



Do you need help with tests in nursing, fire-fighting, law enforcement, passing the GED, improving your SAT scores or many other areas of interest? If so, then take the time to access Learn-a-Test by going to

<http://www.gpls.com>.

Click on the RESOURCES tab at the top of the page. When the new page opens, click on "Get started with Learning Express Library!" When the new page opens, read the directions on the page and click on the "For more information" link. To register, use your e-mail address and create a password that is 6 to 10 characters with NO SPACES. You don't have to register with your e-mail account, but using an e-mail account ensures that Learning Express Library can send you a new password if you forget yours. If you don't have an email account, you may set up a free one — just go to www.gmail.com.

If you want to register without an e-mail address, you will need to click on the "Register without Email" link on the registration page.



MAGNOLIA is a statewide consortium funded by the Mississippi Legislature which provides online research databases for publicly funded K-12 schools, public libraries, community college libraries, and university libraries in Mississippi. MAGNOLIA databases are being used by libraries and the citizens of Mississippi. In addition to searching the databases in libraries across the state, individuals can also access the electronic resources available through MAGNOLIA from their home or office computers by going to the website:

<http://magnolia.msstate.edu/>

Click on the PUBLIC LIBRARIES tab at the top of the page and search for the Greenwood-Leflore Public Library and click on the link for it. When the Public Library Users page opens up, enter the Username (contact the library for this information).

For more tips and information visit your local Win Job Center.

Delta Win Job Centers:

DELTA

South Delta Planning & Development District
 PO Box 1776
 Greenville, MS 38702
 662-335-6889

WIN Job Centers:

Batesville
 Tylertown Plaza
 10316 Woodland Road
 662-563-7318

Belzoni*
 501 Hayden Street
 662-247-2264

Clarksdale
 Federal Building
 236 Sharkey Ave., 3rd Floor
 662-624-9001

Cleveland
 119 North Commerce Ave.
 662-843-2704

Greenville
 800 Martin Luther King Blvd,
 Suite C-54,
 Delta Plaza Shopping Center
 662-332-8101

Greenwood
 812 W Park Ave
 662-459-4600

Indianola
 226 N. Martin Luther King Dr
 662-887-2502

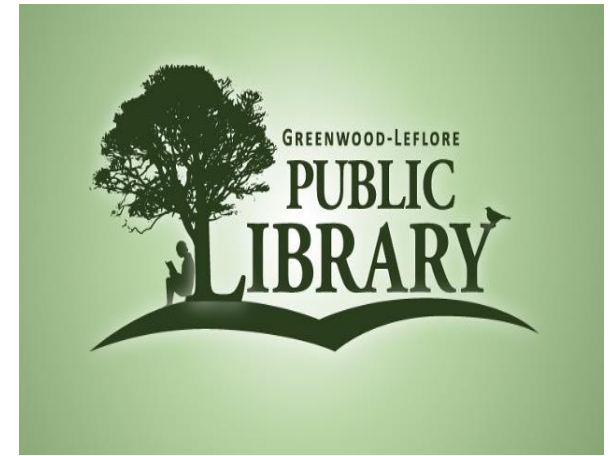
Lexington*
 16979 Highway 17
 662-834-2426

Rolling Fork*
 614 Pine Street
 662-873-4180

Tunica
 1054 S.Fitzgeralds Blvd.
 Robinsonville, MS 38664
 662-363-2764

***Affiliates Sites**

JOB SEARCH GUIDE



Greenwood-Leflore Public Library

405 West Washington Street
 Greenwood, MS 38930
 (662) 453-3634

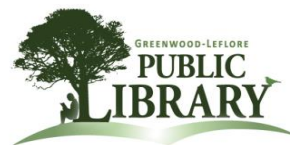
Hours of Operation:
 Monday - Friday, 8:30 AM - 5:30 PM
 Saturday, 8:30 AM - 12:00 PM

Computer Lab Hours:
 Monday - Friday, 9:00 AM - 5:00 PM

Jodie Wilson Branch Library

209 East Martin Luther King, Jr. Drive
 Greenwood, MS 38930
 (662) 453-1761

Hours of Operation:
 Monday – Friday
 9:00 AM – 12:00 PM, 1:00 PM – 5:00 PM



www.gpls.com

COMMON INTERVIEW QUESTIONS

1. Tell me about yourself.
2. Of which personal accomplishments are you most proud?
3. What are your strengths?
4. What are your weaknesses?
5. Tell me about your best Supervisor, and why you regard them that way.
6. Tell me about your worst Supervisor, and why you regard them this way? Note: Remember the rule about saying nothing negative about past employers and associates. This may tempt you, but it is best to say that you've learned something from all of your Supervisors.
7. Describe your toughest problem and how you handled it. Note: Focus on accomplishments, and do not blame or say anything negative about your associates.
8. Tell me about a conflict with a co-worker. How did you handle it?
9. Tell me about a disagreement with your current or previous Supervisor. How did you handle it?
10. How do you react to negativity or gossip from co-workers?
11. If you found out a co-worker was/is dishonest, what would you do?

PREPARATION

1. Research the Prospective Employer/Company
2. List your accomplishments, skills and experience.
3. Determine if you are a match for the position. Do your skills and experience match the requirements? Does the company and position fit your requirements, your goal?
4. List three reasons why you want work for this employer.
5. Prepare some smart questions to ask the recruiter/interviewer. If you've done your research, this will be easy.
6. Prepare your answers in anticipation of the most Common Interview Questions.
7. Using your list from #3, be ready to illustrate your past successes. Painting a picture with a story helps the interviewer remember you.
8. Prepare your goodbye -- your exit line.
9. Rehearse with a friend. If possible videotape your rehearsal so you can refine your presentation.
10. Eighty percent of the interviewer's impression is visual. Wear clean, pressed professional attire. Make sure you are well groomed, and wear little or no cologne.

Building4jobs.com offers free online training and skill building using interactive lessons in real work situations.

RESUME TEMPLATES

Resume templates can be found using Microsoft Word resume templates or by going to the Microsoft website at

<http://office.microsoft.com>

and clicking on the Office drop-down menu, and select Resumes and Cover Letters from the menu on the left side of the page.

Resume samples can also be viewed at <https://www.thebalance.com/job-resumes-4073657>

EMPLOYMENT WEBSITES

1. Mississippi Department of Employment Security (<http://www.mdes.ms.gov>)
2. CareerBuilder.com (<http://www.careerbuilder.com>)
3. Mississippi State Personnel Board (MSPB) (<http://www.mspb.ms.gov>)
4. USAJOBS - The Federal Government's Official Jobs Site (<http://www.usajobs.gov>)
5. U.S. Office of Personnel Management (<https://www.opm.gov/>)
6. Indeed.com (<http://www.indeed.com>)
7. Jobs, Employers, and Job Search Resources (<http://www.job-hunt.org>)
8. Monster.com (<http://www.monster.com>)
9. Simply Hired (<http://www.simplyhired.com/>)
10. LinkedIn Jobs Directory (<https://www.linkedin.com/jobs2/directory/>)

