

LEARN. CONNECT. GROW.

TASBO 2023
Engage

February 13 - 17
San Antonio

Mapping Your Professional Journey

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LEARN.
CONNECT.
GROW.

WHY?

Your Presenter

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Consultant

Retired Human Resources Administrator

TASBO Life Member

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37-year career in public education – served at elementary school, in business office, in human resources office; 27 years of recruiting, hiring, onboarding; compensation, benefits and leave management; staffing and position management; contract and employee classification administration; policy administration; employee relations; and professional learning



Learning Objectives

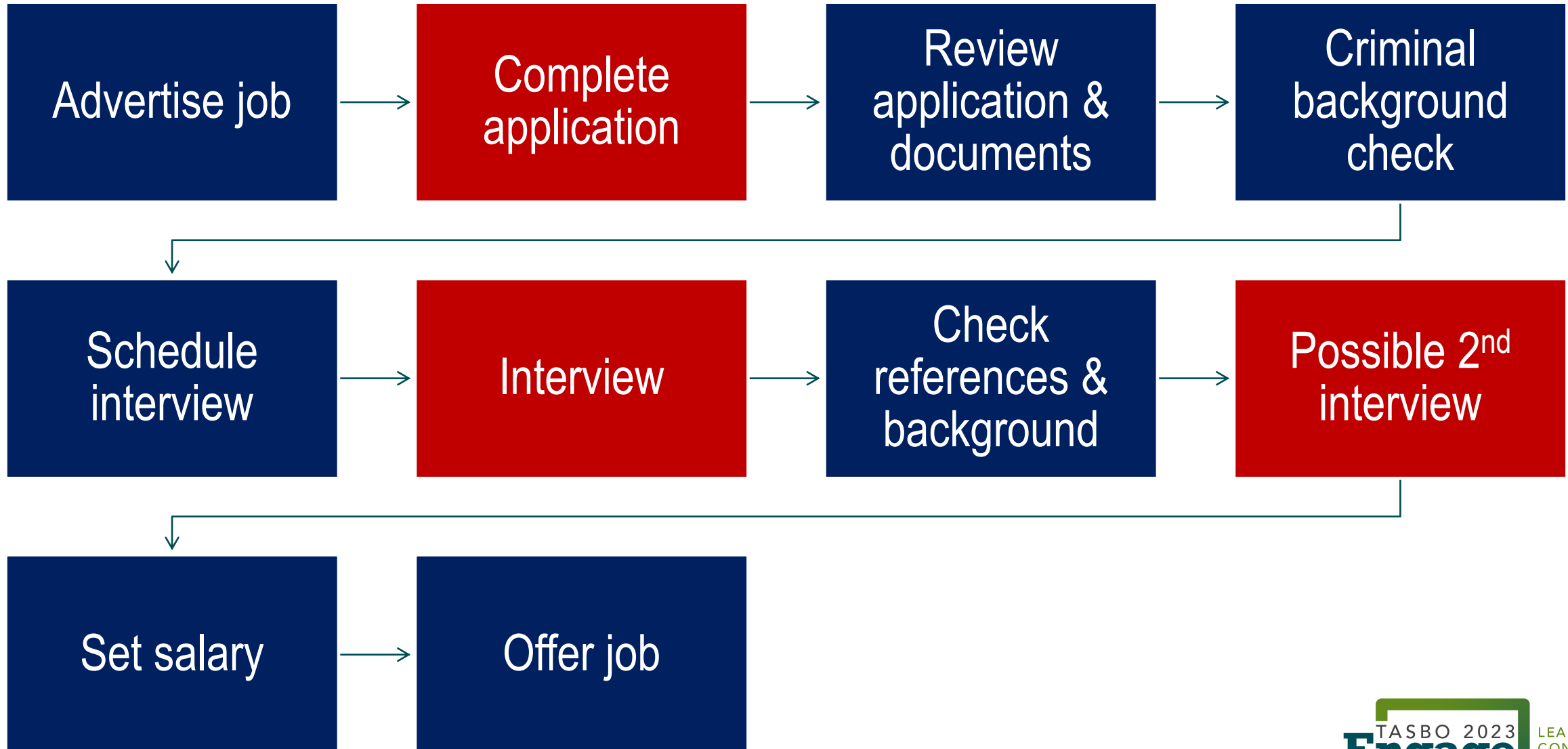
You will:

- Learn the process for hiring.
- Learn how to present a good first impression through a complete application.
- Learn how to prepare for a successful interview.
- Learn how to conduct yourself in an interview.
- Learn the best way to answer standard questions.
- Learn to develop a strong resume.

The Hiring Process

Employer

Applicant



Make a good
first impression

The Employment Application



The Employment Application

“Successful people do ordinary things with extraordinary consistency, commitment and focus.”

-Jon Gordon

- Thoroughly read the job application.
- Use a professional name and email address.
- Follow the instructions.
- Tailor your cover letter to the job.
- Spelling, punctuation and grammar matter.
- Clean up your social media.
- Upload your resume.

Preparing for the Interview



Preparing for the Interview

- Research the organization.
- Review the description of the job.
 - * *Develop your explanation of why you're the perfect candidate.*
- Practice answering questions.
- Plan your appearance and dress appropriately.

“One important key to success is self-confidence. An important key to self-confidence is preparation.”

-Arthur Ashe

Smart Casual



"What you wear is how you present yourself to the world."
-Miuccia Prada

Business Casual



Business Formal



“Dress how you want to be addressed.”

