

FARMER'S JOB HUNTING WORKBOOK



*A SELF PACED WORKBOOK DEALING WITH CHANGE,
SELF-ASSESSMENT AND CAREERS*

Contents

INTRODUCTION	3
CHAPTER ONE CHANGE AND STRESS.....	6
<i>Reasons to Make a Career Change</i>	7
<i>Things to Consider When Making Major Life Changes</i>	8
<i>Signs of Farm Family Stress</i>	11
<i>Signs of Chronic, Prolonged Stress</i>	12
<i>Signs of Depression and Suicidal Intent</i>	13
<i>Healthy Strategies For Dealing With Stress</i>	14
CHAPTER TWO PERSONAL INVENTORY	18
<i>Values Inventory</i>	19
<i>Transferable Skills Checklist for Farmers</i>	23
<i>Your Personality and Career Path</i>	28
<i>Occupational Themes</i>	29
CHAPTER THREE DECISION MAKING AND GOAL SETTING	37
<i>Decision Making</i>	38
<i>Risk Taking</i>	39
<i>Goal Setting</i>	41
<i>SMART Goals</i>	41
CHAPTER FOUR THE JOB SEARCH.....	43
<i>Job Search Preparation</i>	44
<i>Strategies for Finding Jobs</i>	48
<i>Rules For a Successful Job Search</i>	49
<i>A Specific Job Search Strategy</i>	50
<i>Weekly Planner</i>	51
CHAPTER FIVE APPLICATIONS AND INTERVIEWS	52
<i>Applying for a Job</i>	53
<i>Cover Letters</i>	55
<i>Resumes</i>	58
<i>Secrets of a Great Interview</i>	61
<i>After the Interview</i>	63
<i>Final Thoughts</i>	65
APPENDIX	66
<i>Additional Reference Information</i>	66
<i>Social Service Programs</i>	66
<i>Job Search Web Pages</i>	66
<i>Skills, Values and Interest Assessments and Career Related Information</i>	67
<i>Agricultural News and Educational Information</i>	67
<i>Learn Computer Skills</i>	67

***“He not busy being
born is busy dying.”***

-Bob Dylan



Introduction

Most farmers face financial and/or health related difficulties at some point in their lives which force them to find a new approach to their lives and businesses. Age old ways of operating may need to be re-evaluated, debts may need to be restructured, and difficult, life changing decisions may need to be made. These changes may require seeking off-farm employment to supplement the farm's income, or, in some cases, require exiting farming altogether.

The purpose of this book is to help farmers (and families) who are considering such changes. It is meant as a guide to help build a new life beyond the farm's fences.

Change can be difficult, but not impossible, with guidance from knowledgeable people who care enough to help - people who have been in your shoes. So, whether you are seeking a new career after farming, seeking supplemental income through off-farm employment, or even if

you aren't sure what to do -

Use this book as a guide to help develop your thoughts, options and plans. And remember, you are not alone. Assistance is just a phone call away at the Wisconsin Farm Center.

Call Us At 800-942-2474.

A NOTE ON BOOK ORGANIZATION

This book is designed as a workbook to assist you in achieving your off-farm or after farm employment goals. Work through it at your own pace, using the tools, worksheets and advice as you determine best fits your unique situation.

This book is organized in a sequential manner intended to walk you from a starting point of “thinking about change” all the way to the concrete steps involved with implementing change.

Where you decide to begin in the book depends on where you are in this journey. There is no right or wrong way to use this book.

The first chapter includes material relevant to assessing your current situation. It will help you determine if a change is needed, and if so, how to plan for change. It also includes important information about understanding stress, how it may affect your life, and how to avoid letting it become a barrier to success.

Chapter two is designed to help you learn about yourself. It is intended to help guide you to a job that fits your personality, skills, values and interests.

Chapter three provides insight on decision making, risk taking and setting goals. It also includes a few tools to guide you as you make important decisions.

Chapter four covers the nuts and bolts of job searching, while chapter five provides tools and information related to the application and interview processes, as well as information about resume and cover letter construction.

Finally, - the appendix contains resource information about places you can go for additional help.

AS YOU REFLECT ON MAKING A CHANGE IN YOUR FARMING LIFE**CONSIDER THE FOLLOWING:**

- How will things improve if you do not make a change and continue doing things as you have always done them? What are the consequences to you and your family, if you do not make a change?
- Include your family in your plans for change. Open and honest communication with your close family will provide a foundation of support as you navigate through your changes.
- Seek support outside your family if necessary. There may be times when it is helpful to speak with a person who is not bound by the emotions of a family situation. This is not unusual. Often it is important to look outside your circle of relatives and friends to someone with a fresh way to look at things. The Farm Center has trained staff available to help in this situation - call us at 800-942-2474 for more information.
- As a farmer, you have developed many skills that are useful in a variety of non-farm employment settings. It is important to remember that you *do* have skills employers want. Chapter two is designed to help you identify those skills.
- Farmers are known for their work ethic. *A farmer's work ethic is especially respected and sought after by many employers.*

HAVING WORKED AS A FARMER IS SOMETHING TO BE PROUD OF

***“The key to change...
is to let go of fear.”***

-Roseanne Cash



Chapter One

Change and Stress

Reasons to Make a Career Change

Things to Consider When Making Major Life Changes

Signs of Farm Family Stress

Signs of Chronic, Prolonged Stress

Signs of Depression and Suicidal Intent

Healthy Strategies For Dealing With Stress

Farming is more than an occupation; it is a way of life that defines who we are. For this reason, making the change to working off the farm can be a difficult transition. It requires careful thought and consideration. Whether seeking supplemental off-farm income or a life after farming, your decision is complex. Listed below are a few common reasons people make career changes. Read through them and ask yourself if any fit your situation.



Reasons to Make a Career Change

- **Your Life Has Changed**
When you chose to farm, your personal life may have been different than it is today. You may have been single and now you are married. Or perhaps now you have children and want to spend more time with them.
- **The Job Outlook Has Worsened**
There have been changes in farm technology and the farm economy and your opportunity to make a living requires changes you cannot afford.
- **You Are Experiencing Job Burnout**
You used to love getting up and going to work. You no longer feel that way or your body can no longer endure the physical or mental requirements of your job. Making small changes in the way you farm or ignoring these feelings will not make them go away.
- **Your Job is Too Stressful**
Farming can be stressful to the point that it affects other areas of your life. How it affects you is the measure of whether or not a change is necessary. Just because it didn't affect you in this way before, does not mean that circumstances are the same now. It is important to preserve all aspects of your health; physical, mental, emotional and financial.
- **You Want or Need to Earn More Money**
Keep in mind there are times when no amount of money can bring you happiness. A person's "fit" on the job is the most important factor in being happy and satisfied. Knowing what you need from your job, in addition to money, is an important factor in making a correct decision. Being aware of the jobs in a career cluster may help you find a good fit while allowing you to earn more money. It is important to find out the needs of employers in the area where you are willing to live and work, so that you can find a job that meets your needs.

Do you fit into any of these categories?

Have you planned your next step?

The following is a checklist of things to consider when making major life changes. It does not include everything you may want to consider, but it is a good starting point.

Things to Consider When Making Major Life Changes

1. Have I included my family in the decision-making?

Major life decisions affect all family members. Therefore it is important to include your family in planning off-farm employment. The family needs to outline its goals as a family and each member needs to voice their individual concerns and goals. Children may wonder if a parent works off the farm, will it mean more work for the child? How would extra work on the farm impact school, being with friends? If parents are considering leaving farming entirely, a reasonable question might be “where will we live?”

2. Have I gathered good, reliable information needed to make the best decision for me and my family?

Do your homework before making a major decision. Public libraries are good sources of information. Libraries also provide access to computers and the internet. Visit a technical college Career Information office and speak to a counselor there – or call us at the Farm Center. The important thing is that you gather as much information as is reasonable about the major decision you are considering.

3. Have I communicated my plans to my lender/s and other creditors?

Creditors don't like surprises. As you develop your plans for major business and life changes, don't forget to include your lenders and creditors in your plans. Communication is the key here. You may also need to “educate” your lenders or creditors if your plans include changes which are new or different.

4. Have I reviewed how my proposal will affect me from a tax standpoint?

Changes in a farming operation offer the opportunity for deferral of taxes. Scaling back or transferring capital assets triggers the potential for capital gains taxes. No major changes in the farming operation should be made without first considering what the income tax implications will be as a result of the contemplated change.

5. *Have I prepared a set of long-term as well as short-term goals?*

A major life change, such as working off the farm or leaving farming all together, will have both short term and long term implications - have you thought them through? Have you made plans for what you would like to have happen in both the long term and short term? It is important that your short term and long term goals fit one another.

6. *Have I used the best resources for putting together my proposal and analyzing its effects?*

Few of us are expert enough to know everything we need to know when making major life changes. There are practical matters as well as emotional matters to consider. It is important to seek advice from trusted friends, clergy, and even professional counselors, if need be. From the business planning perspective, a farmer should have the advice of a tax professional, a financial analyst, and an attorney whenever major changes are contemplated in the farming operation.

7. *Have I made plans for life after farming?*

Whether a farmer is retiring or making a career change, a major life decision is involved. Careful planning for life after farming can help the farmer adjust to a very different lifestyle and income stream.

