

# A RESOURCE GUIDE FOR JOBSEEKERS

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Office/Professional | Technical | Industrial | Medical

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STAFFING®

## GETTING STARTED....

Remember that you only have to find one job—the one you want—with an organization that you want to work for.

**Make a plan.** Your plan can change and be amended along the way, but write down a list of your top three ideal jobs or industries. Spend some time contemplating about which company in Hawaii you feel would be the best organization to work for, or at the very least, which industry you see yourself in. Decide your preferred and minimum salary requirements, and determine your schedule flexibility.

**Do research.** Spend time reviewing the classifieds and periodicals like the West Hawaii Today, Hawaii Tribune Herald and Pacific Business News. These sources should give you a good overview of the business climate in Hawaii.

**Use your resources.** Explore local organizations (e.g., Workforce Development, staffing agencies, college career service centers, etc.) that offer counseling services ranging from resume preparation, mock interviews, and career guidance (how to get from where you are to where you want to be). Use all available job search avenues from staffing agencies to on-line job boards.

**Network.** Ask around and spread the word about what you are looking for. Also, try to get connected with someone in the industry or company you are interested in. They could give you some insight on how to get your foot in the door.

**Weigh your options.** Before you accept the first job offer you receive, make sure it is somewhere you can see yourself working long-term and loving what you do. The worst mistake you can make it is taking a job and being miserable.

**Consider the total package.** Look beyond the salary. Take a look at other important factors such as career advancement opportunities, medical benefits, vacation, retirement, work/life balance, childcare arrangements, scheduling, and most of all, work environment.

**In the meantime...** Staffing agencies are an excellent option in order to help you accomplish specific work and career goals. They are experts in interviewing, resume writing, and career counseling, and typically their services are available at NO cost to applicants. You can be very specific about the industries or companies that you wish to work for and get your foot in the door, or if you really don't know what you wish to do, you can try different organizations and various jobs on a temporary basis and see which work environment and type of job fits you best.

## DEFINING YOUR SKILLS & CREATING YOUR RESUME

When reviewing the content of your resume, employers will want to know what skills you can bring to a position. Be sure to describe your accomplishments using action words. The following is a suggested list of action words you can use:

Accomplished	Edited	Managed	Revised
Achieved	Eliminated	Mastered	Saved
Acquired	Encouraged	Merged	Scheduled
Administered	Engineered	Motivated	Selected
Allocated	Established	Negotiated	Serviced
Analyzed	Evaluated	Obtained	Set Up
Arranged	Examined	Operated	Sold
Assisted	Expanded	Ordered	Solved
Built	Facilitated	Organized	Started
Carried Out	Guided	Originated	Strategize
Compared	Handled	Perceived	Streamlined
Completed	Identified	Performed	Strengthened
Conducted	Implemented	Planned	Succeeded In
Controlled	Improved	Prepared	Summarized
Coordinated	Increased	Presented	Supervised
Counseled	Inspected	Produced	Tested
Created	Installed	Promoted	Trained
Decided	Instructed	Provided	Transformed
Decreased	Invented	Raise	Unified
Delegated	Investigated	Received	Upgraded
Delivered	Launched	Recommended	Validated
Determined	Led	Reduced	Verified
Developed	Located	Reevaluated	Won
Diagnosed	Made	Represented	Worked
Directed	Maintained	Resulting In	Wrote

### Resume Format

- Your resume should be printed on 8.5" x 11" quality bond paper. Employers tend to prefer white or off-white shades. Avoid using darker shades of paper, as they are harder to read.
- Make sure the top, bottom and side margins are no less than 1 inch each.
- Use a simple, non-decorative typeface and a font size of 10 to 14 points.
- The ideal resume length is one to two pages at the most, depending upon your experience.
- Ask someone to proofread your document for any spelling, grammatical or punctuation errors.

### Final Resume Review

Ask yourself these questions before you print and distribute your resume.

- **Plan:** Does it show initiative?
- **Appearance:** Is it neat, clean and easy to read?
- **Format:** Are the key points easy to read?
- **Competition:** Will it make you stand out among others?
- **Image:** Does it portray a positive image about your abilities?
- **Facts:** Does it state honest facts about your accomplishments?
- **Grasp:** Does it indicate that you have a grasp on your field or industry?

# TIPS FOR A SUCCESSFUL INTERVIEW

## Research the Company Before the Interview

- Read the company website.
- Do a Google search to find articles and other information about the business.
- Obtain company literature.
- Visit your local library.

## Before the Interview, Prepare and Pack:

- Any company information you might have
- At least three copies of your resume
- Contact information and references
- Pad and paper
- List of job-related questions to ask the person interviewing you
- A list of your positive traits and accomplishments
- Directions to the interview

## Dress to Impress

- Dress in a professional manner. (See appearance guidelines.)
- Business dress is imperative, unless you have been specifically asked to dress differently.

