



Professional Development Workshop:

Climbing the Career Ladder
at HLPUSD

WORKBOOK

WELCOME!

Dear Trainee:

It is with great pleasure that the Personnel Commission at Hacienda La Puente Unified School District has been given the opportunity to provide you with a workshop in professional development that will aid you on your path to “Climbing the Career Ladder” at HLPUSD. This is a wonderful opportunity for you to learn valuable skills that can help you advance in your career. The key to this journey is learning how to properly market yourself as an asset to the District.

By utilizing an active training design, you will experience learning in an engaging and non-threatening environment. This workbook was designed to be a tool to enhance your learning and overall training experience. It is divided into three sections: the application process, the testing process, and the hiring interview. It includes handouts, slides, and other resources you can refer to if you are interested in obtaining additional information about the training topic. It is our intention that you will find the training to be both informative and useful throughout your career.

Thank you again for the opportunity to provide you with tools you can use to get the position you want to pursue. We are confident that your participation in this training program will prove to be valuable.

Sincerely,

The Personnel Commission Staff

Vacant, Personnel Director

Claudia Barragan, Senior Personnel Analyst

Jennifer Chen, Associate Personnel Analyst

Carol Kelly, Personnel Assistant

Joleen Bourne, Personnel Technician

Jeanette Raygoza, Personnel Technician

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Climbing the Career Ladder

Step 1:

The Application Form

The Application: OVERVIEW

Purpose:

- To screen job applicants for minimum qualifications
- Supplemental Questions
 - ◆ Our department may ask supplemental questions to get a better understanding of an applicant's experience and how it relates to the minimum qualifications of the job.

Tips:

- Carefully compare your own experience with the minimum qualifications
- Tailor the description of your duties to the necessary knowledge, skills, and abilities
- Be specific, thorough, and accurate when describing work history
- Include relevant coursework, training, technical skills (i.e. computer skills)
- Use spell check

Online Application Forms:

- Possible Benefits
 - ◆ Ability to create a profile that can be used for future job openings
 - ◆ Job history is saved in database
 - ◆ Complete interest cards for future job opportunities and receive email notifications when jobs become available
 - ◆ Receive email notifications of your status as a candidate

The Application: ACTIVITY

INSTRUCTIONS: Using one of the job opportunity bulletins provided, complete the following work history section that you would find on an application form.

Remember! Tailor your description of your job duties to reflect those contained in the job bulletin. You want to highlight the work experience you have had that is relevant to the position you are applying for.

LIST MOST RECENT JOBS FIRST!

WORK HISTORY

Read the experience requirements in the job announcement before completing this section. To be considered for employment, this section must show that you meet the minimum qualifications for the position. Begin with your most recent job. List all jobs, and any periods of unemployment in the past ten years. Also, list any jobs you held more than ten years ago which relate to the duties of the job for which you are applying. Please list any military, self-employment, or volunteer experience which relates to the job for which you are applying. You may attach additional pages if necessary. **YOU MUST COMPLETE THIS PAGE, even if you attach a resume. If you do not complete this page you will be disqualified.**

From: Mo. Yr.	Job Title:	Name of Employer:
To: Mo. Yr.	Duties:	Address:
Salary Per Month:		City/State/Zip Code:
Hours Per Week:		Supervisor's Name and Title:
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for Leaving:	Telephone:
From: Mo. Yr.	Job Title:	Name of Employer:
To: Mo. Yr.	Duties:	Address:
Salary Per Month:		City/State/Zip Code:
Hours Per Week:		Supervisor's Name and Title:
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reason for Leaving:	Telephone:

NOTE: We have included an actual sample application from Hacienda La Puente Unified School District on page 24 and 25 of this workbook. It is always helpful to have all the needed information in one place when filling out applications.

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Step 2:

The Testing Process

The Testing Process: OVERVIEW

Purpose:

- *The selection process is designed to narrow down the number of candidates until only the most highly qualified remain.*

- Written Test
 - Each question is designed to have only ONE right answer
 - Questions are not designed to be tricky
 - Time limit and number of questions will vary
 - Content is job-related

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Step 3: The Structured Interview

The Structured Interview: OVERVIEW

Purpose:

Past behavior is the best predictor of future behavior.