8. *Is everyone on the same page?*

Not everyone will agree upon every decision that is made. However, when a final decision is made, it is important that everyone will support it and work toward a common goal. Communication is a big part of this. Problems do not go away just because we don't talk about them or pretend they don't exist. Hearing everyone's opinion without becoming angry or defensive is important in making the right decision.

Take a minute to review your situation.

What is the change you are considering?

Who are the partners you need to involve?

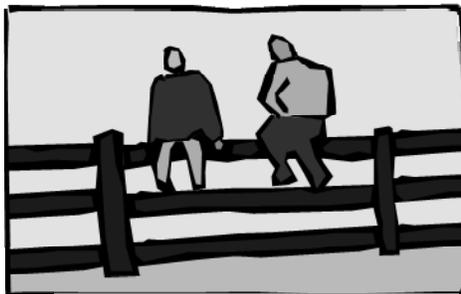
What steps do you need to take in making your decision?

Change can be stressful and stress is a barrier to clear thinking. As you plan for your employment change, it is important that you recognize the signs of stress and depression. Read the following pages to become aware of the signs, and develop a plan of action should you recognize any of these signs within yourself, your family or your friends.

Signs of Farm Family Stress

Due to weather, market fluctuations, accident, etc., farming is a stressful occupation. Farmers are resilient but stress will take its toll, if you do not manage it. There are several signs or symptoms that appear when a farm family may be stressed and in need of help. These signs may include:

- ✓ **Changes In Routine**
The farmer or family stops attending church, 4-H meetings, card club or other groups. They no longer stop in at the local coffee shop or feed mill to chat.
- ✓ **Increases In Illnesses**
Farmers or family members may experience more upper respiratory illnesses (colds and flu) or other chronic conditions (aches, pains, persistent coughs).
- ✓ **Farm Appearance Declines**
The farm family no longer takes pride in the way the farm buildings and grounds appear or no longer have time to do maintenance work.
- ✓ **Livestock Care Declines**
Cattle may not be cared for in the usual way. They may lose condition, appear gaunt or show signs of neglect or physical abuse.
- ✓ **Increase In Farm Accidents**
The risk of farm accidents increases due to fatigue or loss of ability to concentrate. Children may be at risk if there is not adequate child care.
- ✓ **Children Show Signs Of Stress**
Farm children may act out, show a decline in academic performance or be increasingly absent from school. They may also show signs of physical abuse or neglect.



Signs of Chronic, Prolonged Stress

When anyone is under stress for long periods of time (called chronic, prolonged stress) they may show a number of signs or symptoms. Do you or anyone you know show these signs?

Physical	Emotional	Behavioral
— Headaches	— Sadness	— Irritability
— Ulcers	— Depression	— Backbiting
— Backaches	— Bitterness	— Acting Out
— Eating Irregularities	— Anger	— Withdrawal
— Sleep Disturbances	— Anxiety	— Passive - Aggressive
— Frequent Illness	— Loss of Spirit	— Alcoholism
— Exhaustion	— Loss of Humor	— Violence
Mental	Self-Esteem	
— Memory Loss	— "I'm a failure"	
— Lack of Concentration	— "I Blew It"	
— Inability to Make Decisions	— "Why Can't I..."	

How many of these have you checked? _____

These are beyond what family and friends are qualified to deal with. For assistance with coping with stress, contact your doctor, clergy or call the Farm Center (800-942-2474) and ask about our Seeds of Hope Program.

Signs of Depression and Suicidal Intent

The greater the number of signs or symptoms a farm family member is experiencing, the greater your concern should be. In addition, if farm family members are exhibiting the following signs of depression or suicidal intent, it is important that they are linked with help as soon as possible.

*All cries for help should be taken seriously.
Please call 1-800-273-8255 if you are feeling suicidal.*

Signs of Depression

- ✱ Appearance: Sad face, slow movements, unkempt look
- ✱ Unhappy feelings: Feeling sad, hopeless, discouraged, listless
- ✱ Negative thoughts: "I'm a failure," "I'm no good," "No one cares."
- ✱ Reduced activity: Doing anything just takes too much effort.
- ✱ People problems: "I don't want anyone to see me." "I'm so lonely."
- ✱ Physical problems: Sleeping problems, decreased sexual interest, headaches.
- ✱ Guilt and low self esteem: "It's all my fault..." "I should be punished..."

Signs of Suicidal Intent

- ✱ Severe, intense feelings of anxiety or depression
- ✱ Withdrawal, isolation, lack of friends and supporters
- ✱ Powerlessness, feelings of helplessness and hopelessness
- ✱ Alcohol abuse
- ✱ Previous suicide attempts
- ✱ Frequent or constant thoughts with a specific plan to commit suicide
- ✱ Cries for help, making a will, giving possessions away, making statements like "My family would be better off without me."

Farming is closely tied to a personal identity. Without the farm, a person may lose a sense of who they are. It is important to realize that this fear of loss may be as serious of a situation as the actual loss itself.

It is important to make sure that you know where help is available. Letting the person know that, "It sounds like maybe you could use some help..." and offering to help them make the necessary contacts is important.

Healthy Strategies For Dealing With Stress

Many farmers have struggled “to farm in a depressed environment without getting depressed.”

You can use a number of approaches to effectively handle stress and ward off depression, including the following eight strategies. Try one or two strategies today...the more you use, the greater your likelihood of dealing with stress.

☀ **Watch What You Eat**

Farmers don't always eat right, especially during spring planting season and harvest times when they are in a hurry to get the work done...while the sun is shining or before the snow flies. Coffee and rolls, or soda and candy bars frequently become the norm during these crunch times. A diet of empty calories like this can result in caffeine and sugar “highs” and the “lows” that follow. If you find that you need more and more coffee, donuts, soda, candy bars and chips to “keep your energy up” you are probably addicted to these empty calories. You should consider a major change in your diet. Some simple guidelines are in order: get a good breakfast and at least one other balanced meal each day, cut back on caffeine and highly refined carbohydrates, cut back on saturated fats, get plenty of fruit and vegetables and include fiber in your diet. This diet will result in sustainable energy levels rather than the “peaks and valleys” that will eventually cause “energy crashes” and depressed moods.

☀ **Get Regular Exercise**

Farmers frequently say “I get plenty of exercise on the farm,” and there was a time when farmers did get plenty of exercise. But today, farmers use barn cleaners, silo unloaders, mechanical feeding equipment, gravity-fed grain handling equipment, and tractors for moving large hay bales. In short, a lot of the backbreaking exercise that was a normal part of farm life has been replaced by mechanized technology. A lack of exercise can cause headaches, backaches, depressed moods, anxiety attacks and insomnia. Fortunately, there are fairly simple ways to get more exercise:

- Walk whenever you can. Walk from the farmstead to the field and from the far end of a parking lot to your church or implement dealer's door. Take a walk with your spouse in the early morning or after lunch.
- Do stretching exercises to stretch out all of the muscles between your head, neck, shoulders and lower back. Tense muscles cause many headaches and backaches and stretching exercises can prevent this problem.
- Jog, swim, go for a bike ride, shoot buckets, or do other kinds of exercise that help you keep your body fit and your mind sharp.

Use Positive Self-Talk

When we find ourselves in difficult or stressful situations, negative self-talk or chatter usually kicks in immediately. Mastering the fine art of transforming negative self-talk into positive self-talk can be one of the most powerful strategies we have for staying up in a down economy. The first step is to recognize the negative self-talk when it occurs. Five of the most common forms of negative self-talk are using four-letter words, “shoulds” and “oughts,” catastrophizing, putting yourself down and blaming others. If you hear any of these things going through your head, say: “STOP!” Then reframe the self-talk using more positive language. When you use positive self-talk, you allow yourself to accept the situation (you don’t have to like it!), nurture yourself, view the situation as a challenge, and act with courage. Positive self-talk might sound like this: “This is part of the challenge of farming... but I don’t have to worry. I’m a skilled person and I can rise to the challenge. If I do _____, I’ll be on my way to dealing with the situation.”

Practice the Art of Relaxation

When we are stressed out, our blood pressure rises, our heart rate accelerates, our metabolism speeds up, our muscles tense up, and our breathing becomes fast and shallow. In short, we are experiencing the “fight or flight” response: our bodies are gearing up to fight or to flee the situation. In addition, we often freeze: we become paralyzed or immobilized and simply can’t act. Practicing the relaxation response on a regular basis can help farm family members get past the fight, flight or freeze response. The relaxation response requires four things: a quiet environment, a comfortable position, a passive attitude and a mental device. In practice, it amounts to getting comfortable in a peaceful, quiet setting; closing your eyes; taking a few deep breaths; letting your muscles relax completely; and then visualizing yourself in a peaceful, relaxed setting for a brief period of time. This activity, if practiced daily, can help farm family members feel more relaxed and centered—better able to take action, rather than being immobilized by stressful situations. Try to find a time—early morning, lunchtime, before bed at night—when you can take five minutes to find the peace relaxation can bring.