## Communication Tips

- Try to arrive at least 10 minutes early so you have time to relax and collect your thoughts
- Reply with clear, concise answers
- Always relate your response to the job you are applying for
- Avoid speaking negatively about other companies or colleagues
- Try not to interrupt the interviewer
- Convey energy and enthusiasm
- Be pleasant to everyone you meet in the work area

## Be Prepared to Answer the Following:

- Why did you leave your last job?
- What would your last boss say about you?
- How did you react when you disagreed with your boss?
- What did you like best about your last job?
- What do you want to be doing five years from now? What about 10 years from now?
- What would you say if I asked you to work overtime?
- What is more important to you money, the position or time off?
- What are your strongest areas of skill and expertise? Knowledge? Experience?
- What are some other skills you possess?
- What are characteristics you possess which make you a strong candidate? (innovative, hard-working, strong interpersonal skills, ability to handle multiple projects simultaneously under tight deadlines)
- What are your three greatest accomplishments?
- What are your greatest strengths?
- What are the highlights of your career to date that should be emphasized?
- What things about you and your background make you stand out?

## Questions/Comments You Should Ask/Tell the Interviewer

- Why is this position open? (Did the past employee get promoted? Fired?)
- Who would you report to?
- Why did the interviewer join the company?
- What do you like about working there?

### After the Interview

- Thank the interviewer and remind them that you are interested in the position
- Ask if there is any additional information they require

### Always Send a Thank You Note

This letter or card should do three things:

1. Emphasize your interest in the position
2. Explain why you are the right person for the job
3. Offer to provide any additional information needed

## PROFESSIONAL APPEARANCE FOR INTERVIEWS

Here are some helpful guidelines about dressing for job interviews.

### Dress for Men

- **Aloha Attire** – Crisp aloha shirt tucked into dress slacks with a matching belt
- **Pants** – Dress pants or khakis
- **Shoes** – Polished shoes
- **Belt** – Should match your shoes
- **Grooming** – Clean and neat presentation. Facial hair should be neatly trimmed (beard or mustache).
- **Cologne** – No excessive cologne
- **Body Art** – Tattoos should not be visible as it is considered unprofessional in most work environments.

### Dress for Women

- **Aloha Attire** - Dresses (no muumuu's) or a blouse with skirt or dress slacks. Should not be sleeveless.
- **Suits** - Business conservative style, fabric and color. Skirt or pants acceptable.
- **Blouse** – Business conservative in style, material and color. Sleeveless is acceptable if paired with a jacket or sweater.
- **Shoes** – Closed toe shoes with heel height of no more than 2 1/2 inches.
- **Cosmetics** – Make-up should be conservative and appropriate for business environment.
- **Grooming** – Clean, neat and presentable hair style.
- **Perfume** – No excessive perfume.
- **Body Art** – Tattoos should not be visible as it is considered unprofessional in most work environments.

## Q&A ABOUT STAFFING COMPANIES

### Why should I consider working with a staffing company?

Today, many companies choose to staff all their job openings, temporary or permanent, through a reputable staffing service instead of advertising in a newspaper. Why? They save time and money, it's convenient and, most importantly, they quickly find qualified people. If you're not registered with a good staffing service, you may be missing out on some of the best job opportunities available in Hawaii.

### How much does it cost a jobseeker to register with a staffing service?

Registering and working with a staffing service is free. Services at almost all staffing companies in Hawaii are paid for by the clients.

### Am I obligated to accept a job through a staffing company?

No, you are not obligated to work for or accept a job offer from a staffing company. You may continue searching for a job on your own at any time.

### What kinds of employers do staffing companies work with?

Staffing companies provide qualified job candidates to all types of employers—from Hawaii’s top 250 companies to small local businesses.

### If I work temporary assignments, how much will I get paid and how often?

Staffing companies offer competitive pay rates to all our temporary employee associates. Pay rates are determined by your experience and skill level, as well as the specific job duties of an assignment. You will be paid every Friday, including the week you start working.

### Do staffing companies offer employee benefits?

Yes, staffing companies provide medical insurance. Additional benefits may be offered and vary across staffing agencies.

## Oahu Resources

### Worklinks One-Stop Center

No-cost services for job-seekers, including job placement and employment-related training.

