

Older workers  
(1961 folder) ✓

DOs

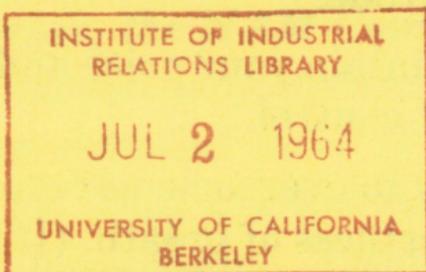
and

DON'Ts

FOR MATURE

JOB SEEKERS:

**A Guide for Employees** }



✓ Prepared by the ✓  
*Committee on Employment of Mature Workers.* //

NATIONAL ASSOCIATION OF MANUFACTURERS  
Industrial Relations Division

2 East 48th Street, New York 17, N. Y. <1961>

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# DOs

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- DO** Stress your qualifications for the job opening.
- DO** Recount experience you have had which would fit you for the job.
- DO** Talk and think, so far as possible, about the future rather than the past.
- DO** Indicate where possible, your stability, attendance record and good safety experience.
- DO** Remember that older employees are capable, dependable, trainable, careful and steady.
- DO** Try to learn ahead of time about the company and its products.
- DO** Assume an air of confidence.
- DO** Approach the employer with respectful dignity.
- DO** Try to be optimistic in your attitude.
- DO** Maintain your poise and self-control.
- DO** Try to overcome nervousness or shortness of breath. (It helps to take a deep breath.)
- DO** Hold yourself erect.
- DO** Apply for a specific job or jobs.
- DO** Answer questions honestly and with straightforwardness.

- DO** Stress the contribution you can make to the enterprise.
- DO** Have available a list of former employers, time and period of service.
- DO** Apply for the job in person.
- DO** Let as many people as possible know you are “job hunting.”
- DO** Know the importance of getting along with people.
- DO** Recognize your limitations.
- DO** Make plenty of applications.
- DO** Indicate your flexibility and readiness to learn.
- DO** Be well-groomed and appropriately dressed.

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## **DON'Ts**

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- DON'T** Keep stressing your need for a job.
- DON'T** Discuss past experience which has no application to the job situation.
- DON'T** Apologize for your age.
- DON'T** Be untidy in appearance.
- DON'T** Display “cocksureness.”

- DON'T** Cringe or beg for consideration.
- DON'T** Speak with muffled voice or indistinctly.
- DON'T** Be one of those who can do anything.
- DON'T** Hedge in answering questions.
- DON'T** Express your ideas on compensation, hours, etc. early in the interview.
- DON'T** Hesitate to fill out application, give references, take physical examination or tests on request.
- DON'T** Hang around, prolonging interview, when it should be over.
- DON'T** Go to an interview without a record of your former work connections.
- DON'T** Arrive late and breathless for interview.
- DON'T** Be a "know it all" or person who can't take instructions.
- DON'T** Depend upon the telephone for your job.
- DON'T** Isolate yourself from contacts who might help you find a job.
- DON'T** Feel that the world owes you a living.
- DON'T** Make claims if you cannot "deliver" on the job.
- DON'T** Display a feeling of inferiority.

*In the employment of mature workers there is no more important person than the individual himself. Obtaining a job frequently means adjustment on the part of the applicant to changes in kind of work, in pay, in working conditions and location.*

*Too frequently the mature job seeker is his own stumbling block. Instead of accenting his ability and skills when he applies for a job, he sometimes magnifies the matter of his age. And if he does not get the position, he often feels sure he is rejected because of his age, never realizing that he might have fallen short of the job requirements.*

*To provide help to the mature job seeker, the NAM Committee on Employment of Mature Workers has compiled these DOs and DON'Ts. They are not intended to be all-inclusive. Locating a suitable job usually takes time and thought. These suggestions by a group of employment specialists are worth careful consideration.*