Talk With Family Members

When we experience stress, we often “clam-up” and fail to talk with the most important people in our lives. It happens for many reasons: we may be embarrassed by the situation; we may feel we have failed as family “providers;” or it may be we simply don’t know what to say or how to say it. But chances are family members already know there are problems... the tension tells them so. It’s better to talk openly with family members: it will help you get concerns/frustrations off your chest and you may be able to solicit their help in resolving issues. Your children can assist by pitching in to help with the work or by cutting back on family expenses (fewer or less expensive purchases). Adult brothers and sisters can assist by providing labor, offering an operating loan or extending the provisions of a farm purchase agreement. Parents can also help if they know the situation you are facing. So, summon your courage and share your situation in an honest way that is sensitive to the concerns family members may have. It could be one of the most helpful conversations you can have.

Build a Positive Support System

One of the most common responses when farm families find themselves in long-term stressful situations is to withdraw or pull back from their social support system—family, friends, neighbors, church, school, and farm organizations. This is a common response, but it's not a healthy one. Family, friends, neighbors and other people or organizations provide us with one of the best buffers for stress. They allow us to vent feelings or get things off our chests, to solve problems and explore options and to identify resources that can be helpful in difficult situations. You don't want to share your problems with everyone you meet (the grapevine works quite well in rural communities!) but it can be helpful to share problems and concerns with people in a position to be helpful: a trusted friend, your pastor, your veterinarian, your University of Wisconsin-Extension agent or technical college farm training specialist, your DHI representative, your artificial inseminator or your local feed dealer. Build a support system that works for you by building a trusting relationship with people who are in a position to help you succeed in farming.

Learn to Deal with Conflict

Farmers can find themselves in conflict with creditors, farm inspectors, power plant representatives, state food safety staff, natural resources staff, and any number of other people. If a farmer responds in a heated, off-the-cuff way to creditors or regulatory staff, the sparks can fly and the farmer may later regret his impulsive action. A few guidelines are in order for dealing with conflict:

- Talk directly with the other person. Don't avoid or go around the person you are in conflict with or it will make the situation worse. If you have overdue bills, talk to your creditors, share your situation with them and offer to work out a repayment plan.
- Choose a time that works for both of you. Be considerate of the other person's schedule and find a time when you can truly focus on the issues to be discussed.
- Take a listening stance into the conversation. The other person will be more likely to listen to you when you have demonstrated that you've heard what he/she has said.
- Be assertive but not aggressive. Make sure you help the other person understand your perspective on the issue and assert your needs in the situation.
- Talk it all through. Don't avoid the big, uncomfortable issues or they will come back to haunt you.
- Identify mutually agreeable solutions. Strive for win/win solutions and keep talking about options until you find one that will work for both of you.
- Reach out for help if you need it—the Wisconsin Farm Center offers free mediation services to farmers and has Mediators available to help settle difficult conflicts. Call the Farm Center for more information: 800-942-2474

☀ *Take Time to Laugh and Play*

When times get tough, farm families tend to work harder—they farm more acreage, add more livestock, start a new enterprise/business, seek an off-farm job or do all of these things. When they do this, they may become exhausted and lose their sense of humor and perspective. It's important to take time to laugh, to play, and to engage in fun activities or recreation. Fun activities don't need to be expensive. It can be as simple as getting together with other farm families for a meal, a movie or a rousing game of cards. By getting together with other farm families you are also strengthening your support system. Both things are important during tough times!

To access more information and/or tools to help analyze your situation, link to the Extension Responds web page at: www.uwex.edu/ces/ag/farmingindifficulttimes.html

For additional assistance, contact your UW-Extension county agent, your Farm Business and Production Management Instructor in the Technical College or the DATCP Farm Center at

1-800-942-2474.

“Knowing yourself is the beginning of all wisdom.”

-Aristotle



Chapter Two

Personal Inventory

Values Inventory

Skills Inventory

Skills Checklist for Farmers

Your Personality and Career Path

Occupational Themes

Values Inventory

We all have a core set of values – the beliefs and ideas that are most important to us. Values are essential to personal happiness and satisfaction. **Therefore, taking your values into account when you are considering a career or job change is an important factor in determining whether or not you will be happy with your new job.**

Below is a list of values. Read each value and decide if it is always important to you, sort of important, or not important to you. Place an “X” in the appropriate box. Base your response on your first, gut-level reaction.

When doing this, or any other exercise in this book, it is important to remember there are no “right” or “wrong” answers.

Values Inventory	Rate Importance		
	Always Important	Sort of Important	Not Important
1. The core values that are important in my life are:			
Achievement: Being able to meet my goals.	___	___	___
Balance: Time for family, work and play.	___	___	___
Independence: Control of my own destiny.	___	___	___
Influence: Able to have an impact on others.	___	___	___
Integrity: Stand up for my beliefs.	___	___	___
Honesty: Telling the truth and knowing that others are truthful.	___	___	___
Power: Control over others.	___	___	___
Respect: Care and trust of self and others.	___	___	___
Spirituality	___	___	___
Status: Being seen as powerful and important.	___	___	___

Values Inventory	Rate Importance		
	Always Important	Sort of Important	Not Important
2. I value work environments that are:			
Fast Paced: Work where many things happen at once.	___	___	___
Flexible: Work that is not set to a specific schedule.	___	___	___
Intellectually Challenging: Work that uses my brain.	___	___	___
Nearby: Work that is easy to commute to.	___	___	___
Predictable: Work where I know what will happen each day.	___	___	___
Quiet: Work where there are few disruptions during the day.	___	___	___
Relaxed: Work with little pressure to get things done.	___	___	___
Structured: Work that is organized and time specific.	___	___	___
Open Scheduled: Work where you set your own schedule and plan what to do each day.	___	___	___

Values Inventory	Rate Importance		
	Always Important	Sort of Important	Not Important
3. I value work interactions with people who support:			
Competition: Work where I compete with others.	___	___	___
Friendship: Work where I socialize with my co-workers.	___	___	___
Leadership: Work where good leaders run the organization.	___	___	___
Management: Work where there is strong management.	___	___	___
Open Communication: Work where information is shared with employees.	___	___	___
Recognition: Work where I am appreciated and acknowledged by management.	___	___	___
Support: Work where I am supported and can support others.	___	___	___
Teamwork: Work where working together is important.	___	___	___
Trust: Work where we can count on each other.	___	___	___

Values Inventory	Rate Importance		
	Always Important	Sort of Important	Not Important
4. I value work activities that are:			
Analytical: Work that requires interpretation of data and information.	_____	_____	_____
Challenging: Work that is mentally or physically challenging.	_____	_____	_____
Creative: Work that uses imagination and creative talents to produce results.	_____	_____	_____
Helping: Work that helps other people.	_____	_____	_____
Leading Edge: Work on new and innovative products or projects.	_____	_____	_____
Physical: Work that has a lot of physical activity.	_____	_____	_____
Public Contact: Work that has daily interaction with the public.	_____	_____	_____
Research: Work that searches for new information.	_____	_____	_____
Risk Taking: Work that may be dangerous or involve risk.	_____	_____	_____
Variety: Work where multiple tasks are done each day.	_____	_____	_____

List all the values you rated as "Always Important:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Now pick five values from the list above that you consider the most important. Prioritize them in the order of most important (1)to least important (5).

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

When you search for a job, think about how closely it matches the values you listed above. It is unlikely that you will find a job that matches all your values. Do not be dissappointed, most of us have made comprimises when choosing a job. But being aware of your values and reflecting upon which ones are most important will help you find a job that is a good fit for you. Your job satisfaction will depend on how well you manage to incorporate your most important values into your new employment.

If you have internet access (if not, there is free access at most local libraries) another good values assessment tool is located at:

<http://careerservices.rutgers.edu/OCAvaluesassessment.shtml>.

This assessment is free with instructions and links to additional career resources.

Transferable Skills Checklist for Farmers

Transferable skills are universal skills that can be learned through training, education, work, hobbies, etc. These are the skills employers consider most valuable. Many of the skills you have acquired farming are transferable skills that can be used in other types of employment. You may not even realize how many of these skills you have acquired over time. The fastest way to assess your skills is to ask yourself two questions: What am I good at? What do I enjoy doing? Take a few minutes to read through the skills listed below. Circle the skills you have used farming and put a check mark (✓) by the skills you would like to use on your next job.

LIVESTOCK

Dairy farming (sanitation, health standards, maintenance of operating equipment)

Maintain feeding records

Maintain breeding records

Determine feeding method and feed

Breeding: knowledge of genetics, traits for desired offspring

Artificial insemination

Pregnancy checks

Examination of animals for disease or injury

Consultations with veterinarians treat and vaccinate animals

Maintain proper temperature and ventilation in confinement buildings

Prepare livestock for market

Harvest furs

Shear sheep

Determine method/time to market livestock/products

Castrate animals

Transport livestock

Butcher livestock

Other (list) _____

CROPS

Estimate seed, fertilizer, pesticide and herbicide amounts

Mix chemicals such as herbicides, fertilizer and pesticides;

Know proper procedures and safety measures.

