

The HACSB Resourceful Job Hunter

Welcome to the February 2012 edition of the HACSB Resourceful Job Hunter. In this edition, learn about best interview answers about gaps in employment, resource fair information, second interviewing tips and of course ...**JOBS!**

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The Best Interview Answers about Gaps in Employment

The more extensive your job history the more likely you will have some gaps in your employment. Short gaps and obvious periods of study or job transition usually require no explanation in the job interview.

Likewise, if the gap occurred a number of years ago and has been followed by solid employment it is generally ignored. However long and recent periods of unemployment require a properly thought out job interview answer.

These gaps in employment can raise concerns in the minds of potential employers about the candidate's reliability and commitment and need to be clarified.

Reasons such as taking time off to travel, further your studies or to have children are usually straightforward explanations that can be given in the job interview.

However **personal reasons** can prove difficult to discuss. Giving the interview answer "for personal reasons" to questions about why you were not working for a period of time is usually insufficient.

It is open to all sorts of misinterpretation, it also leaves the interviewer in the dark and with the perception that you may be hiding something. This makes it difficult for the interviewer to mentally move onto the more positive aspects of the job interview.

If you took time out to **care for an ill family member** emphasize how you had evaluated the situation and concluded that you would be unable to give the commitment you wanted to your position as well as look after the family member. You can end the discussion by assuring the interviewer that the reason has now resolved itself and you are able to recommit yourself completely to your career.

If you took time out to **recover from an illness** such as depression this can be addressed in the job interview if the employment gap is queried. Prepare a short but straightforward explanation that you feel comfortable with. Highlight how you have met the challenge and overcome your problems. In your interview answer refer to the skills you gained in your previous jobs and how they make you the right job candidate. Impress upon the interviewer your readiness and eagerness to assume new responsibilities and challenges.

Avoid sounding defensive. Acknowledge the interviewer's concern. Appear composed and unapologetic, this will reassure the interviewer that you are comfortable with your reasons and that they should be too.

If you have been **looking for a job for a long time** and this is queried during the interview, you can discuss how you are looking for a long term prospect and not just a paycheck. Use your interview answer to explain that you want to be sure that the job is right and go on to describe why you feel this is the right position and company for you.

Focus on the **efforts you have made while you have been unemployed**. Discuss any classes you have taken or any volunteer work you got involved in. Even attempts to improve your fitness or cooking skills can be viewed in a positive light! Taking on part-time and temporary work at whatever level during your job search shows a strong work ethic and flexibility. Show how you have kept up to date in your industry and job knowledge.

Special Points of Interests:

- * The Best Interview Answers about Gaps in Employment
- * Career Fair

Current County-Wide Job Listings...

Loma Linda University

Medical Center

Positions available:

- *Admin Assistant
- * Case Manager
- *Child Life Specialist
- *Dental Assistant
- *Director-Customer Care Center
- *Housekeeping Technician
- *Medical Billing Specialist
- *Program Manager-Data Specialist

For more information and to apply:

<https://www.healthcaresource.com/lomalinda/index.cfm?>

Arrowhead Credit Union

(San Bernardino, CA.)

Positions available:

*Teller

To Apply:

https://www5.ultirecruit.com/ARR1000/JobBoard/JobDetails.aspx?ID=*0800E0B85544B8F5

City of San Bernardino

Positions Available

*Police Dispatcher

To Apply:

<http://agency.governmentjobs.com/citysanbernardino/default.cfm?action=viewJob&jobID=415902>

FedEx

(Rancho Cucamonga, CA.)

Positions Available

*Center Customer Service Associate

To Apply:

<https://jobs-fedexof-vice.icims.com/jobs/65771/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

Housing Authority of the County of San Bernardino

(San Bernardino County)

Positions Available:

- *Computer Lab Assistant-Barstow
- *Computer Lab Assist.-San Bernardino
- *Computer Lab Technician-Chino
- Procurement Officer-San Bernardino

To Apply:

<http://agency.governmentjobs.com/hacsb/default.cfm>

THINK Together

(Rialto, CA.)

Positions available

*Site Coordinator, I

To apply:

<http://thinktogether.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=868849&ref=indeed>

University of California Riverside

Positions available

*Enrollment Services Assistant

*Programmer/ Analyst

*Academic Assistant

*Academic Programs Assistant

*Assist. Director-H.S. Recruitment/Eval.

To apply:

<http://www.higheredjobs.com/region/search.cfm?Region=7&metros=261>

Lowe's

(Various Cities)

Positions Available

*Unload Associate—Upland, CA

*Delivery Driver—Highland, CA.

*Customer Services Assoc. II

*Store Seasonal Employee

To Apply:

<https://careers.lowes.com/default.aspx>

Dollar Tree

(Colton, CA)

Positions Available:

*Assistant Store Managers

For more information and to apply, visit:

https://recruiter.kenexa.com/dollartree/cc/CCJobDetail-IAction.ss?command=CCViewDetail&job_REQUISTION_NUMBER=173260&ccid=bupJEDUjsTs=&source=Indeed

San Bernardino Employment

and Training Agency

(San Bernardino, CA)

Positions available:

*Bilingual Receptionist

To Apply and receive more info:

http://webconnect3.sendouts.com/CN_Frame.aspx?ID=csb&SiteID=webconnect&Group=webconnect&Key=CN&CNTrackID=4&PostId=ba48928e-1869-48cc-a5b8-f2cd6e477cbc&CnId=&applynewcan=0

EMQ

(San Bernardino, CA)

Position available:

*Family Services Advisor

To receive more information and to apply:

<http://www.emqff.org/about/locations/sanbernardino.shtml>

California State University San Bernardino

Position available:

*Confidential Administrative Support II

To receive more information and to apply:

<http://csucareers.calstate.edu/Detail.aspx?pid=31685>

WinCo Foods

(Victorville, CA)

Position available:

*Deli Clerk

To receive more information and to apply:

https://wfa.kronostm.com/index.jsp?LOCATION_ID=13821587678&POSTING_ID=13821592577&locale=en_US&applicationName=WinCoNonReqExt&SEQ=postingLocationDetails

Job Listings Continued...

