

The HACSB Resourceful Job Hunter



Welcome to the January 2011 edition of the HACSB Resourceful Job Hunter. In this edition, find out why it's a good practice to fully read job descriptions, information on job fairs, and of course...**JOBS!**

Reasons Why Job Descriptions are Important

Job descriptions are a very important tool for both the candidate and the employer. The job description helps candidates decide whether their skills match the position. For employers, the job description helps them picture the ideal candidate and specify their expectations for that candidate.

Whether it's posted online, in a newspaper or in the human resources department, the job description contains several important parts:

- * **Duties** - Those skills the candidate is expected to fill on a day-to-day basis.
- * **Education**-What degrees or licenses are required to fill the position
- * **Application process**-What the candidate is expected to do in order to be considered for the position.

The job description may or may not include the salary. It may or may not include travel or overtime requirements. These items will likely be discussed during the interviewing process.

Employers need an accurate job description to clearly state expectations. Will the new hire travel? Will he/she oversee employees? Will she work full or part-time? If a dispute arises later over duties, the job description will be used to settle the matter. An accurately written job description may avoid potential lawsuits arising from wrongful discharge later. The application process listed in the job description will also help determine which candidate can follow directions.

Candidates need accurate job descriptions so they can decide whether the position meets their skills. If a master's degree is specified, the candidate need not apply if he only has a bachelors. He can decide against a position if it requires travel or if it is only part time. He can also find out the exact steps he needs to take to apply for the position. Once hired, the job description will show the employee who he reports to the chain of command. The chain of command will show the new hire who the decision makers are in the company and the proper person to consult if a problem arises.

Some helpful tips:

1. When writing a cover letter, use keywords and phrases from the job description. Employers look for those keywords when sorting through the many applications they receive.
2. The job description should never specify gender, race, religious background or other prejudicial statements.
3. If a job description does not include the name or the title of the person in charge of hiring, candidates may contact the company to find out the proper person.
4. A company may have several similar positions posted. When applying for one of them, be sure to clearly specify which position for which you are applying, including posting number and location. If applying for all of them, send a separate application for each. Each will be filed with the appropriate posting.

Considerations— The job description is a legally binding document. It can be used as evidence in hiring disputes and labor negotiations. Some job descriptions, particularly for sales positions, are vague. Applying for such positions is risky because work conditions, pay and education are not defined.

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Special points of interest:

- Why Job Descriptions Are Very Important
- Job openings
- Job Fairs
- Acing an Interview

Current County-Wide Job

Ross Dress for Less

(Redlands; Fontana; Highland;

San Bernardino)

Positions available:

*Area Supervisor

*Retail Associate

*Store Protection Specialist

To apply:

<https://storefront.kenexa.com/ross/cc/CCJobSearchAction.ss?command=CCSearchNow>

Citi Bank

(Fontana, CA.)

Positions available:

*Teller; Part-Time

To apply

<https://citi.taleo.net/careersection/2/jobdetail.ftl>

Macy's

(Rancho Cucamonga, CA.)

Positions Available:

*Retail Commission Sales-Fine Jewelry

To apply:

<http://www.macysjobs.com/default.aspx>

Wells Fargo

(San Bernardino, CA.)

Positions Available:

*Teller

*Customer Service Rep- 2

* Loan Document Specialist

*Mortgage Consultant/Loan Officer

To apply:

https://employment.wellsfargo.com/sp/PSEA/APPLICANT_NW/HRMS/c/HRS_HRAM.HRS_CE.GBL

ESRI

(Redlands, Ca.)

Position Available:

*Human Resources

To Apply

<http://www.esri.com/careers/category/human-resources.html>

Penske

(Fontana, CA.)

Position available:

*Customer Service Representative

To apply:

<https://gopenske.taleo.net/careersection/penske.ex.jsa.hs/jobdetail.ftl>

OnTrac

(Ontario, CA.)

Positions Available:

*Customer Service Representative

To apply:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=CJR&APath=2.21.0.0.0&job_did=J8C4TK6NXDPCDST62MQ

Confidential Employer

(San Bernardino, CA.)

Positions available:

*4 -Assembler positions

Must have some assembler or packing experience

To apply:

Send résumés with job order number #10621 and title "Assembler" to:
sswanston@wdd.sbcounty.gov

City of Colton

Positions available:

* Police Dispatcher- PT

* Police Officer

* Police Stenographer

To Apply:

<http://www.ci.colton.ca.us/hr/>

City of Fontana

Positions Available:

*Maintenance Assistant- Temp. Position

*Police Dispatchers- I & II

Apply online:

<http://fontana.org/jobs.aspx>

Grand Terrace Elementary

(Grand Terrace, CA.)

Positions available:

*Crossing Guard

To apply and to obtain an application:

<http://www.cityofgrandterrace.org/jobs.aspx?isEmployer=False&jobID=20>

ITT Technical Institute

(San Bernardino, CA.)

Positions Available:

*Educational Interpreter

*Financial Aid Coordinator

*Career Services Specialist

*Medical Coding Instructor

*Information Security Systems Instructor

To apply:

<https://careers-itt-tech.icims.com/jobs/search?ss=1&searchKeyword=&searchLocation=-12789-&searchCategory=&searchPositionType=&searchRadius=5&searchZip=92408>

Job Listings Continued...