Know various tillage methods

Select land for specific crop

Analyze federal farm programs

Select type and variety of crops

Establish time and rate of seeding

Prepare fields, plant, harvest crops

Spray crops using machinery or airplane

Assemble and operate irrigation equipment

Evaluate soil and water conditions

Inspect crop periodically and treat for pests and weeds

Determine harvesting time and methods

Storage of crops

Grain blending

Grain fumigation

Seed conditioning

Bin preparation

Analyze production results

MANAGING NATURAL RESOURCES

Install drainage tile

Construct waterways

Plant windbreaks

Maintain water quality (i.e. manure lagoons)

Establish crop rotation programs

Practice erosion control methods

Evaluate soil conditions to minimize compaction

Maintain soil fertility/balance

Harvest timber

Practice woodlot conservation

Practice wildlife conservation

Avoid chemical contamination of the environment

MACHINE MAINTENANCE AND REPAIR

Adjust and maintain equipment

Welding - list types (oxyacetylene, spray arc, submerged,mig,tig,stick)

Heating and cooling system maintenance

Heating and cooling system repair

Use and maintain safety equipment

Paint equipment

Repair machinery:

	semi-skilled	skilled
Gas engines	_____	_____
Diesel engines	_____	_____
Transmissions	_____	_____
Clutch	_____	_____
Brake system	_____	_____
Exhaust system	_____	_____
Carburetor	_____	_____
Drive chain	_____	_____
Electrical system	_____	_____

GENERAL FARM MAINTENANCE AND REPAIR

Repair buildings

Concrete finishing or repairs

Repair heating and/or ventilation system

Erect and repair fences

Painting (specify brush or spray)

Electrical repairs (specify)

Plumbing repairs (specify)

Power tools operated (specify)

Hand tools used (specify)

CONSTRUCTION OF FACILITIES AND EQUIPMENT

Design and build equipment

Build foundations, footers, floors

Select building site and plan building layout

Frame buildings and/or insulate structures

Compile a bill of materials, compute building costs

Apply siding and roofing

Comply with zoning and building code regulations

Install plumbing and/or electrical system

Prepare building site and drainage

Construct waste storage

Other (list) _____

Customize building interiors

EQUIPMENT OPERATION

Tractors

Backhoe

Combines

Trencher

Bulldozer

Front-end loader

Skid loader

Semi truck

Other truck (list type) _____

Other farm equipment (list Type) _____

RECORD KEEPING

Farm markets (tracking, hedging)

Expense and income records

Payroll

Tax preparation

Complete inventory records and depreciation schedules

Budget preparation

Complete actual cash flow, profit and loss and balance sheets

Maintain mileage records

Production records (dairy, crop, beef, other)

SALES AND MARKETING

Seed/feed

Fertilizer

Implement or equipment

Insurance

Livestock sales (list type of sale, direct market, etc.)

Determine cost of production and minimal acceptable profit margin

Other _____

Develop product marketing strategies

Qualify crops and/or products for government programs

Apply for government loans

Participate in product promotion groups

Utilize various financial marketing instruments (cash sale, basis contract, options, D.P., hedging)

Consult with brokers

COMPUTER SKILLS

Word Processing (MS Word etc.)

Database Use (MS Excel/ACCESS etc.)

Record Keeping (Quickbooks etc.)

Other _____

E-mail

Internet Research

MANAGEMENT AND SUPERVISORY SKILLS

Analyze potential enterprises for profitability

Develop enterprise budgets

Analyze potential enterprises for potential growth or change

Analyze potential enterprises for potential risks and rewards

Establish long and short range goals

Determine labor needs

Analyze past records and credit needs

Develop a tax strategy

Develop an estate plan

Plan for debt reduction

Plan for replacement of equipment and facilities

Plan work schedules and daily tasks

Direct others

Teach workers new skills

Supervise workers

Organize farm activities

OTHER FARM SKILLS

Choose the skills from above that you most enjoy and would like to continue using in your new job:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

You can use this information to find a connection to specific jobs. If you enter these skills online at: www.onetcodeconnector.org key word search box, you will get a list of occupations that use these skills. You can then click on the occupation title to see the kind of job duties that are involved in this occupation.

At no charge, you may also go to: <http://careerservices.rutgers.edu/OCAskillsassessment.shtml> Here you will read through a number of skills and rate your level. At the end of each section you will click to total your scores. A profile of your scores will be presented in the end which can then be related to various occupational interests.

What other work settings might you be able to use these skills in?

Your Personality and Career Path

Your personality also plays a significant role in the type of work and work setting that you will most enjoy. Understanding your personality will help you choose a worksite that is the best fit for you. For instance, a person who has an especially outgoing personality may find more happiness as a receptionist than in an assembly line and a person who doesn't like to deal with people might like a role in accounting better than being a bank teller.

The following assessment will help you understand factors of your personality and how they relate to the work that you do. Place a check mark next to the items you would **like** to do. Don't worry about whether or not you would be good at it.

- | | |
|---|--|
| <input type="checkbox"/> 1. Work With Your Hands | <input type="checkbox"/> 16. Take a Group on an Outing |
| <input type="checkbox"/> 2. Fix Machinery | <input type="checkbox"/> 17. Meet With People |
| <input type="checkbox"/> 3. Work Outdoors | <input type="checkbox"/> 18. Belong to a Social Club |
| <input type="checkbox"/> 4. Use Your Physical Coordination | <input type="checkbox"/> 19. Help Sick People |
| <input type="checkbox"/> 5. See Tangible Results From Your Work | <input type="checkbox"/> 20. Help People Solve Their Problems |
| <input type="checkbox"/> 6. Solve Math Problems | <input type="checkbox"/> 21. Start Your Own Business |
| <input type="checkbox"/> 7. Develop a Computer Program | <input type="checkbox"/> 22. Study Marketing in School |
| <input type="checkbox"/> 8. Study Animals | <input type="checkbox"/> 23. Be a Committee Chairperson |
| <input type="checkbox"/> 9. Read Science Magazines | <input type="checkbox"/> 24. Run for Public Office |
| <input type="checkbox"/> 10. Play Games that Require Strategy | <input type="checkbox"/> 25. Play the Stock Market |
| <input type="checkbox"/> 11. Draw and Paint | <input type="checkbox"/> 26. Have Regular Work Hours |
| <input type="checkbox"/> 12. Go to the Theater | <input type="checkbox"/> 27. Do Basic Bookkeeping |
| <input type="checkbox"/> 13. Listen to Different Kinds of Music | <input type="checkbox"/> 28. Improve the Efficiency of an Office |
| <input type="checkbox"/> 14. Take a Dance Class | <input type="checkbox"/> 29. Find Ways a Business Can Save Money |
| <input type="checkbox"/> 15. Redecorate Your House | <input type="checkbox"/> 30. Use Office Equipment |

To calculate your score, count the number of items you checked in each of the following groups:

Group / Item	Holland Code	Type of Related Work
1 thru 5: _____	Realistic	Technical
6 thru 10: _____	Investigative	Science / Technology
11 thru 15: _____	Artistic	Arts
16 thru 20: _____	Social	Social Services
21 thru 25: _____	Enterprising	Administrative / Sales
26 thru 30: _____	Conventional	Business Operations

Highest Group Score: _____

Matching Holland Code: _____

Second Highest Score: _____

Matching Holland Code: _____

Remember, there are no “right” or “wrong” answers - the purpose is to get you to reflect upon your personality type and then find employment that matches.

Do you feel the Holland Code matches your interests? Why or why not?

Occupational Themes

The Holland Codes in the personality exercise above are based upon years of research. The research shows that people can be described or contrasted in a general way by relating them to six overall occupational-interest themes. These descriptions are only generalizations; none will fit any one person exactly. In fact, most people's interests and skills combine these six themes to some degree or other. The following is a basic description of the six themes and the skills most often used in each. These may give you ideas for occupations that fit well with your personality and interests. Read through the following descriptions. Which themes do you feel best describe you?



REALISTIC: Using Your Hands, Using Your Body

People in this category tend to be rugged, robust, practical, physically strong, and frequently aggressive in outlook. Such people usually have good physical skills, but sometimes have trouble expressing themselves in words or in communicating their feelings to others. They like to work outdoors, and they like to work with tools, especially large, powerful machines. They prefer to deal with things rather than with ideas or with people. They generally have conventional political and economic opinions, and are usually cool to radical new ideas. They enjoy creating things with their hands and prefer occupations such as mechanic, construction work, printer, truck driver, assembler, electrician, machinist, groundskeeper, maintenance mechanic, fish and wildlife management, laboratory technician, some engineering specialties, some military jobs, agriculture, or the skilled trades.

Realistic Skills Include:

- Designing, shaping, molding
- Finger dexterity, handcrafting, making models
- Cooking, culinary skills
- Controlling operating tools, machinery, or equipment
- Fixing, repairing, troubleshooting
- Physical coordination and agility
- Eye-Hand-Foot coordination
- Being physically active
- Doing outdoor activities
- Cultivating growing things, landscaping, grounds keeping
- Working with animals
- Farming, ranching

INVESTIGATIVE: Using Your Senses, Analytical Thinking or Logic

This theme tends to center around science and scientific activities. People in this category are task-oriented; they are not particularly interested in working around other people. They enjoy solving abstract problems and have a great need to understand the physical world. They prefer to solve problems through thinking. Such people do not like highly structured situations with many rules. They frequently have unconventional values and attitudes and tend to be original and creative, especially in scientific areas. They prefer occupations such as design engineer, biologist, research laboratory work, physicist, technical writer, meteorologist, detective, electronics technician, or marketing researcher.

