

focus on. The more specific the recommendation, the more credible it is, so make sure you only ask for recommendations from those who know your professional abilities very well.

Try to get at least one recommendation for every job you list on your LinkedIn profile. Including a recommendation draft for an individual before sending the request may increase the likelihood that the connection will recommend you.

LinkedIn Tips:

- Have a professional looking headshot (you can do it yourself but the selfie with friends is not it).
- List your strong skills on the top under your name, and complete the summary section.
- Join some groups that are in the field you are interested in.

See Appendix A: Create Your LinkedIn Profile

Post Status Updates on LinkedIn, Twitter, and Facebook

Posting status updates on social networks gives you the chance to share news and insights — not just with other connections, but with recruiters and hiring managers who may be browsing various social networks for top talent.

While it helps to let your network know that you're looking for a new job, you should also use your updates to showcase your industry expertise. For example, if you're a graphic designer, comment on a company's recent brand refresh and its significance.

You can also share information about industry events you plan to attend. Or, ask questions relating to a hot industry issue, and start a conversation by encouraging your connections to respond. Remember, posting updates drives traffic to your profile, which draws attention to your skills and experience.

Keep in mind that building your professional brand isn't just a one-time event — you need to make a long-term commitment to being a thought leader in your industry in order to open doors to more career opportunities.

RESOURCES

- Look at magazines you wouldn't think to like Fast Company. Fast Company on-line posts loads of tips for job seekers, managers, workers etc.
- Check out other business type magazines for news on latest business apps, productivity, and for the things being discussed so you have background knowledge when you walk through a door.
- Career Builder will shuffle your resume to the top of the pile if you go in and change something in it every two weeks or so. You only need to make a minor change for this to work.
- Indeed.com is a good place to look for job openings.
- LinkedIn has a job openings section where you can use contacts you have to make a connection to the company. The thinking behind LinkedIn is that we are all just a few degrees of separation between connecting with people that you want to meet. You might know someone who knows someone at a company you want to connect to.
- Networking: Look around for women in the field you admire. See if they would meet with you for 30 minutes to tell you about their career and choices they made. Don't go over time. Be prepared with your questions. Send a thank you note. Connect with them on LinkedIn. You just added one more person who may reach out to you when they hear of an opening.



FRAN'S DEPARTMENT STORE

Sales Associate Job Description

Job summary:

Sales Associates assist customers finding products that meet their needs in a warm and friendly yet professional manner. They consistently maintain a neat clean department and adequate inventories, sales summaries, and other documentation as required.

Duties and Responsibilities:

1. Warmly greet customers.
2. Answer questions about products and promote their value and best features.
3. Handle all aspects of a customer purchase: operate cash register to process a customer's purchase, receive payment from customer, process credit/debit card, issue change if a cash sale, accept discount coupons, provide sales slips, and package customer purchases.
4. Stock racks and shelves.
5. Mark prices.
6. Prepare displays.
7. Take inventory.
8. Follow all store procedures involving theft and security issues.
9. Provide customers with a satisfying experience so they will shop again at Fran's Department Store.

Position Requirements:

1. High school diploma (or equivalent).
2. Ability to work in a fast-paced team environment.
3. Ability to be patient and tactful with customers.
4. Excellent command of English language.
5. Demonstrated ability to use basic math skills.
6. Must be dependable, positive and enthusiastic
7. Ability to stand/walk for long periods of time.
8. Ability to lift product/packages of weights up to 25 pounds.

Note: Fran's sales associates are hired to work part-time, full-time or on-call positions. They may be required to work evenings and/or weekends.

Job Summary:

Serve guests quickly, efficiently and with complete knowledge of food and beverage menus.

Offer superior customer service and maintain a clean and orderly station throughout shift.

Duties and Responsibilities:

1. Warmly greet and acknowledge guests upon arrival.
2. Usher guests to their seats and provide the menu.
3. Know the menu items individually and be able to answer questions about any item.
4. Take orders from guests ensuring items are part of the menu and offer house specialties and promotional items.
5. Insure kitchen receives guest orders with any specific requests clearly communicated.
6. Serve all food and beverages in a timely manner without any accident.
7. Regularly check with guests to insure they are enjoying their meal and be available for any additional requests or problems that need immediate resolution.
8. Present guest with bill, first insuring all items are accurate, and collect payment for processing by cashier.
9. Thank guests for their patronage and restore table to pristine condition for next guest.
10. Polish all silverware and glassware used for service.
11. Follow all safety and sanitation procedures.
12. Clean, stock and maintain the workstations throughout the shift.
13. Perform additional responsibilities as requested by manager at any time.

