



Make a Good Impression

Your goals, self-image, personality, attitude, cleanliness and concern for your family can make a major impression on an employer. You may already have most of these attributes, but you may need to improve on them. Each can affect whether you land a job or lose out on one.

Goals

Goals are what you want to do or have in the future. They may include saving money, buying a car to get to work, getting school clothes for your children, becoming a supervisor or buying a home.

Knowing your needs and your goals will help you find the right job. What do you really want from work? Your reason for looking for a job should relate to your personal needs or goals.

Steps in setting and reaching goals

- Decide what you want to have in the future.
- List the possible ways to achieve your goals.
- Map out a plan: What steps must be taken to reach your goals?

- Always keep your goals in mind so you can work on them regularly.
- Believe that you can reach your goals.
- Check your success often.
- If you need to change your goals or start over, do so.

For example: Mary works at a restaurant, and her husband works for a local construction company. They both just got their jobs. The first thing they did was to write down some of their goals:

- Save \$250 for emergencies.
- Pay off some overdue bills—furniture, telephone and light bill.
- Buy a larger car seat for Suzie.
- Move to a better apartment after saving \$500.
- Build a kitchen table.

What goals do you want to accomplish soon? Write them down on the next page.

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Present a confident image to show that you can handle the job.

Goals

Next 2 weeks

- 1.
- 2.
- 3.
- 4.
- 5.

Next month

- 1.
- 2.
- 3.
- 4.
- 5.

Within a year

- 1.
- 2.
- 3.
- 4.
- 5.

Use these goals to encourage yourself to work hard and get ahead. Realize how important it is to work hard on the job so that you can afford things you really want for yourself or your family.

Self image

When you really want a job, be sure to present a confident image to show that you can handle the job. The way you feel about yourself tells a manager that you are in charge of your life and can benefit the company. Employers look for people with confidence and who can work well either by themselves or with other people on the job.

Personality

If you are sincere, happy and positive, others see you as having “a good personality.” Other good habits include avoiding gossip and being willing to learn new things from other people.

Businesses always consider a person’s personality. If you are eager to learn, you will be open-minded about new projects and help the business run smoothly.

For example: Nancy is a department store clerk. She always greets the customers with a friendly smile and offers to help. She never appears grouchy or disrespectful to a customer.

This has helped Nancy get good evaluations from her boss. When she asks for more work hours, her request is granted because of the way she handles customers.

Attitude

Your attitude is important in obtaining that first interview or job. Attitude concerns the way you feel about other people and yourself, and it affects the way you act.

If you are applying for a job as a cashier or waiter, you need to like people and be a happy, outgoing person. The boss interviewing you wants to see that you will be good with customers. As you know, employees are the main people who talk to and serve the customer.

All about you

On the next page, write down some information about yourself so that you can feel good about your strong points, work on the weak points, and present a positive image during an interview and on the job.

What do I like about myself?

- 1.
- 2.
- 3.

How do I need to improve?

- 1.
- 2.
- 3.

What do I have that impresses other people?

- 1.
- 2.
- 3.

What do other people say about me?

- 1.
- 2.
- 3.

Personal hygiene

People with good personal hygiene take showers or baths and shampoo their hair; they wear clothes that are clean and neatly pressed; and they use deodorant and have good haircuts. This tells employers that they are concerned about the way they will look at work.

When you ask for an application or about job openings, your good personal hygiene makes a good first and a lasting impression.

For example: Before Jim goes out looking for a job, he makes sure that his hair has been cut and is neatly combed, that he has had a bath or shower, and that he has used deodorant and shaved. His clothes and fingernails are clean. He never begins job hunting until he looks and feels clean.

When Sally goes out looking for a job, she makes sure her appearance is neat, that she has taken a bath or shower, and that she has washed her hair and used deodorant. She does not use heavy make-up or heavy perfume. She appears sharp and serious, which indicates that she will look that way on the job.

Personal hygiene checklist

Complete this checklist before you go looking for a job or report for work:

- ___ 1. Shave
- ___ 2. Use deodorant
- ___ 3. Take a bath or shower
- ___ 4. Cut hair (if needed)
- ___ 5. Brush teeth
- ___ 6. Comb hair
- ___ 7. Clean fingernails
- ___ 8. Clean and press clothes

Don't leave home until you can check them all.

Family involvement

Share your goals with family members and discuss with them how the job could help you reach your goals and meet their needs. This will help you feel important and want to find a job. A job helps the entire family.

If you must sacrifice and accept a job at night, make sure your family understands. Work out a schedule for spending time with them.

Everybody learns how to give and take when the adults in a family work. Share with each other your concerns about schedules.

Your good personal hygiene makes a good first and a lasting impression.

Your boss will notice if you have positive feelings about yourself.

For example: Bob found a job at a local industrial plant. He must work from 11:00 p.m. to 7:00 a.m. Monday through Friday, but he sets aside Saturdays and Sundays to spend time with his family.

The family wants him to spend Wednesday afternoons before he goes to work doing the things he likes. His family knows that this is "his time" and does not plan other activities that would involve him.

My family involvement

What do I like to do with my family when I am not working?

- 1.
- 2.
- 3.

I spend this amount of time:

___ hours with my wife/husband

___ hours with each of my children

___ hours working on my project

___ hours as a community volunteer/
church work or other activity
with people outside my family.

I plan to spend more time with my family by doing these things:

- 1.
- 2.
- 3.

Managers spend much time watching employees, from the time they pick up their applications to the interview and then during the early days of employment. Your boss will notice if you have positive feelings about yourself, because it will be reflected in your work. It will help your boss see that you are an asset to the business.

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