Investigative skills include:

- Observing, awareness of surroundings
- Surveying, interviewing, gathering information by talking to people
- Researching resources investigating
- Listening, hearing accurately - Perceiving, discovering
- Learning from example of others, learning quickly
- Studying other people's behavior perceptively
- Appraising, assessing, sizing up situations
- Clarifying problems or situations, anticipating problems
- Inspecting, examining, researching, collecting information
- Analyzing, breaking down into parts
- Diagnosing, determining, figuring out, problem-solving
- Perceiving common denominators, comparing
- Organizing material information in systematic way
- Testing
- Reviewing, evaluating, critiquing





ARTISTIC:

Using Originality / Creativity / Artistic Abilities

People in this category tend to be artistically oriented and like to work in artistic settings where there are many opportunities for self-expression. Such people have little interest in problems that are highly structured or require gross physical strength, preferring those that can be dealt with through self-expression in artistic media. They resemble Investigative types in preferring to work alone, but have a greater need for emotions, and are usually less assertive about their own opinions and capabilities. They score higher on measures of originality than any of the other types. They describe themselves as independent, original, unconventional, expressive and tense. Vocational choices include artist, author, cartoonist, composer, singer, dramatic coach, poet, actor, floral designer, picture framer, advertising layout artist, TV camera person, disc jockey, drafter.



Artistic skills include:

- Generating, developing ideas
- Experimenting with new approaches, procedures, or programs
- Showing good judgment - Showing foresight, forecasting
- Seeing relationships between unrelated factors, integrating diversity
- Adapting, improving on another's idea
- Visualizing shapes, spatial memory
- Fashioning, shaping things or materials
- Writing plays, poetry, or novels
- Drawing, illustrating, drafting/mechanical drawing
- Expressing feeling through body, face and/or voice
- Playing a musical instrument, singing - Composing music, recognizing melodies
- Visualizing concepts
- Good sense of humor, playfulness
- Fashioning things, designing, decorating

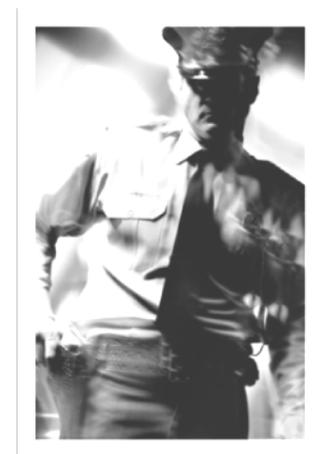


SOCIAL: Communication/Human Relations Skills

People in this category need to be sociable, responsible, humanistic and concerned with the welfare of others. They usually express themselves well and get along well with others. They like attention and seek situations allowing them to be at or near the center of the group. They prefer to solve problems by discussions with others, or by arranging or rearranging relationships between others. They have little interest in situations requiring physical exertion or working with machinery. Such people describe themselves as cheerful, popular, achieving, and good leaders. They prefer occupations such as school superintendent, clinical psychologist, high school teacher, marriage counselor, playground director, speech therapist, vocational counselor, child care provider, tour guide, receptionist, teacher aide, occupational therapy assistance, nurse's aide, security guard, teacher aid, home health attendant, or beautician.

Social skills include:

- Making a point, expressing a position, thinking on one's feet
- Talking, speaking, encouraging communication
- Explaining concepts, translating
- Writing reports, letters, promotional material, speeches
- Proving to be knowledgeable
- Teaching, fostering a stimulating learning environment
- Coaching, training
- Helping people develop their own insights, make their own discoveries
- Facilitating group discussion
- Designing educational event
- Being of service, helping, serving
- Conveying understanding, perceptive in human relations
- Empathizing with others, understanding, perceptive in human relations
- Anticipating people's needs, hosting
- Talking easily with all kinds of people
- Working well on a team
- Expressing appreciation, sharing credit
- Counseling, guiding, advising
- Handling difficult people
- Nursing





ENTERPRISING: Using Leadership, Influencing/Persuading, Performing

People in this category tend to use words well. They are effective in selling, dominating, and leading. Frequently they are in sales work. They see themselves as energetic, enthusiastic, adventurous, self confident, and dominant; and they prefer social tasks where they can assume leadership. They enjoy persuading others to their viewpoints. They may be impatient with precise work or work involving long periods of intellectual effort. They like power, status, material wealth, and enjoy working in expensive settings. Vocational preferences include business executive, buyer, hotel manager, industrial promoter, television producer, canvasser, telemarketer, apartment house manager, customer service representative, freelance artist or writer, appraiser, automobile service advisor, real estate agent, salesperson or small business owner.



Enterprising skills include:

- Developing rapport/trust, encouraging people
- Recruiting talent, attracting skilled, competent, creative people
- Selling, promoting, persuading, influencing others
- Fund-raising
- Managing conflict, getting diverse groups to work together
- Negotiating, mediating, bargaining
- Addressing large or small groups, public speaking
- Demonstrating, modeling
- Beginning new tasks, ideas, projects
- Taking first move in relationships
- Organizing, planning, executing
- Making decisions



CONVENTIONAL:

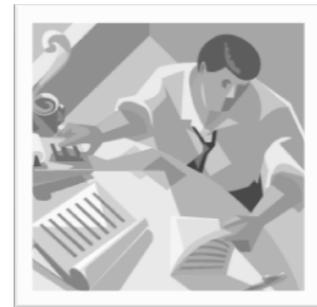
Using Detail/Follow-Through, Using Numbers

People in this category prefer the highly ordered activities, both verbal and numerical, that characterize office work. They fit well into large organizations but do not seek leadership. They respond to power and are comfortable working in a well-established chain of command. They dislike ambiguous situations, preferring to know precisely what is expected of them. Such people describe themselves as conventional, stable, well-controlled, and dependable. They have little interest in problems requiring physical skills or intense relationship with others and are most effective at well-defined tasks. Like the enterprising type, they value material possessions and status. Vocational preferences are mostly within the business world, and include bank examiner, bank teller, bookkeeper, some accounting jobs, financial analyst, computer operator, inventory controller, tax expert, statistician, traffic manager, file clerk, receptionist, travel agent, typesetter, court reporter, dispatcher, telephone operator, mail clerk, credit clerk, hotel desk clerk, mortgage clerk, or driver's license examiner.



Conventional skills include:

- Following detailed instructions, implementing decisions
- Applying what others have developed
- Making arrangements
- Meeting deadlines, bringing projects in on time and within budget
- Handling variety of tasks and responsibilities simultaneously
- Making and using contacts effectively
- Attending to details
- Tolerating repetition and/or monotony
- Keeping records
- Organizing written and numerical data, classifying material
- Counting, taking inventory
- Managing money
- Developing a budget
- Allocating scarce financial resources
- Calculating, computing
- Filing, retrieving data
- Typing, operating business machines
- Bookkeeping, doing accounting, preparing financial reports



Which of these occupational themes do you feel describe you the best?

1. _____
2. _____
3. _____

If you would like to try a free online assessment of your personality type go to:

<http://careerservices.rutgers.edu/OCAinterests.shtml>

"If you don't know where you are going, you will wind up somewhere else."

- Yogi Berra



Chapter Three

Decision Making and Goal Setting

Decision Making

Risk Taking

Goal Setting

SMART Goals

Decision Making

Not all decisions require careful consideration. Sometimes it may actually be advantageous to be spontaneous (deciding, “last minute” to go to a movie). However, when choosing something as significant as your occupation, spontaneity is not an adequate decision making model.

When we are under stress, it is sometimes difficult to think clearly and make good decisions. In stressful times, or when we are struggling with a particularly difficult decision, it may be helpful to utilize a decision making model. A part of any good decision making model involves identifying your key values (see chapter two) because your key values influence your decision making process, as well as how you feel about the results.

There are many different decision-making models. What follows is an example of only one. It covers key areas you want to consider when making a significant decision. Feel free to use it, or use a different one.

A Decision-Making Model

1. Define the decision.
2. List the alternatives (what are your other choices?).
3. Determine acceptable or unacceptable alternatives (list pros and cons of each choice).
4. Gather information, resources and people who may be able to answer questions.
5. Consider your goals, values and the facts.
6. Make your decision and list your reasons for your choice.
7. Check out how you feel about the decision. Does it feel right?

Considerations When Making Decisions

To some extent, nearly every decision is a compromise. There is usually a price to be paid for everything we choose to do. However, a good decision is based on the best information you have at the time. In the future, you may have additional information and make a different decision or modify the decision you made. As you are faced with tough decisions, consider the following:

- ***Very few decisions are irreversible.***
- ***Change is frequently a process of trial and error; a process of experimentation.***
- ***You may never have all the information you feel you need.***
- ***Some changes will occur one way or another, whether we want them to or not, and ignoring them will not make them go away.***
- ***Many things that we fear are seldom as painful as we imagine.***
- ***No decision is perfect.***

Risk Taking

Whether you are considering diversifying your farm, starting a rural enterprise, taking an off-farm job or making any other change in life, you are often taking a risk. The very nature of farming is risky. Farmers have little control over the markets, weather conditions, and a myriad of other factors that affect the success of farming. For most people though, the thought of trying something new, no matter what it is, feels like a risk.

The exercise below is designed to help you explore whether a particular risk is reasonable for you. Use it to help weigh the risk involved with the important choices you are facing.