Position Requirements:

1. High school diploma.
2. Prior restaurant experience preferred.
3. Demonstrated ability to use basic math skills.
4. Demonstrated understanding of federal, state, and local liquor laws.
5. Excellent English language and professional communications skills are required.
6. Ability to take direction.
7. Ability to work in a team environment.
8. Ability to work calmly and effectively under pressure.
9. Must have problem solving abilities, be self-motivated, and organized.
10. Commitment to quality service, and food and beverage knowledge.
11. Must have pleasant personality and cheerful disposition.
12. Must be able to carry up to 25 pounds on occasion and up to 10 pounds regularly.
13. Must be able to hear with 100% accuracy with correction (if necessary).
14. Must be able to see 20/20 vision with correction (if necessary).

Note: This position requires standing 95% of the time as well as occasional environmental exposures to cold, heat and water.

FRONT DESK RECEPTIONIST JOB DESCRIPTION

Job Summary:

The Spa Front Desk Receptionist is responsible for the reception area at the spa. Includes the greeting of all guests, answering phone calls, assisting guests with questions regarding spa services and products, booking all appointments, checking the guest into the computer system and charging for services performed.

Duties and Responsibilities:

- Be on time for your shift.
- Properly open and close spa each day according to Standard Operating Procedures.
- Accurately book, change and cancel spa appointments.
- Acknowledge and greet everyone who enters and leaves spa facilities.
- Provide detailed descriptions of spa treatments, packages, services, facility features and hours of operation.
- Utilize spa computers with skill and proficiency.
- Maintain a Spa Desk Bank.
- Answer the phone promptly and use the guest's name throughout the phone conversation.
- Actively promote the spa, treatments, services, sessions and retail, as well as programs, promotions and/or discounts available.
- Maintain eye contact when addressing external and internal guests.
- Handle guests' questions and concerns professionally and courteously.
- Provide accurate, appropriate and immediate responses to all requests by guests, ensuring complete guest satisfaction.
- Maintain a clean; safe, fully stocked and well organized work area.
- Develop ability to work without constant direct supervision and remain at assigned post for extended periods of time.
- Maintain a positive attitude and contribute toward a quality work environment.
- Regularly attend, participate in and support training and staff meetings for the spa.
- Assist in all areas of spa operation as requested by management.
- Communicate to management any and all occurrences involving staff or guests in the spa that require attention.

Position Requirements:

- Must be detail-oriented and have ability to multi-task.
- Ability to be efficient and productive in a fast-paced environment.
- Must have enthusiasm and possess excellent customer service skills.
- Must possess basic math and money handling skills.
- Enjoy working with people and possess a friendly and outgoing personality.
- Excellent communication, listening and computer skills.
- Must be a team player.

Note All duties and requirements stated above are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the staff occupying this position. Staff members may be required to perform other job-related duties by their supervisor.

ENTRY LEVEL JOBS IN HEALTHCARE

Admitting Representative

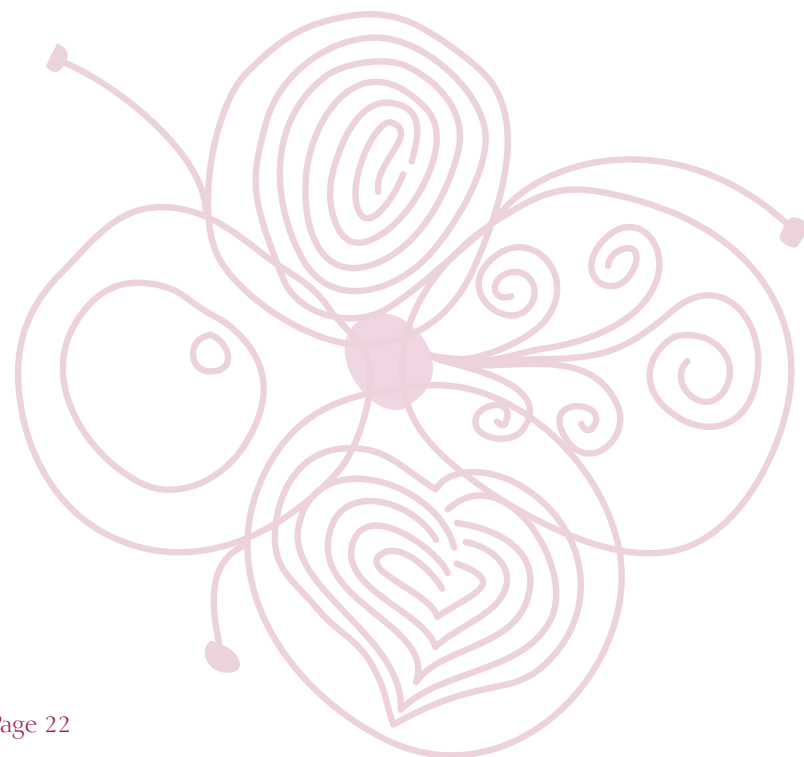
The **Admitting Representative** is responsible for seamless entry into the hospital in a timely efficient and customer focused manner. The department is often the first contact the patient has with the hospital and is entrusted with the responsibility of providing a positive first image to the patient and family. Admitting functions include collecting complete and accurate demographic financial and clinical information during registration to facilitate appropriate patient care and reimbursement facilitating patient placement and transfers on the care units preadmission activities precertification activities preparing reports for distribution responding to patients questions or concerns and informing the patients of their rights responsibilities and other required information.