Hesperia Unified School District

(Hesperia, CA.)

Positions available:

***Guidance/Counseling Clerical Assist.**

To apply and receive more info, visit:

http://www.edjoin.org/viewPosting.aspx?postingID=409472&countyID=36&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

St. Mary Medical Center

(Apple Valley, CA)

Positions available:

***Housekeeper/EVS**

To apply and receive more info, visit:

https://recruit.stjoe.org/psc/cg7/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?JobOpeningId=341563&SiteId=14&Page=HRS_CE_JOB_DTL&

Rent-A-Center

(Victorville, CA)

Positions available:

***Customer Account Representative**

To apply and receive more info, visit:

<https://rac.taleo.net/careersection/rac+st+ext/jobdetail.ftl?job=868804&src=JB-11020>

Victor Valley College

(Victorville, CA)

Position Available:

***Lead Maintenance Worker**

To apply:

http://socalherc.org/c/job.cfm?site_id=761&jb=9510102&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Barstow Community Hospital

Position available:

***Human Resources Director**

To Apply:

<https://chs.taleo.net/careersection/10001/jobdetail.ftl?lang=en&job=790789&src=JB-12080>

NCR

(Barstow/Victorville, CA)

Position Available:

***Retail Technician**

To apply:

<https://ncr.taleo.net/careersection/2/jobdetail.ftl?job=41707>

Westtech International Inc.

(Barstow, CA)

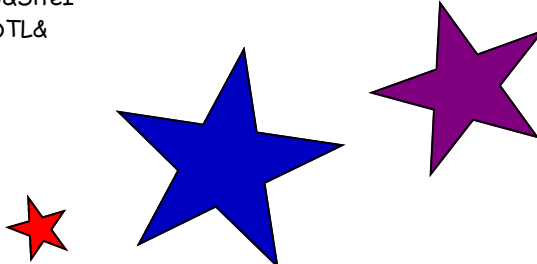
Position Available:

***TEMPORARY General Clerk**

******28 Positions******

To apply:

http://careers2.hiredesk.net/viewjobs/JobDetail.asp?Comp=Westtech&PERS_ID=&TP_ID=1&JB_ID=&PROJ_ID=%7B91C9AEDB-B21B-4883-A374-405E177B6981%7D&LAN=en-US&BackUrl=Welcome/Default.asp



Upcoming Job Fair:

Inland Empire Career Fair

When: Tuesday, February 21, 2012

Where: Hilton Ontario Airport Hotel
700 N. Haven Ave.; Ontario, CA. 91764

Time: 11:00am-2:00pm



Please dress in professional interview attire and have résumés ready !!!

Event is **FREE** and open to the public.
(Parking is free as well)

**Housing Authority of
the County of
San Bernardino
Presents...**



Second Job Interview Tips

If you have been invited back for a second job interview, the prospective employer has seen promise in you and wants to find out more details. Expect the second interview to get very specific about the job itself and your industry knowledge. Be prepared with copies of your references, copies of your resume and a confident handshake.

In a second interview, you will likely be introduced to different people. The first interview is a screening process, and if the company has a human resources department, you probably spoke to people from that group during your previous visit. Depending on how involved the company executives get in the hiring process, on your second interview, you could be speaking with the company president. More than likely, you will talk with the person who would be your direct manager.

To prepare for this second interview, do some in-depth research on the position, the company and the industry. Find out as much as you can about the specific department you are interviewing for by using the Internet or talking to someone who works for the company, if you have that opportunity. Become familiar with what the company does, the software programs it uses and how it interacts with the industry at large.

The company saw something it liked in you at the first interview, so you were invited back for a second interview. When you go in for the second interview, be confident and well prepared, with your research done and references on hand. Most importantly, be yourself. Whatever qualities the company saw the first time are qualities it wants to see again.

Article by: Arnold Anderson

http://www.ehow.com/way_5252163_second-job-interview-tips.html

**For more assistance in applying
for any of the positions listed in
this newsletter and for job-
related workshops/trainings,
contact one of the Neighborhood
Network Center Technicians
below:**

***Andrew Guerra-Redlands**
(909) 798-7844
aguerra@hacsb.com

***David Medina-Maplewood Homes**
(909) 890-5350 ext. 3468
dmedina@hacsb.com

***Yanely Palma-Waterman
Gardens**
(909) 885-1593 ext. 228
ypalma@hacsb.com

***Annie Funn-Colton**
(909) 370-3816
afunn@hacsb.com

***Shannon Storm-Barstow**
(760) 252-5846
sstorm@hacsb.com

WE WANT TO HEAR FROM YOU!!

Have you obtained a job or received an interview from any opened positions featured in this monthly publication?



If so, please let us know!

Please contact: Janice B. Simmons-Rogers at:
(909) 890-9533 ext. 3568-OR- jsimmons@hacsb.com

Housing Authority of the County of San Bernardino

-Mission Statement-

"HACSB empowers all individuals and their families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County"