1. Write down what it is that you are considering (the risk). Be as specific as possible.

2. What are the results you are hoping to achieve?

3. Do you have other options? What are they?

4. List any fears (concerns) you have about taking this risk.

5. Evaluate your strengths and weaknesses and think about how they might help or hinder you.

Strengths:

Weaknesses:

6. What will you gain from taking the risk?

7. What could you lose?

8. How could you minimize the loss?

9. What is the worst thing that can happen? Can you live with it?

10. What happens if you do not take the risk?

11. Are you taking the risk for only yourself? If not, for whom and why?

12. Who is in your support system to help you if you take this risk? (Family members, friends, clergy, lenders, community agencies, educators, etc.)

13. How do you feel about the decision? Does it feel “right?”

14. Is this a good time to act? If not now, when?

Goal Setting

If you don't know where you are going, how will you know if you have arrived?

Goals give us direction in life – they keep us moving in the direction we want to be and tell us when we get there. They guide decision making and help us establish priorities. Risks in life's decisions can be minimized by planning and setting goals. The more specific the goal, the greater the chance that it will be realized. Ideally, a goal should have the following qualities:

- 1 It should be personal. It should be your decision and have relevance to you.
- 2 It should be specific. Broad goals (i.e. "I want to be wealthy.") are hard to break down into steps and therefore seem impossible to reach.
- 3 It should have a timeline with a starting point and a reasonable end point.
- 4 It should be possible to achieve through your effort.
- 5 You should be able to break the goal into steps that logically lead you toward reaching it.

SMART Goals

Goals are more apt to be reached if they are Specific, Measurable, Attainable, Realistic, and have a Timetable to be completed (SMART). Identify a goal and then fill in each segment so that it is a Smart Goal.

S

Means **SPECIFIC**

Keep your goals short and to the point. For example, if you wanted to buy a car, name the SPECIFIC make, model, and year.

M

Means **MEASURABLE**

What standards have to be set to determine if you've met the goal? If you relate this to the car above, how much will it cost?

A

Means **ATTAINABLE**

What short term goal leads to the final goal? How will you raise the necessary cash to buy your car, such as getting a job?

R

Means **REALISTIC**

Is the goal realistic? What is your timetable? Does it contribute to what you are trying to accomplish? How long will it take you to save enough money to buy your car and how much will you save per week?

T

Means **TIMETABLE**

Set time limits so you will know you are on track in reaching your goal.

Identify one long term goal and one short term goal. Using the SMART model outlined above, identify the steps you need to take to achieve that goal and set a time line for each step.

Long Term Goal

Steps to reach goal

Time Line

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Short Term Goal

Steps to reach goal

Time Line

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____



Chapter Four

The Job Search

Job Search Preparation

Strategies for Finding Jobs

Rules for a Successful Job Search

A Specific Job Search Strategy

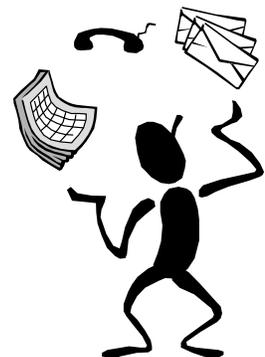
Weekly Planner

Trying to find a good job is a full-time job in itself. To be successful, it is important to approach job hunting with the work ethic you applied to farming. You had a system and a routine and stuck with it. Looking for a job will require the same type of effort. Get organized, set daily goals, make a plan of action and then accomplish a few things on your list each day (use the daily planner that is provided later in this chapter). Be active in your approach – personally take your application or resume to the potential employer, follow-up with a phone call or letter. Try to make as much personal contact as you can. Research shows, that the more active you are and the more face to face interaction you have with potential employers, the more successful your job search will be.

Below are tips from successful job hunters, consider them as you prepare for your job search.

Job Search Preparation

- ✓ Center your job search from home - set-up a room/area in the house
- ✓ Get a large folder to keep all your job hunting materials in
- ✓ Treat your job hunt as a job. Devote at least 10 hours a week to the search if employed; 30 hours if unemployed
- ✓ Have a routine and stick to it – be disciplined in job hunting
- ✓ Develop a list of daily goals (use a check list system to mark when you’ve accomplished them)
- ✓ Prioritize your goals and employment search efforts
- ✓ Focus on doing the most productive activities first or maybe the things you find hardest to do (like cold calling companies on your target list)
- ✓ Do similar tasks in batches (phone calls, emails, etc.)
- ✓ Develop a Plan A, B, and C. If plan A doesn’t work, then move to plan B, etc.
- ✓ Conduct research and identify target industries, companies, and jobs
- ✓ Develop a marketing plan and a prepared answer to the question “why should I hire you?”
- ✓ Keep a detailed record of your job hunting contacts
- ✓ Contact your references and have their correct phone number, address and title
- ✓ People who are most successful in the job search are:
 - highly organized
 - focused on getting face-to-face with decision makers
 - diligently follow-up with those decision makers



One useful organizational tool is a Personal Data Sheet (see below) with important dates, numbers, addresses, etc., that you can carry with you when you apply for jobs and reference as you create your resume.

Personal Data Sheet

Name _____	Telephone _____
Address _____	E-mail _____
City _____	SS# _____
State _____ Zip _____	Birth Date _____
	Birth Place _____

Memberships (clubs/organizations)

Honors/Awards/Offices

Activities/Volunteer work

Employment History (start with most recent)

1. Company	_____
Address	_____
Telephone	_____
Your Title/Position	_____
Employment Dates	From (Mon / Yr) _____ To (Mon / Yr) _____
Supervisor's Name	_____
Last Wage	_____
Reason for Leaving	_____
2. Company	_____
Address	_____
Telephone	_____
Your Title/Position	_____
Employment Dates	From (Mon / Yr) _____ To (Mon / Yr) _____
Supervisor's Name	_____
Last Wage	_____
Reason for Leaving	_____
3. Company	_____
Address	_____
Telephone	_____
Your Title/Position	_____
Employment Dates	From (Mon / Yr) _____ To (Mon / Yr) _____
Supervisor's Name	_____
Last Wage	_____
Reason for Leaving	_____

References (Do not use family. Contact references before using them.)

1. Name _____
Address _____
Telephone _____
E-Mail _____
Relationship to You _____
How Long Have You Known This Person _____

2. Name _____
Address _____
Telephone _____
E-Mail _____
Relationship to You _____
How Long Have You Known This Person _____

3. Name _____
Address _____
Telephone _____
E-Mail _____
Relationship to You _____
How Long Have You Known This Person _____

Strategies for Finding Jobs

Networking

It is estimated that approximately 65% to 80% of the jobs people get result from the network of people that they know.

As a farmer, you most likely have a very extensive network already in place. After all - you are a business owner. Think about all the people you have had contact with in the past years. Lenders, suppliers, consultants (veterinarians, nutritionalists), employees, friends, neighbors, a barber... those people are your network. Take a minute to list some of those people here.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How do we get that network to work for us when we are searching for a job? TALK! Don't be afraid to let the people in your network know that you are looking for a job and ask them to keep you in mind if they hear of any job openings.

Newspaper ads

Local newspapers are good sources for identifying possible jobs. Go back one year in old issues (use the local library to find older newspapers) and respond to ads as if they were new.

Use ads in the newspaper to identify companies that might be hiring, even if they do not list a specific job. Don't look for specific job titles, look for companies/ads that hire in a field you are interested in.

Internet Resources

The internet is merely a new tool in the traditional job search. It is useful in moderation, but when overused, can limit your success. If you find yourself spending more than 1/2 hour a day job searching on the internet, you are using it too much. Remember that successful job hunters are those people who maximize face to face interaction when searching for a job.



Use the internet to search for job openings and for doing research on career/company information. If you do not have internet at home, go to your local library, where it is available for free. If you need help learning how to navigate the internet, call us at the Farm Center for assistance: 800-942-2474.

For a list of job hunting related websites, visit the Wisconsin Department of Workforce Development at:

<http://ww2.wisconsin.gov/state/employment/app?RESPONSE=/jsp/other.jsp>

Job Center of Wisconsin

JobCenterOfWisconsin.com is a Wisconsin-based employment site, linking employers with anyone looking for a job. The Internet-based site is free to both employers and job seekers and is available 24-hours a day. Job seekers can explore job opportunities from their home computers or at Job Centers, libraries or any other places with public Internet access.

Register with Job Center of Wisconsin at: <https://jobcenterofwisconsin.com/>

Phone book/Yellow Pages

Use the local phone book / yellow pages to identify companies that hire people in the field you are interested in. Send your resume and cover letter letting them know you would like to work for them and why. Do a follow-up call about 2 weeks after you've mailed the letter.

Rules For a Successful Job Search

- 1 Know your best skills (see transferable skills in chapter 3), in order of priority.
- 2 Know what kind of work you want to do and what field you would enjoy working in.
- 3 Talk to people who are doing the work you want to do. Find out how they like the work and how they found their job.
- 4 Do research in your chosen geographical area on those organizations that interest you – find out what they do and problems/challenges they or their industry face.
- 5 Identify the person who has the power to hire you for the job you want and use your personal contacts to get in to see them.
- 6 Show this person how you can:
 - a. help the company solve its problems/challenges and
 - b. how you would stand out as an employee.
- 7 Remember there are two types of employers: those who will be bothered about something (your experience, age, background, etc.) and those who won't. Persevere until you find the second type.
- 8 In all of this, cut no corners and take no shortcuts.