- To learn more about the applicant's qualifications
 - ◆ Use the interview as an opportunity for you to market yourself and let the raters see the benefits you could bring to the position.
- To verify the information given on an application
 - ◆ A rater can tell very quickly during an interview if the candidate has exaggerated their qualifications on their application.

The Interview: THE PROCESS

BEFORE

- Research
 - ◆ Job Information
 - ✓ Obtain a copy of the job description and study it.
 - ◆ Department Information

- Create a work-related accomplishments notebook
 - ◆ Brainstorm all of the positive things you have done while on the job or in school, and then relate those things to specific skills or abilities that are needed for the job.
 - ◆ Make a notebook of your accomplishments and use it to review your accomplishments before you go into an interview.

- Decide on appropriate attire
 - ◆ Dress professionally
 - ✓ Choose clothes that are slightly more formal than what you would wear to work in the position for which you are interviewing. It is better to be slightly overdressed than underdressed.
 - ◆ Be conservative
 - ◆ Pay attention to:
 - ✓ Style
 - ✓ Color
 - ✓ Coordination
 - ✓ Fit
 - ✓ Accessories
 - ✓ Hair/Makeup
 - ✓ Strong smelling perfume/cologne

DURING

What to expect...

- Unstructured Interviews vs. Structured Interviews
 - ◆ Structured interviews – (Personnel Commission) Raters ask the same exact questions to each applicant and use a common rating sheet.
 - ◆ Unstructured interviews – (Hiring Authority) Questions can be changed according to the applicant's knowledge, skills, and experience.
- What is a behaviorally based interview?
 - ◆ An interview style that believes that the best predictor of what an individual will do in the future is what he/she has done in the past.
 - ◆ The interviewer does not rely just on intuition, but instead asks probing questions concerning the applicant's character, experiences, behaviors, knowledge, skills, and abilities.
 - ◆ Behavior based interviewing is designed to obtain the most information about past behavior as it relates to specific job skills.
 - ◆ Questions usually begin with such phrases as:
 - ✓ Describe for me...
 - ✓ Tell me about...
 - ✓ Give me an example of...
- What is the interviewer looking for?
 - ◆ S.T.A.R. Response
 - ✓ **S**ituation
 - Describe a specific situation that relates to the question.
 - ✓ **T**ask
 - Describe your task. What goals did *you* have?
 - ✓ **A**ction
 - Describe the action that *you* took.
 - ✓ **R**esult
 - Describe the positive result or outcome of the situation.

The Interview: ACTIVITY

Interview Questions: Set A

1. Tell us about a change that has occurred in a recent job. What steps did you take to adjust to the change?

2. Tell us about a situation where you demonstrated good communication skills.

3. Tell us about the last time you encountered conflict on the job. How did you resolve that conflict?

4. Describe a situation where you came up with a creative solution to a problem at work.

5. Give us an example of a situation in which you displayed superior customer service.

6. Give us an example of your ability to make decisions under pressure.

7. Do you have anything to add about your abilities? Do you have any questions for us?

The Interview: ACTIVITY

Interview Questions: Set B

1. Tell us about a difficult situation you encountered and how you resolved it.

2. How do you maintain effective working relationships with your co-workers?

3. Tell us about a time you worked for a "bad or mean" supervisor and how you handled working in this type of environment.

4. Tell us about a time when you made a mistake. How did you handle it?

5. Tell us about a successful team you were on. What made the team successful? What was your contribution to the team?

6. Provide us with an example of your problem solving ability.

7. Do you have anything to add about your abilities? Do you have any questions for us?

THANK YOU!!!

Please let us know if you have any questions, comments, or suggestions regarding any part of the training workshop you have participated in today. It is our goal at the Personnel Commission to provide quality, useful services to our employees, and we welcome any feedback you have for us!

Please complete the confidential TRAINING EVALUATION on the following page of this workbook in order to help us make improvements to our training workshop. We appreciate your honesty! You can leave the evaluation on the table when you leave.

