**Would You Hire You? Student Notes Answer Key**

1. Objectives:
   1. Investigate the O\*NET website
   2. Access necessary skills for employment
   3. Select a prospective career
   4. Compare one’s skills with job requirements
   5. Probe techniques prospective employers use in the hiring process
2. O\*NET
   1. O\*NET is free and contains hundreds of occupation specific careers
   2. It helps to evaluate or investigate career options
   3. The main website is: [www.onetonline.org](http://www.onetonline.org)
   4. The online survey link is: [www.mynextmove.org/exploreip](http://www.mynextmove.org/exploreip)
   5. If you already have a career in mind, use this link: [www.mynextmove.org](http://www.mynextmove.org)
   6. The average person changes jobs 11 times in a lifetime
   7. The average retirement age is 67 years
   8. Education doesn’t end with high school or college graduation
   9. Entry-level skills: basic skills
   10. Advanced skills: require direct knowledge pertaining to the job or could be previous work experience
   11. A resume is used to “to sell” the applicant and give an overview of one’s qualifications
   12. Resumes may be and-delivered or sent via e-mail
   13. Some sites allow for immediate uploading
   14. Keep the resume to one page
   15. Use brief phrases; no complete sentences
   16. No more than 10 to 12 words per statement
   17. Make sure to have a professional email address
   18. Use bullet points where applicable
   19. Capitalize or use bold font on section headings
   20. Single space within sections; double space between sections
   21. Be honest
   22. Stress your achievements
   23. If printing, use good, quality, bond paper
   24. Do not include references to the resume
   25. 37% of companies research candidates via social media
   26. Delete questionable pictures
   27. Re-evaluate your “friends” on social media