A Specific Job Search Strategy

- 1 Purchase a map of your area, push pins and small stick on labels.
- 2 Put the map on the wall and stick a pin on the spot where you live.
- 3 Draw a circle around this pin – a 30 mile radius around your home.
- 4 Using the phone book, newspapers, internet or other sources, identify potential employers within your 30 mile circle where you would like to work. Use a push pin and a label to mark these employers on your map.
- 5 Using the Employer Contact sheet (provided in chapter 5) fill in the contact information for each employer you've identified.
- 6 Using a red pen, rank each employer according to which one you would like to work for most (using your interests, transferable skills that match the job, driving distance, salary etc. as criteria). Assign a number to the left of each employer's name in order of your preference to work there.
- 7 Starting with number one, begin applying. Note in your Employer Contact sheet the date you applied, and follow up one week later with a phone call.

Weekly Planner

WEEK OF: _____

DAY	GOAL(S)	ACTION TAKEN	COMPLETION DATE	NOTES
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

***"I'm a great believer in luck, and
I find the harder I work the more
I have of it. "***

-Thomas Jefferson



Chapter Five

Applications and Interviews

Applying for a Job

Cover Letters

Resumes

Secrets of a Great Interview

After the Interview

Applying for a Job

Employers will often require you to fill out an application in addition to providing a cover letter and resume. Some employers require you to complete an application at the place of employment. Others will ask you to complete an application and send your resume online.

If you are required to fill out an application at the place of employment:

- Your dress and grooming should make it look like you already work at the job you are applying for.
- Take your driver's license and social security card (or valid passport).
- Take a copy of your resume (tailored specifically to the job you are applying for) and completed personal data sheet (see Chapter 4).
- Take a non-smudging black or blue pen.

If you are required to fill out an application and send your resume online but you don't have the computer skills to complete this process, you may often find free assistance at your area Job Service, local library, local technical college, or call the Farm Center for assistance locating a training session near you.

Tips For Filling Out Job Applications

Use your best penmanship and always print because it is easier to read.

Use a non-smudging blue or black pen.

Neatness counts! No cross outs or erasures.

Make sure all words are spelled correctly.

Read and answer every question carefully. If a question does not apply, write N/A (not applicable).

Write "open" for salary.

Be accurate. Be sure all names are spelled correctly and addresses and phone numbers are accurate and complete.

Be honest. Information is easy to check and misrepresentation can be grounds for termination.

Volunteering can be listed as work experience.

Get permission to use your references' name before you list them.

Be sure that your email address is appropriate and does not leave a negative impression of you.

Remember to sign your full legal name, in cursive, and date the application.

Cover Letters

When an employer opens your application packet, you have approximately **eight seconds** to catch that employer's attention. Therefore, the cover letter is an important part of the application process. Here are some guidelines for writing a cover letter:

- Always mail a cover letter with your resume. Use matching paper for the cover letter and resume.
- Whenever possible, address the letter to a specific individual.
- Tailor the cover letter to the specific job you are apply for. Tell specifically how your skills and qualifications meet what is outlined for the specific job announcement.
- Provide all requested information.
- Be honest and factual.
- Use proper English (avoid slangs and abbreviations).
- Proof read, proof read, proof read!



Structure of the cover letter

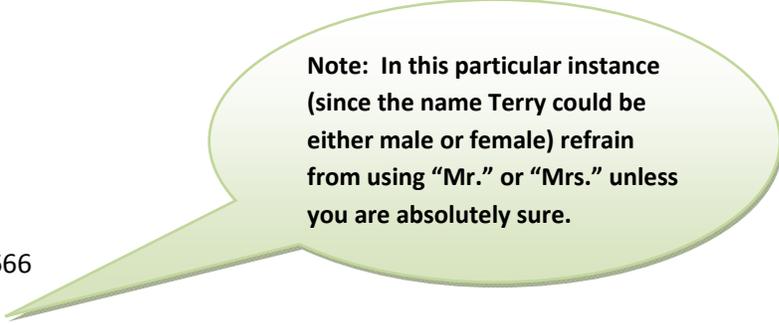
Use a business like, but friendly and outgoing tone when writing your cover letter. Always use a business letter format, with every line starting at the left margin and double space between paragraphs.

- 1 **Your Return Address and Date**
Place your return address and today's date at the top of the letter.
- 2 **Employers Address and Salutation**
Address each cover letter to a specific person if possible. Call the company to ask the name of the person if it is not specified. You should also list the person's title, name of the company, and company's complete address.
- 3 **First Paragraph**
Tell why you are writing. State the name of the job you are applying for, how you heard about the opening and write a brief statement telling what you can offer to meet their needs.
- 4 **Second Paragraph**
The second paragraph should highlight and detail your qualifications for the position. Highlight one or two accomplishments that make you the ideal person to hire. The idea is to show them what you can do for the company. This is also the place to emphasize any special skills, certifications, or education that would set you apart from others. Use words and phrases that the employer used in the job posting. This is your 8 second sell.
- 5 **Third Paragraph**
Here you want to display what you know about the company and why you would be a good fit in their organization.
- 6 **Final Paragraph**
Ask for an interview appointment. Tell the employer that you will call to make an appointment. It is much harder for an employer to ignore a request for action than a "wishy-washy" call me if you are interested approach. Thank the prospective employer for his time and consideration.
- 7 **Signature and Enclosure**
In closing use the term "Sincerely," leave 4 blank spaces for your signature and then type your name. Leave two more blank spaces and then type the words "Enclosure: Resume" Sign your name between the words "Sincerely" and your typewritten name, using only blue or black ink.

Sample Cover Letter

345 Sixth Street
Anywhere, WI 53555
July 02, 2009

Terry Smith
General Manager
XYZ Corporation
234 Maple Street
Anywhere, WI 53666



Note: In this particular instance (since the name Terry could be either male or female) refrain from using "Mr." or "Mrs." unless you are absolutely sure.

Dear Terry Smith:

I am interested in applying for the machine operator position as advertised on www.jobcenterofwisconsin.org. I have both training and experience operating many types of vehicles and equipment.

I am a certified fork lift operator. As a farmer, I have 15 years of experience operating various types of equipment and machines. In addition to driving tractors, front end loaders, straight trucks, and skid loaders, I have operated silo unloaders, mixers, and other types of farm equipment. I have done most of my own repairs which has given me experience operating power tools, welders, and many hand tools. This experience has also given me a keen ear for detecting problems and maintaining equipment to avoid potentially expensive repairs. You will find me to be a dependable, honest, hard working employee. In addition, working side by side with family members has taught me to be a team player.

I have been impressed with your company and the products you make. Several friends have indicated that XYZ Corporation is fair to their employees and a good place to work.

I look forward to an opportunity to meet with you to discuss my qualifications for this position. I will plan to call next Wednesday, July 18th, to schedule an interview at your convenience. My e-mail address is also included on my attached resume. Thank you for your consideration.

Sincerely,

Joe Worker

Enclosure: Resume

Resumes

Your resume has an average of **15 seconds** to catch the employer's attention. That means you want to format your resume to emphasize your strongest points right away. Here are some guidelines for writing resumes:

- There are several accepted resume formats. Choose the format that emphasizes your strongest points right away.
- Use a lot of “white space.” White space around text causes you to focus on the text. A resume which is crowded or “busy” looking can cause the person reading it to lose focus and interest.
- Keep your resume brief. One page in length is ideal, although two pages are acceptable.
- Proofread, proofread, proofread! Your resume needs to be free from all grammatical and spelling errors.

Types of Resumes

There are various types of resumes. You want to choose the format that emphasizes your strongest points right away. For example, if your strongest point is your education and it is related to the job you are applying for, you would start with that. However, if your strongest points are transferable skills from past work experience, licenses or certifications that you have gained, or a number of related jobs that you want to emphasize, you need to start with those. Below is a list and description of different types of resumes. Which will allow you to emphasize your strengths the quickest?

7. The **Chronological Resume** begins by listing your work experience, starting with the most recent position listed first. This type of resume works well for the person whose greatest strength is work experience in jobs closely related to the position they are applying for.
8. The **Functional Resume** focuses on a person's skills rather than their work history. This type of resume allows you to best emphasize your strengths as they relate to the position being sought. The functional resume starts with a summary of each of your relevant qualifications (to emphasize your skills), followed by your employment history (listed simply in reverse chronological order with no job descriptions / details) and ends with your education and any additional training.
9. The **Combination Resume** is simply a combination of the chronological and functional resumes. The combination resume works best for someone who wishes to emphasize their strengths relative to the position being sought, but also has a strong employment history which is closely related to the position they are applying for.

(Example of a Chronological Resume)

Joe Worker

1639 Scenic Road
Anywhere, WI 53555

608-667-5555
joeworker@yahoo.com

Objective

A full time, entry level maintenance mechanic position.