- Bianca Frazier

What *not* to wear:



What *to* wear:

Men

- White or light-colored collared shirt
- Blazer or a two-piece suit
- Comfortable trousers that match blazer.
- Leather shoes
- Wear socks!
- A tie may be optional - check with the organization.

What *to* wear:

Women

- Basic black and white
- Blazer+white blouse or button-down shirt
- Dress pants or cropped dress pants that match the blazer.
- Pencil skirt or solid color dress w/ blazer
- Black pumps or black tailored flats
- Simple gold or silver pieces - earrings and a watch

The Interview



The Interview

- Arrive early
- Practice good nonverbal communication
 - Stand and sit straight
 - Make eye contact – *w/ everyone*
 - Connect with a firm handshake
 - Sit after the interviewer sits
 - Hands on your knees, folded in your lap or on table
 - Be polite – please and thank you

“Trust yourself. You know more than you think you do.”
-Dr. Benjamin Spock

The Interview

- Listen.
- Don't talk too much.
- Don't be too familiar.
- Use appropriate language.
- **Attitude is key**
- Take care to answer the questions.
- It's ok to say you don't know.
- Don't trash your previous boss
- Don't appear desperate.
- Prepare a list of questions.
- Follow up w/ an email or note.

Mastering Responses to Standard Questions



- Tell me about yourself.
- What are your strengths and weaknesses?
- What is your greatest professional achievement?
- What's the most challenging decision you made recently?
- Why did you apply for this position?
- What questions may I answer for you?

Your Resume



Your Resume

- Contact information
- Resume headline – *your personal branding*
- Career summary or personal statement
- Skills
 - Hard skills – learned through experience and education
 - Soft skills – personality traits and characteristics that determine your work style
 - Examples of skills – problem solving, teamwork, work ethic, written and verbal communication, leadership, detail-oriented

Your Resume

- Work history
 - No long list of job duties
 - Emphasize your accomplishments
 - Quantify your accomplishments – use numbers
 - Make it readable
 - Target your experience to your goal
 - Use power words
 - Be honest

“Success is knowing your purpose in life, growing to reach your maximum potential, and sowing seeds that benefit others.” -John C. Maxwell

Your Resume

- Internships
- Volunteer Work
- Life Experiences

Like *Work Experience* –
use consistent formatting



Your Resume


■ Education

- Place experience *before education* if you have several years of experience related to your goal.

List basic facts about your degree: institution name, location, degree, major (date is optional)

- Place experience *after education* if you're an upcoming or recent graduate or have only a couple of years of work history.

Your Resume

- Professional certifications
- Awards
- One-page or two-page – based on your experience level
- **Splash of color** – black and white w/ *1 or 2 accent colors*
- Good font – Calibri, Cambria, Bookman, Palatino, Tahoma, Verdana
- Hyperlinks – email.address@gmail.com, LinkedIn profile, Twitter 
- Enlist the help of a proofreader

TASBO Resources

New

Career Pathways webpage

tasbo.org/career-pathways

- Stories of members' career pathways
- TASBO certification and education links
- Job Board overview and link
- Interview questions for most school business and operations leadership positions

TASBO builds capacity for all school business and operations officials.

Credits and Other Resources

[30 Mind Blowing Interview Statistics | Legaljobs.io](#)

Marija Lazic

[10 Tips for Completing a Job Application to Get an Interview | Indeed.com](#)

Indeed Editorial Team

[The Best Outfits for Job Interviews | Thebalancemoney.com](#)

Alison Doyle

[What to Wear to an Interview \[17+ Examples\] | CultivatedCulture.com](#)

Lily & Austin Belcak

[Tips to Improve Interview Performance | Monster.com](#)

Carole Martin, Monster Contributing Writer

Credits and Other Resources

[10 Tips on How to Ace an Interview | Hirenest.com](#)
Victoria McKee

[How to Write Perfect Resumes | Monster.com](#)
Mack Gelber, Monster Contributor

[How To Write A Resume Headline | Monster.com](#)
Kim Isaacs, Monster Resume Expert

[How to Write a Professional Summary for a Resume | Monster.com](#)
Kim Isaacs, Monster Resume Expert

[15 Awesome Resume Summary Examples | Monster.com](#)
Jamie Thork, Monster Contributor

Credits and Other Resources

[Job Skills That Can Put You in Demand | Monster.com](#)

Daniel Bortz, Monster Contributor

[Choose the Right Skills for Your Resume | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[The One-Page Resume vs. the Two-Page Resume | Monster.com](#)

Moira Lawler, Monster Contributor

[Quick Tips for Writing Your Work History | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[Use Numbers to Highlight Accomplishments | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[How to Include an Internship on Your Resume | Monster.com](#)

Jamie Thork, Monster Contributor

Credits and Other Resources

[How to Put Volunteer Work on Your Resume | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[Put Your Education to Work on Your Resume | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[Expected Graduation Date on Your Resume | Monster.com](#)

Jamie Thork, Monster Contributor

[How to Include Certifications on Your Resume | Monster.com](#)

Kim Isaacs, Monster Resume Expert

[Entry-Level Resume Questions-Answers | Monster.com](#)

Peter Vogt, Monster Senior Contributing Writer

[What Do Employers Look For in a Resume | Monster.com](#)

Daniel Bortz, Monster Contributor

Ending Comments

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