Nursing Assistant

The **Nursing Assistant** is responsible for performing direct and indirect patient care tasks as delegated by the Registered Nurse. The Nursing Assistant functions under the direction and supervision of the Registered Nurse. The primary responsibility of the Nursing Assistant is to provide basic patient cares such as bathing and hygiene elimination and toileting nutrition feeding and hydration and ambulation and positioning. The Nursing Assistant supports patient safety and patient satisfaction by performing regular patient rounds on the nursing unit and effectively communicating with all team members.

Service Associate

Through manual or computerized job assignments, the **Service Associate** functions as a Patient Transporter who will move patients by wheelchair or cart throughout the hospital for various reasons. The Service Associate will utilize infection prevention techniques patient transfer techniques and knowledge of appropriate routes to assure patients are safely and efficiently moved. Good communication with the nursing clinical staff is required. The Service Associate will recognize when they need to ask for help or continued guidance. Maintain and protect the integrity of patient s tubes, lines, and collection devices. Will also move patient valuables and equipment.



TECHNICAL SPECIALIST - SUPPORT REPRESENTATIVE

Becoming a Technical Specialist is the first step to a great career with *bTech*. This is an entry level opportunity where we provide you with the training necessary to become an X Bert within the technical support team! *bTech*'s Technical Specialists are technical geniuses who are passionate about technology, networking, and thrive in an environment where they are constantly learning new things. They enjoy maintaining relationships with clients by providing amazing service. Technical Specialists make it their goal to find the "why" when a customer has a concern, and are quick in finding an appropriate solution. Upon graduation of training, Technical Specialists are truly experts in the *bTech* platform, and are looking to create the best possible customer experience, while taking the time to learn and grow their own professional career within the company.

What you need to be successful in this role:

Self-Motivation – Great Communication – Technical Aptitude – Strong Work Ethic – Sense of Urgency
– Accountability – Attention to Detail – Coachable – Emotional Intelligence – Ability to Learn – Critical Thinking – Positive & Professional Attitude

Position Requirements:

- A positive and flexible attitude for working in a fast-paced team across various functions
- Must have a commitment to supporting customers' success with *bTech*'s services
- Possess a passion for learning and instituting industry-leading support tactics and best practice
- Ability to grasp technical concepts quickly and explain them to others
- Ability to consistently meet and exceed key performance indicators
- Strong work ethic and ability to thrive in a fast-paced environment
- Ability to walk customers through troubleshooting process
- Prior experience working at a help desk or in a customer service/tech support call center is a plus
- Prior experience working with large unified communications platforms is a plus
- Proficient in MS office applications and experience with CRM a plus
- Excellent verbal and written communication skills
- Schedule flexibility (5:00 a.m. - 9:30 a.m. start time, once a month Saturday availability)
- VoIP experience a plus

Compensation and Benefits:

\$12 Hourly, full-time, direct hire, includes paid training.

We offer our employees a casual and upbeat work environment along with:

- Generous paid time off
- Medical, dental, and vision coverage
- 401K program
- Company-paid life insurance
- Short and long term disability coverage
- Game Lounge
- Quarterly team building events
- Catered food and snacks
- Carpool program
- Employee referral program
- Employee wellness program