Telephone: 592-8620

#### On Oahu:

Dillingham: 843-0733

Honolulu: 586-8700

Kaneohe: 233-3700

Waialua: 637-6508

Waianae: 696-7067

Waipahu: 675-0010

### Career Kokua

A listing of available jobs in Hawaii: 587-5515

[www.careerkokua.org](http://www.careerkokua.org)

### State Department of Labor and Industrial Relations, Hawaii Workforce Development

The State Employment Office: 586-8842

## Online Job Listings

Visit these websites for employment opportunities and other related resources:

[www.altres.com](http://www.altres.com)

[www.jobshawaii.com](http://www.jobshawaii.com) or [www.hawaiijobs.com](http://www.hawaiijobs.com)

[www.hawaiijobforce.com](http://www.hawaiijobforce.com)

[www.co.honolulu.hi.us/hr](http://www.co.honolulu.hi.us/hr)

[www.job-hunt.org](http://www.job-hunt.org)

[www.monster.com](http://www.monster.com)

[www.careerbuilder.com](http://www.careerbuilder.com)

[www.ajb.com](http://www.ajb.com)

[hotjobs.yahoo.com](http://hotjobs.yahoo.com)

[starbulletin.com/classifieds/jobs.html](http://starbulletin.com/classifieds/jobs.html)

[www.fedworld.gov](http://www.fedworld.gov)

[www.hirenethawaii.com](http://www.hirenethawaii.com)

[jobbankusa.com](http://jobbankusa.com)

## Community Colleges

- Kapiolani Community College: [kapiolani.hawaii.edu](http://kapiolani.hawaii.edu)
- Leeward Community College: [www.lcc.hawaii.edu](http://www.lcc.hawaii.edu)
- Windward Community College: [windward.hawaii.edu](http://windward.hawaii.edu)
- Honolulu Community College: [honolulu.hawaii.edu](http://honolulu.hawaii.edu)

## Adult and Continuing Education Schools

- Heald College: [www.heald.edu](http://www.heald.edu)

## Books

### Cover Letter Writing

- *201 Killer Cover Letters* by Sandra Podesta

### Resume Writing:

- *The Damn Good Resume Guide: A Crash Course in Resume Writing* by Yana Parker

### Quick Resume and Cover Letters:

- *Write & Use an Effective Resume in Only One Day* by J. Michael Farr

### Interviewing

- *101 Toughest Interview Questions - And Answers That Win the Job!* by Daniel Porot, et al.
- *The Quick Interview and Salary Negotiation Book* by J. Michael Farr

### Dressing Professionally

- *John T. Molloy's New Dress for Success* by John T. Molloy
- *Your Executive Image: How to Look Your Best & Project Success for Men and Women* by Victoria A. Steitz.

## Child Care Resources & Referrals

- Aloha Nannies: [www.alohanannies.com](http://www.alohanannies.com)
- Sitters Unlimited of Honolulu: [www.sittershawaii.com](http://www.sittershawaii.com)
- Child Care Connection Offices
  - Kuakini: 832-3800
  - Nanakuli: 692-7775
  - Kailua: 233-5325
- Parents and Children Together: [www.pacthawaii.org](http://www.pacthawaii.org)
- Parent Line: [www.theparentline.org](http://www.theparentline.org)

## Holiday & Vacation Child Care Options

- YMCA (Central Branch): [www.ymcahonolulu.org](http://www.ymcahonolulu.org)
- YWCA (Downtown location): [www.ywca.org](http://www.ywca.org)
- Kama'aina Kids: [www.kamaainakids.com](http://www.kamaainakids.com)
- Many local churches

## Senior Citizen Care Resources

- Waikiki Community Center: 923-1802
- Kapahulu Senior Center: 737-1748
- Options For Elders: 941-9401

## Transportation Options

- The Bus: [www.thebus.org](http://www.thebus.org)
- Vanpool Hawaii: [www.vanpoolhawaii.com](http://www.vanpoolhawaii.com)

## Dress for Success

Economical shopping options for business attire include:

- Savers (Kahili location):  
1505 Dillingham Blvd.  
Honolulu, HI 96817
- Salvation Army (Downtown location):  
322 Sumner St.  
Honolulu, HI 96817
- Goodwill (Beretania store):  
1075 S Beretania St.  
Honolulu, HI 96814
- Ross Dress for Less:  
711 Keeaumoku St.  
Honolulu, HI 96814
- Kmart  
4561 Salt Lake Blvd.  
Honolulu HI 96818
- Wal-Mart (Mililani store):  
95-550 Lanikuhana Ave.  
Mililani, HI 96789-1783

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## ALTRES Staffing

### Honolulu

967 Kapiolani Blvd.  
Honolulu, HI 96814  
(808) 591-4950  
(808) 591-1711 (Fax)

### Pearl City

850-B Kamehameha Hwy., #162  
Pearl City, HI 96782  
(808) 456-6699  
(808) 455-3845 (Fax)

### Office/Professional

(808) 591-4940

### Industrial

(808) 591-4950

### Medical

(808) 591-4960

### Technical

(808) 591-4970