



Popular Job Searching Websites

America's Job Exchange
americasjobexchange.com

CalJobs
www.caljobs.ca.gov

Careerbuilder
www.careerbuilder.com

Employment Guide
www.employmentguide.com

Flipdog
www.flipdog.com

HireMeNow
www.hiremenow.com

Hound
www.hound.com

Indeed
www.indeed.com

JOBcentral
www.jobcentral.com

Jobs
www.jobs.com

Monster
www.monster.com

Simply Hired
www.simplyhired.com

Contact Us:

Smart Business Resource Center

1201 Placer Street
 Redding, CA 96001
 (530) 246-7911
www.shastasmart.com

Medical Jobs in High Demand

Have you thought about an exciting career in the medical field?



The healthcare industry is one of Shasta County's largest and higher-paying employers. The need for healthcare workers ranges from entry-level file clerk and receptionist positions to medical assistants, nurses, x-ray technicians, and physical therapists. Work settings range from small doctor's offices and clinics to large hospitals.

Shasta College and Lake College offer certificate and degree programs for medical training and there are vocational schools as close as Sacramento and Chico that offer x-ray and surgical technician training. Many doctors' offices and clinics provide on-the-job training so that you are learning skills and getting paid at the same time. Visit the Smart Business Resource Center to explore the right career for you!

-Debbie DeCoito

Job Leads: Many Avenues

The internet is a great source for job leads, but there are other avenues to take. This is very important because roughly half of the jobs available are not advertised.

One avenue, called networking, allows your family, friends, and acquaintances to help you in your job search. Ask them for help and even if you don't find anything right away, be patient.

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The Youth Program

Are you 18-21 years old and want to work? Are you having a hard time finding work? You may be eligible for the youth program at the Smart Business Resource Center.

We can help with job leads, paid work experience, GED prep, as well as financial assistance with GED test fees, interview and work clothing, transportation, and more.

For more information and to find out if you are eligible, call Lisa Feliciano at (530) 245-1534, or Becky Tyson at (530) 245-1542.

Word of Thought

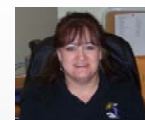
"The greatness of civilization rests on the shoulders of youth. Without a strong youth force the future of society is doomed."

Fing-Tzeo, Pao



5 Common Interviewing Mistakes

- **Not Researching the Company:** do the research and you'll be able to truly express why you're interested in the job and company.
- **Being Unprofessional:** professionalism is highly regarded in the work force. Show as much of it as possible.
- **Poor Communication Skills:** show confidence, listen when you should, think before you speak, and most important of all, be specific with your responses. And don't forget to practice.
- **Too Much Personal Stuff:** your life story will not matter very much. Focus on your qualifications and skills.
- **Poor Appearance:** by not dressing and looking appropriate, you will destroy any chance you have for the job. Dress one step higher than how you would dress if you were to work there as an employee.



-Becky Tyson

Very Important Information

- Always put in an official "Change of Address" with the US Postal Service when you move. You can even do it online at: www.usa.gov/Citizen/Services/Address_Changes
- When looking for work, make sure that your answering machine or voicemail reflects a professional attitude. An employer does not want to hear a top 40 hit as your ring or an outgoing message intended for your friends.
- Email addresses that you provide to employers should sound professional.

The Ask Lisa Corner



Today's Topic:

The Holiday Season

1. Why is the holiday season a great time to look for work, even though a lot of jobs are seasonal?

If you do get hired for a seasonal position, it's still a great way for you to prove to the employer that you're a hard worker, and that they would be crazy not to hire you after the season. You will also meet more people, which could mean more contacts in your job search.

2. How much busier does the holiday season get?

Usually employers will expect 25% of their overall yearly sales during this time. Also, many other industries are affected by the holiday season. This means that there will be a lot of job openings.

3. What should I have before I start applying?

Have your ID, social security card, master application, and resume.

Also, your references should be up to date and don't forget to notify them.

Have your interview clothes ready to go and make sure they're clean and pressed.

References, Will They Call?

Yes! Have references in advance and notify your references. Let them know what type of job it is and what type of information employers may want to know. Information routinely provided by references include, dates of employment, eligibility for rehire, salary history, and employability. References can include current or former employers, business and educational acquaintances, customers, and even friends of the family. Whatever you do, have references.

What is Vocational Training?

Are you a youth having difficulty finding a good job with good pay? The answer to better jobs and higher pay is education. Four year colleges are great places for higher education, but if you're looking for alternatives, vocational training may be the way to go.



Vocational training is an excellent way to get into a job that offers higher paying wages. For example, a Welding Certificate and an Early Childhood Education Certificate can be earned in a year. In one semester, you can earn one of the following certificates: Wildland Firefighter I, Office Administration-Clerical Assistant, Computer and Information Systems-Web Design, Nurse Aide/Home Health Aide, and multiple Hospitality Certificates, just to name a few.

Talk to a counselor at your local Community College or a Program Advisor at the Smart Center right away.

- Donna Heiman

Life-long Learning

Learning should not stop after High School, or for that matter, after completing college. With the competitive, technology-based job market, you must pursue a lifetime of learning in order to succeed and remain up-to-date. In order to do this, you must pursue learning every day, or risk falling behind. How can you do this? You do not have to pursue learning strictly in a classroom, "the less formal setting of home, the workplace, the community, and society are integral parts of the learning environment too" (Donald J. Johnston, www.oecd.org). To increase your marketable job skills you may:

- Attend free library classes
- Pursue your hobbies
- Volunteer/learn on the job
- Seek mentors/be a mentor
- Don't be afraid to ask questions
- Need an answer? Google it
- Join a club or group
- Pursue affordable online classes
- Attend college/community classes
- Read books/magazines of interest
- Attend local workshops

-Amanda Braxton

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Walking right into the business is also another great way to find job leads. This avenue not only gives you the opportunity to meet the manager and make a good impression, but it gives you the chance for an on the spot interview; make sure your appearance is appropriate and be prepared to market your skills.



Medical Coverage: Healthy Families

As a young person, you probably don't think a lot about getting sick or injured, but access to preventive care is as important to you now as it was when you were a child. Getting that preventive care, like dental cleanings and eye exams, can be difficult if you are uninsured, and many families in Shasta County are uninsured. If you don't have insurance, the Healthy Families Program may be able to help.

Healthy Families provides low cost health, dental and vision coverage for children up to age 19 in working families. Premiums range from \$4 to \$15 per month with \$5 co-payment for services. To find out if you are eligible for Healthy Families, have your parents or guardian call Smart at (530) 245-1511. A short phone call can make a big difference towards your health.

-Susanna Sibilsky

Education & Training

Lake College
www.lakecollege.edu

National University
www.nu.edu

Shasta Builder's Exchange
www.shastabe.com

Shasta College
www.shastacollege.edu

Shasta-Trinity ROP
www.strop.org

Simpson University
www.simpsonuniversity.edu