use your best telephone manner; speak with confidence and self-assurance)*

 b) *(Ask to speak to the owner, manager, or personnel director)*

 c) *(State your name and explain that you are preparing to graduate from school in your chosen field)*

 d) *(Explain that you are researching the local salon market for potential positions, and that you need just a few minutes to ask a few questions)*

 e) *(If the person is receptive to your phone call, ask if the salon is in need of any new practitioners, and how many they currently employ)*

 f) *(Ask if you can make an appointment to visit the salon to observe sometime during the next few weeks)*

17. Why is it important to build relationships with salons you visit, even if you decide you do not want to work there?

 *(Because building relationships is key to networking. Never burn your bridges—you do not know what the future holds!)*

18. You see a job you like on a salon’s Web site. How should you apply for it?

 *(Apply for the job by following the salon’s instructions on how to do so exactly. Salons may have different rules for completing a job application. Always comply with the salon’s guidelines.)*

19. When preparing for an interview, make sure you have all the following items in place:

 a) *(Identification)*

 b) *(Social Security number)*

 c) *(Driver’s license number)*

 d) *(Names, addresses, and phone numbers of former employers)*

 e) *(Name and phone number of the nearest relative not living with you)*

20. What supporting materials should you also have in place?

 a) *(Résumé)*

 b) *(Facts and figures)*

 c) *(Employment portfolio)*

21. The following questions are typical of ones you may be asked during an interview. To prepare yourself for job interviews, answer the questions now. *(Note: these questions are designed to help students prepare for an interview. Answers will vary among students)*

 a) (Why do you want to work here?)

 b) (What did you like best about your training?)

 c) (Are you punctual and regular in attendance?)

 d) (Will your school director or instructor confirm this?)

 e) (What skills do you feel are your strongest?)

 f) (What areas do you consider to be less strong in?)

 g) (Are you a team player? Please explain.)

 h) (Do you consider yourself flexible? Please explain.)

 i) (What are your career goals?)

 j) (What days and hours are you available for work?)

k) (Are there any obstacles that would prevent you from keeping your

commitment to full-time employment?)

 l) (What assets do you believe that you would bring to this salon and this

 position?)

m) (What computer skills do you have? )

n) (How would you handle a problem client?)

o) (How do you feel about retailing?)

p) (Would you be willing to attend our company training program?)

q) 9Describe ways that you provide excellent customer service.)

r) (Please share an example of consultation questions that you might ask a

 client.)

s) (Are you prepared to train for a year before you get your own clients?)

22. What should you bring with you to the interview if you will have to perform a service? *(Bring your own supplies, equipment, products, and model)*

23. What behaviors should you practice in connection with the interview?

 a) *(Be on time—better yet, be early)*

 b) *(Turn off your cell phone; remove ear buds or a hands-free cell phone device from your ear)*

 c) *(Give a warm, friendly smile)*

 d) *(Walk, sit, and stand with good posture)*

 e) *(Be polite and courteous)*

 f) *(Do not sit until asked to do so)*

 g) *(Never smoke or chew gum)*

 h) *(Never eat or drink, or bring food or drinks to the interview)*

 i) *(Never lean on or touch the interviewer’s desk)*

 j) *(Project a positive attitude for a good first impression)*

 k) *(Speak clearly)*

 l) *(Answer questions honestly)*

 m) *(Never criticize former employers)*

 n) *(Always remember to thank the interviewer)*

24. List some questions that you might consider asking during a job interview:

 a) *(What are you looking for in a stylist?)*

 b) *(Is there a job description? May I review it?)*

 c) *(Is there a salon manual?)*

 d) *(How does the salon promote itself?)*

 e) *(How long do stylists typically work here?)*

 f) *(Are employees encouraged to grow in skills and responsibility? How so?)*

 g) *(Does the salon offer continuing education opportunities?)*

 h) *(Is there room for advancement?)*

 i) *(If so, what are the requirements for promotion?)*

 j) *(What benefits does the salon offer, such as paid vacations, personal days, and medical insurance?)*

 k) *(What outside and community activities is the salon involved in?)*

 l) *(What is the form of compensation?)*

 m) *(When will the position be filled?)*

 n) *(Should I follow up on your decision, or will you contact me?)*

25. Once employed, take the necessary steps to learn all you can about your new position by:

 a) *(Reading all you can about the industry)*

 b) *(Attending trade shows)*

 c) *(Taking advantage of as much continuing education as you can)*