



Shepherd Care®

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To Care for People Where They Live and Work

COMMUNITY Care TOPIC

Obtaining & Maintaining Employment

Obtaining that Job, Promotion, and Position

How can you land that better paying job or promotion?

- The Package- Address your appearance. Be neat. Dress for success.
- Develop a Professional resume- In addition to the normal “dates and times” that most resumes have, it is important to set yourself apart by also showing community involvement and professional achievements.
- Role Play Interview Skills- Practice answering a variety of questions. Be articulate and courteous.
- Follow Up- After your interview, thank the interviewer and send a note of appreciation.

Maintaining and Keeping that Job, Promotion, and Position?

Now that you have that new position, how can you keep that job in this competitive world that we live in?

- Punctuality- Be on time. Stay on time.
- Performance- Stay consistent and accurate. Don't slack off.
- Go the Extra Mile- Look for opportunities to occasionally volunteer for special projects. Be careful to guard your family time, though.
- Be a Team Player- Be friendly and supportive to your co-workers.
- Invest in Personal Development- Make yourself a better employee. Take college courses and attend seminars. Read books. Ask for professional advice.
- Invest in Personal Development- Make yourself a better person. Take college courses and participate in community organizations. Read books. Learn a hobby or a foreign language.
- Remember that the Customer is Important! This does not change.

Remember that what *got* you this position is what will *keep* you in this position and open up opportunities for future advancement.

Introducing your Community Chaplain

Eric Kieselbach
(pronounced “key-sill-baa”)

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“There are worse things to be called than being called a ‘Company Man’ or a ‘Company Woman!’”

“Servants (employees), be obedient to them that are you masters (employers) according to the flesh, with fear and trembling, in singleness of your heart, as unto Christ. And ye masters (employers) do the same things to them, forbearing threatening: knowing that your Master (and theirs) also is in heaven: neither is their respect of persons with him.” **Ephesians 6:5, 9**

All Scripture quotations, except otherwise noted, are from the King James Version of the Holy Bible, (Cambridge: Cambridge) 1769. Public Domain