First Impressions DO Count!

You may have heard that when meeting a prospective employer in person, what you wear and how you present yourself can potentially influence their hiring decision. Turning off your cell phone, making eye contact, speaking clearly and using a firm (but not too firm) handshake, etc. are all important tips, but have you ever considered what message your tech tools are sending? It can take as little as 30 seconds to make a first impression and sometimes you may not even be in the room when this happens. Below are a few items to consider when thinking about how the technology you use can affect your job search:

- **Check your voicemail greeting.**
  Does it sound professional? Does your voice sound enthusiastic and positive? Remove any background noise or music (ring back tones included), and avoid “creative messages” using silly voices, songs, or impersonations. Keep it simple, concise, and clear. For example, “You have reached Jane Smith at 651-555-5555. I am sorry to have missed your call, but please leave a message.” This way employers can be sure they reached the correct person.

- **Make sure you are using a professional e-mail address.**
  Often times, e-mail is the first chance to communicate with a potential employer. For that reason, it is important to use a professional e-mail address for resumes, applications, and other electronic communications. If you are currently working, do not use a company e-mail in your job search. Instead, it may be helpful to create a separate e-mail account strictly for job searching. Again, keep the address simple and professional; making it easy for employers to identify you. If using the e-mail signature feature, avoid crazy fonts/colors and remove any spiritual/humorous/sarcastic/political or other quotations that may be misinterpreted by someone who does not know you.

- **Check your online/social media profile.**
  Many employers do look at websites such as Facebook, Twitter, and Instagram when screening candidates. While we often do/say things with friends and family that we would NEVER do or say at work, be mindful of your posts. Your online presence should also reflect who you are as a professional. Strive to present yourself in the best possible light. Modify your privacy settings on social media sites to limit who can see your public profile. If you see something online that you do not want a potential employer to view, take the necessary steps to have it removed.

Take the time to consider – “Am I making a good digital first impression?” How we present ourselves in the job search begins before we ever get an interview. Make sure you are sending the right message!

**Additional Resources**


“How to Clean Up Your Online Reputation” – Allan Hoffman, Monster Tech Jobs Expert

“How to Mind Your Digital Manners” – Jennifer Jolly, USA Today

“High Tech Etiquette: How to Mind Your Manners Online” – Scott Steinberg, Parade
Join Senator Al Franken’s High School Internship Team

The high school internship program aims to connect students in grades 11-12 who are passionate about improving the lives of Minnesota youth with Senator Franken’s office. High school interns will meet with staff once a month from October to May and work on projects that help inform Senator Franken about issues important to Minnesotans while also furthering students' professional development.

What Types of Projects Will You Do?

- Research a news story or piece of legislation relating to an issue affecting your community;
- Job shadow a staff member to learn more about the office;
- Attend and report back on a local government meeting;
- Lead a youth meeting in your community;
- Interview a person who works with youth to learn more about their job and how it affects policy and more.

For more information and to apply, visit https://www.franken.senate.gov/?p=internships. The application deadline is September 20, 2017.

Dream it. Do it. Minnesota Statewide Tour of Manufacturing—October 2017

The Dream It. Do It. Minnesota Statewide Tour of Manufacturing is an opportunity for schools, families, and the general public to see how modern manufacturing is high-tech and innovative.

- Learn about in-demand and high-paying jobs in a stable industry.
- Find out why the impact of manufacturing is bigger than you think.
- Experience how manufacturing is changing the world.

Tours take place all of October, however, most tours occur October 1-7 during Minnesota Manufacturing Week. Visit www.tourofmanufacturingmn.com to find a free tour near you. Open house times vary by manufacturer.

NOW HIRING! – JOB BOARDS

www.minnesotaworks.net – Minnesota’s largest free online job bank. Post your resume and search for jobs by matching keywords in your resume to keywords in job postings. You may also search by occupation/keyword or by location.

www.snagajob.com – search thousands of hourly and part-time jobs by location/zip code.


NOW HIRING! – JOB POSTINGS

Target (several locations including Shakopee, Savage, Burnsville, West St. Paul, Lakeville, and more) is hiring multiple positions including, but not limited to: Cashier, Hardlines Team Member, Apparel Team Member, Grocery Team Member, and Cart Attendant. Benefits include employee discount, competitive pay, and flexible scheduling. Apply online at http://www.target.com/careers or in stores near you.

Valley Scare (Shakopee) - If you have what it takes to scare, frighten and terrify people, ValleySCARE wants you to be a part of their 2017 Scream Team. They are now hiring Zombies, Vampires, Demented Clowns, Mummies, Creepy Creatures, the Living Dead, and more. For more information or to apply, visit https://www.valleyfair.com/jobs/valleyscare-positions.

Barnes and Noble (multiple locations including Eagan and Burnsville) is accepting applications for multiple positions including Bookseller and Barista/Café Server. Learn more at http://barnesandnoble.jobs/minnesota/usa/jobs/.

McDonalds is hiring at multiple locations including Lakeville, Shakopee, Hastings, and more for several positions including Restaurant Crew Person. Positions and availabilities vary by location. For complete listings, visit www.mcdonalds.jobs.