FOR ADDITIONAL INFORMATION:

ON THIS TRAINING SESSION

Hacienda La Puente Unified School District
PERSONNEL COMMISSION

15959 E. Gale Ave.
City of Industry, CA 91716

Phone: (626) 933-3920
Fax: (626) 333-7416

hlpusdjobs.org/job-seekers



**Hacienda La Puente
Unified School District**
Striving for Excellence Together!

Classified Employment Application

To Apply Online, Visit:
<https://jobs.hlpusd.k12.ca.us>

Personnel Commission
15959 East Gale Avenue
City of Industry, CA 91716-0002
(626) 933-3920

POSITION APPLIED FOR: _____

This application is part of the selection process and is part of your total evaluation. Answer all questions completely and accurately. All statements are subject to verification. **Please type or print, using only ink.** Make sure you sign the form on the reverse side. It is your responsibility to contact us with any updates to your address or other pertinent information.

NAME: (LAST)	(FIRST)	(MIDDLE)	HOME TELEPHONE Area Code ()
PRESENT ADDRESS: (NUMBER)	(STREET)	(APT.#)	CELL/MESSAGE TELEPHONE Area Code ()
(CITY)	(STATE)	(ZIP CODE)	E-MAIL ADDRESS
HAVE YOU EVER BEEN EMPLOYED BY <u>THIS</u> SCHOOL DISTRICT? <input type="checkbox"/> YES <input type="checkbox"/> NO Under what name? _____ Job Title: _____ STATUS: <input type="checkbox"/> Permanent <input type="checkbox"/> Substitute DATES: From: _____ To: _____			
HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN FROM ANY POSITION BECAUSE OF MISCONDUCT OR UNSATISFACTORY SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO Employer's Name: _____ Position: _____ Title _____ Employment Dates: From _____ To _____ Reason for Discharge: _____			
If you have ever been convicted of any offense(s) against the law, you will be required to provide detailed information regarding the offense(s) prior to your employment. If you are hired, you will be fingerprinted and a criminal records check will be made.			
If you wish to claim veteran's credit (applicable only to entry level open examinations), you must provide a copy of your form #DD214 at the time you submit this application or before the first examination part. Additionally, if you are a disabled veteran and wish to claim veteran's credit, you must provide documentation of your disability rating at the time you submit this application or before the first examination part.			
If you are offered employment, you will be required to provide verification of your right to legally work in this country.			
DRIVER LICENSE (if Position Requires) IS IT SUSPENDED? <input type="checkbox"/> YES <input type="checkbox"/> NO Number: _____ Class _____ Expiration Date _____ State _____			
LICENSE, REGISTRATION, CERTIFICATES OF PROFESSIONAL COMPETENCE RELATIVE TO POSITION FOR WHICH YOU ARE APPLYING:			
EQUIPMENT OR MACHINES YOU ARE ABLE TO OPERATE RELATIVE TO POSITION FOR WHICH YOU ARE APPLYING:			
DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO Language: _____ <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Translate			
EMPLOYMENT AVAILABILITY I WILL ACCEPT (You May Check More Than One): <input type="checkbox"/> Substitute (On-Call) <input type="checkbox"/> Part-Time (Up to 34 hours) <input type="checkbox"/> Full-Time (35+ hours) <input type="checkbox"/> Evenings (Majority of work after 6:00 p.m.)			
PLEASE DO NOT WRITE IN THE SPACE BELOW			
Additional Items		<input type="checkbox"/> PASS/YES <input type="checkbox"/> FAIL/NO <input type="checkbox"/> N/A	<input type="checkbox"/> Qualified <input type="checkbox"/> Not Qualified
Typing.....	<input type="checkbox"/>	<input type="checkbox"/>	Applicant ID # _____
Diploma/Degree/Transcripts...	<input type="checkbox"/>	<input type="checkbox"/>	Rejection Reason: _____
Supplemental.....	<input type="checkbox"/>	<input type="checkbox"/>	Notes: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
DD-214 (Qualified).....	<input type="checkbox"/>	<input type="checkbox"/>	
Disabled Veteran.....	<input type="checkbox"/>	<input type="checkbox"/>	
Driver License.....	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance.....	<input type="checkbox"/>	<input type="checkbox"/>	
Other Certification.....	<input type="checkbox"/>	<input type="checkbox"/>	EXTRA POINTS: _____ SENIORITY POINTS: _____ VETERAN POINTS: _____