Barstow Unified School Dist.

Position Available:

***Food Service Worker I**

To Apply:

<https://www.csb-win.org/jobbanks/jobdetails.asp?ses-sion=jobsearch&geo=&oescode=&ordernum=11462&src=VOS&zip=&radius=&geotype=city&city=BARSTOW%2C+CA&idnum=11462&keyword=&site=VOS>

Terminix

(Victorville, CA.)

Position Available:

***Pest Control Customer Service Representative**

To Apply:

<http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=3445109>



East West Bank

(Barstow, CA.)

Position Available:

***Customer Service**

To Apply:

<https://www.csb-win.org/jobbanks/jobdetails.asp?ses-sion=jobsearch&geo=&oescode=&ordernum=J3H4MB6YYBCYRM661CG&src=CB&zip=&radius=&geotype=city&city=BARSTOW%2C+CA&idnum=5168553&keyword=&site=CareerBuilder>

Pizza Hut

(Victorville, CA.)

Position Available:

***Shift Managers**

To Apply:

<http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingId=1644264>

Housing Authority of the County of

San Bernardino

(San Bernardino, Redlands and Barstow, CA.)

Position Available:

***Computer Lab Assistants**

To apply:

Visit: www.hacsb.com and click on

"Job Opportunities"

JC Penney

(Victorville, CA.)

Position Available:

***Sales Associate**

***Salon Stylists**

To apply:

https://pshrwb200.jcpenney.com:7901/psc/zape/EMPLOYEE/HRMS/EMPLOYEE/HRMS/E/HRS_HRAM.JCP_APPLICANT_HOME.GBL



Upcoming Job Fairs

Dollar Tree Stores-Job Fair

When: January 6, 2011

Where: 1717 E. Vista Chino Suite
Palm Springs, CA. 92262

Time: 9am-2pm

Will be conducting onsite interviews for management positions.

National Career Fairs- Inland Empire Job Fair

When: January 24, 2011

Where: 1855 South Harbor Blvd.
Anaheim, CA. 92802

Time: 11am-2pm

Parking information: \$6 validated parking in hotel parking garage the day of the event. Be sure to inform the parking attendant in the garage that you are attending the National Career Fairs Event at the hotel. Have your parking ticket validated at the parking machine near the registration booth at the entrance to the job fair.

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



**For more assistance in
applying, contact one of the
HACSB Resident Services
Coordinators/FSS
Coordinators:**

***Janice B. Simmons- Rogers -
Redlands**

(909) 890-0644 ext. 2215
jsimmons@hacsb.com

***Robert Scott-Medical Center**

909-890-5350 ext. 3463
rscott@hacsb.com

***Estella Nunez-Waterman Gardens**

909-885-1593
enunez@hacsb.com

***Darlene McIntosh-Colton/Chino**

(909)824-8277
dmcintosh@hacsb.com

***George Hogan-Barstow**

(760)256-8814
ghogan@hacsb.com

***Pamala Averill-HPO**

(909)8909533 ext. 3228
paverill@hacsb.com

Acing The Job Interview

Successful interviewing will be essential in order for you to lock in an offer. Here are some tips and strategies for effective interviewing from preparation through follow up.

Company Research- Research should always be your first step. Gathering background information on employers is a crucial element in successful interview preparation. You will need to be prepared to answer the questions "What do you know about our company?" and "Why do you want to work here?" Knowing as much as possible about the company's past performance and future plans can make your interview more interactive and could be just the leg up you need in a competitive job market. Before the interview review the company's web site and don't be afraid to contact your prospective employer to request details on the position you are interviewing for or to ask for company literature. Google the company to see what other information is available online.

Practice Makes Perfect-Practice makes perfect (or at least leads to improvement). Practice with a friend and record or videotape your responses so you can replay the interview and see how well you did. Prepare answers to commonly asked interview questions. Doing so will help you analyze your background and qualifications for the position.

Behavioral Interviews-Behavior based interviewing is becoming more common. It is based on the premise that a candidate's past performance is the best predictor of future performance. Rather than the typical interview questions on your background and experience, you will need to be prepared to provide detailed responses including specific examples of your work experiences. The best way to prepare is to think of examples where you have successfully used the skills you've acquired. Take the time to compile a list of responses to both types of questions and to itemize your skills, values, and interests as well as your strengths and weaknesses. Emphasize what you can do to benefit the company rather than just what you are interested in. Also prepare a list of questions you want to ask the interviewer. Remember, you aren't simply trying to get the job - you are also interviewing the employer to assess whether this company and the position are a good fit for you.

Prepare For the Interview-It is very important to be on time for the interview. On time means ten to fifteen minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going. Know the interviewer's name and use it during the interview. If you're not sure of the name, call and ask prior to the interview. Remember to bring an extra copy of your resume and a list of references. Remember...**STAY CALM** and end the interview with a "Thank You".

Article by: Alison Doyle- <http://jobsearch.about.com/cs/interviews/a/aceinterview.htm>

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"