** AN EQUAL OPPORTUNITY EMPLOYER **

EDUCATIONAL RECORD

NAME OF HIGH SCHOOL (last attended) _____ Did you Graduate? YES NO GED

NAME AND LOCATION OF COLLEGES OR TRADE SCHOOLS ATTENDED	MAJOR	TOTAL UNITS		DEGREE OR CERTIFICATE COMPLETED
		Sem.	Qtr.	

WORK HISTORY

Read the experience requirements in the job announcement before completing this section. To be considered for employment, this section must show that you meet the minimum qualifications for the position. Begin with your most recent job. List all jobs, and any periods of unemployment in the past ten years. Also, list any jobs you held more than ten years ago which relate to the duties of the job for which you are applying. Please list any military, self-employment, or volunteer experience which relates to the job for which you are applying. You may attach additional pages if necessary. **YOU MUST COMPLETE THIS PAGE, even if you attach a resume. If you do not complete this page you will be disqualified.**

From: Mo. Yr. _____ To: Mo. Yr. _____ Salary Per Month: _____ Hours Per Week: _____ May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title: _____ Duties: _____ _____ _____ Reason for Leaving: _____	Name of Employer: _____ Address: _____ City/State/Zip Code: _____ Supervisor's Name and Title: _____ Telephone: _____
From: Mo. Yr. _____ To: Mo. Yr. _____ Salary Per Month: _____ Hours Per Week: _____ May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title: _____ Duties: _____ _____ _____ Reason for Leaving: _____	Name of Employer: _____ Address: _____ City/State/Zip Code: _____ Supervisor's Name and Title: _____ Telephone: _____
From: Mo. Yr. _____ To: Mo. Yr. _____ Salary Per Month: _____ Hours Per Week: _____ May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title: _____ Duties: _____ _____ _____ Reason for Leaving: _____	Name of Employer: _____ Address: _____ City/State/Zip Code: _____ Supervisor's Name and Title: _____ Telephone: _____
From: Mo. Yr. _____ To: Mo. Yr. _____ Salary Per Month: _____ Hours Per Week: _____ May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Job Title: _____ Duties: _____ _____ _____ Reason for Leaving: _____	Name of Employer: _____ Address: _____ City/State/Zip Code: _____ Supervisor's Name and Title: _____ Telephone: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

I have carefully read the job bulletin and to the best of my knowledge I meet the minimum requirements stated for the position for which I am applying. YES NO

CERTIFICATE OF APPLICANT: I affirm that the information included in this application is true. Further, I authorize all employers and institutions to release information concerning my employment or education to the Personnel Commission of the Hacienda La Puente Unified School District.

SIGNATURE OF APPLICANT: _____

DATE: _____

PRINTED NAME: _____

TRAINING EVALUATION

The Personnel Commission would like to collect your feedback on our training workshop. Please respond to the questions below by checking the appropriate box. Also, please leave any written feedback in the space provided below. Thank you again for participating in this training.

PLEASE CHOOSE ONE ANSWER FOR EACH OF THE FOLLOWING:

1. I learned new skills today that can help me obtain higher employment.

Strongly Disagree Disagree Agree Strongly Agree

2. I am confident that I will be able to use the skills I learned today to apply for another job at HLPUSD.

Strongly Disagree Disagree Agree Strongly Agree

3. The trainers were engaging, and held my attention throughout the training workshop.

Strongly Disagree Disagree Agree Strongly Agree

4. I would recommend this training to other employees.

Strongly Disagree Disagree Agree Strongly Agree

5. Overall, I am satisfied with the quality of this training workshop.

Strongly Disagree Disagree Agree Strongly Agree

Comments or Suggestions:

What could be done to improve the training program?

If you have any questions that have not been answered at this training, please give us your name and email address and we will answer your questions after this training.

Name _____ Email Address _____

(Name and email needed only if you want a response to your question.)