Employment History

WORKER JOE'S DAIRY - Anywhere, WI
Owner and Operator
1990 – Present

BARNS DAIRY FARM - Anywhere, WI
Farm Labor
1985 - 1990

Qualifications

Repair and Maintenance Skills

- 17 years experience maintaining a full line of farm equipment
- Rebuilt small engines, gasoline engines, diesel engines
- Repaired and replaced hydraulic lines
- Fixed electrical problems on equipment
- Welded with arc and oxyacetylene welders
- Constructed calf pens and equipment shed
- Performed preventative maintenance on farm equipment
- Maintained all farm buildings

Organizational Skills

- Planned work schedules and assigned tasks
- Projected cash flow, operational budget and managed finances
- Planned crop patterns
- Managed dairy herd

Communication Skills

- Negotiated contracts with suppliers and lenders
- Taught employees to safely operate farm equipment
- Supervised seasonal labor
- Marketed milk as a member of Associated Milk Producers

Skills Summary

- Operated and maintained tractors, front end loaders, straight trucks and skid loaders, as well as other types of farm equipment including silo unloaders and mixers
- Used tools including ohmmeter, arc and oxyacetylene welders, pneumatic tools, grinders, paint sprayers, hand tools, air compressor and generator

Education

Atlanta Technical College - Anywhere, WI 1990 - 1992
Farm Business and Production Management Degree

(Example of a Functional Resume)

Joe Worker

1639 Scenic Road
Anywhere, WI 53555

608-667-5555
joeworker@yahoo.com

Objective

A full time, entry level maintenance mechanic position.

Qualifications

Repair and Maintenance Skills

- 17 years experience maintaining a full line of farm equipment
- Rebuilt small engines, gasoline engines, diesel engines
- Repaired and replaced hydraulic lines
- Fixed electrical problems on equipment
- Welded with arc and oxyacetylene welders
- Constructed calf pens and equipment shed
- Performed preventative maintenance on farm equipment
- Maintained all farm buildings

Organizational Skills

- Planned work schedules and assigned tasks
- Projected cash flow, operational budget and managed finances
- Planned crop patterns
- Managed dairy herd

Communication Skills

- Negotiated contracts with suppliers and lenders
- Taught employees to safely operate farm equipment
- Supervised seasonal labor
- Marketed milk as a member of Associated Milk Producers

Employment History

WORKER JOE'S DAIRY - Anywhere, WI
Owner and Operator
1990 – Present

BARNS DAIRY FARM - Anywhere, WI
Farm Labor
1985 - 1990

Education

Atlanta Technical College - Anywhere, WI
1990 - 1992
Farm Business and Production Management Degree

Organizations

- Anywhereville FFA – Lifetime Member
- Happy Clovers 4-H – Small Engines Project Leader

Secrets of a Great Interview

- Know yourself: think about who you are, the skills you have and what you have to offer.
- Be yourself: Relax! Practice, but don't sound rehearsed. Let your personality shine through.
- Sell yourself: If you don't tell an employer why you're qualified, who will? Figure out what the employer wants in an employee, how your skills and experiences fit their needs, and tailor your responses so they relate directly to this job.

Dressing for the Interview

When it comes to getting a job, every detail matters - your cover letter, your resume, your skills, and your first impression. At no other time is dressing for success more critical than when you are preparing for an interview. First impressions are made within a few seconds after meeting, and in a job interview the impression is made before you get a chance to sell your skills. You can use those first few seconds to your advantage by dressing appropriately.



Interview Etiquette

Wait to be asked to be seated.

Be positive in your outlook, comments, and attitude.

Body Language – A large part of our communication is non verbal. Do not overlook the effect of a smile, eye contact, and a hand shake in establishing a positive first impression. The tone and quality of your voice also carry a message. Prepare what you will say so that you speak confidently. It is OK to take a few moments to think before you speak to answer a question.

Make sure you are seated in a spot that lets you make eye contact with all the interviewers. The person who fails to maintain eye contact is often thought to be uncertain, hiding something, uninterested, or have low self confidence. This may not be true, but it is the impression that you make.

Lean forward in your chair a little bit - it shows that you are interested in what is going on. Don't slouch in your chair or cross your arms over your chest. After the interview, shake each interviewer's hand and thank them for their time or express appreciation for the chance to meet them. This will increase your connection with them and leave a positive lasting impression.

Smile frequently during the interview.

Use non verbal clues to demonstrate that you understand and are in tune with the interviewer's questions and statements – hand gestures, a nod of the head, a smile or other appropriate facial expressions.

When you shake hands, do so firmly, grasping the whole hand, not just fingers.

The Questions

Practice the interview before you go! Practice answering interview questions and make the most of the opportunity to sell yourself and your skills as a match for what the employer needs. Make a list of your key strengths so that you are prepared to insert this information when answering questions. When you have finished practicing, ask if you would hire someone who sells themselves and their skills like you have? If not, rethink your answers and practice again.

Common interview questions include:

- “Why are you interested in this position / How are you qualified for this job?” This question gives you the opportunity to express how you can use your skills and experience to meet their needs. It is also an opportunity to say something nice about their company and explain why you would want to work there.
- “Tell me about yourself.” The employer doesn’t want to hear your life story. Your answer should be relatively short. For example: “I grew up on a farm and have always liked to figure out how things work and to solve problems. I enjoy working hard, seeking solutions to problems, and just doing what needs to be done.” The employer is seeking clues to your motivation, goals, and character.
- “What are your strengths and weaknesses?” Be prepared to name a strength that fits the needs of the job you are applying for. Choose a weakness that will not ruin your chance to get the job and tell the employer what you do to overcome this weakness.
- “What are your short and long term plans?” The employer is trying to figure out how you will fit into their operation. Are you going to stay with them for a while? Will you work toward advancement with them? Do you want to do the best job you can for them?
- “What did you do on your last job?” Always be honest, but try to emphasize the tasks and skills from your previous position that are also required in this position.
- “Why did you leave your last job?” Be honest – they will most likely ask your past employer the same question.
- “How do you work under pressure? Provide an example.”
- “Why should we hire you instead of someone else?” Restate how your skills, experience, training, and strengths fit the needs of this specific job.
- “What do you do if you can’t find the solution to the problem you are trying to fix?”
- “How do you think a former employer or friend would describe you?”
- “Describe a situation in which you had to work with a difficult person (co-worker, customer, supervisor, etc.). How did you handle the situation? Is there anything you would have done differently in hindsight?”

Your Questions

In an interview, the employer is asking you questions to find out if you are a good match for the company. However, it is also a good opportunity for you to examine the company to make sure they are a good a match for you. You need to gather enough information about the job, the company, the management to decide if it is a job or company that will make you happy. Near the end of the interview, the interviewer usually asks if you have any questions. Make sure you do. You could ask what a typical day will be like, why the position is currently open, etc. Questions about salary and benefits are usually reserved for a second interview or upon a job offer.

After the Interview

Take Notes

After the interview, write down a few notes so you don't forget what was discussed. Include the names and titles of interviewers, job specifics discussed and follow-up questions that you may have. The "Applicants Interview Notes Form" below, is an example of how to record and organize your notes after each interview.

Applicant's Interview Notes Form

Interview Details

Company Name: _____ Date: _____ : _____

Interviewer Name: _____

Interviewer Title: _____ Interviewer Phone Number: () _____

Position Applied For: _____

Required Skills: _____

Notes

Follow-up Letter/Thank you Note

Within 24 hours after an interview, send a thank-you letter to the employer. The purpose of the letter is to demonstrate courtesy and to express your continued interest in working for the company. You may also express your willingness to answer any further questions, either by phone or with another interview. Thank you notes can either be typed or hand written.

Sample Follow-up / Thank You Letter

Joe Worker
345 Sixth Street
Anywhere, WI 53555

July 02, 2009

Terry Smith
General Manager
XYZ Corporation
234 Maple Street
Anywhere, WI 53666

Dear Mr. Smith:

I enjoyed the opportunity to visit with you regarding your opening for a maintenance mechanic. I came away from the interview even more interested in working for you and your company.

Please let me know if you have any additional questions regarding my qualifications for this position. I would be happy to visit with you by phone or to meet with you again. Thank you again for your time and consideration, and I look forward to hearing from you in the near future.

Sincerely,

(signature)

Joe Worker

Follow-up Phone Call

It is acceptable to call the employer back approximately one week after an interview. The purpose of your phone call is to remind the employer that you are still interested in the position and ask if they have made a decision yet. Remember to be respectful of their time and thank them again for the opportunity to meet.

Final Thoughts

Be Prepared

You should have a copy of your résumé with you at all times. It is also a good idea to have fresh copies of your résumé prepared in case you are called to an interview at the last minute.

Create a Contact Database

Write down all the employers you contact, the date you sent your resumé, any contact made, people you talk to, and notes about those contacts. Keep a notepad with you at all times - take notes as soon as you hear about an opportunity or when you leave an interview. Get into the habit of updating your database daily.

Learn How to Talk About Yourself

Throughout your job search, you will speak with many people at different levels. You must be comfortable having conversations about yourself with other people. Keep in mind that you never know who may end up being useful to your job hunt.

Practice for Each Interview

Preparation is key to interviewing well. Friends, relatives, and career services counselors can help you formulate strong answers to questions you might not anticipate. Look at the list of possible questions on the interviewing tutorial ("The Interview") and prepare yourself.

Follow up with leads immediately

If you find out about a position late in the day, call right then. Don't wait until the next day.

Stay confident

Job hunting takes time and energy. Remain confident, but prepare yourself for challenges ahead. Don't get disgruntled if you are still looking for a job and it seems like everyone you know has an offer. Even experienced job seekers often search for months before finding the right opportunity.

Appendix

All websites listed here are free of charge.

Additional Reference Information

Social Service Programs

<http://dhs.wisconsin.gov/em/customerHelp/gethelp.htm>

This website is for the Department of Health Services, and provides county level resources to assist with health related issues (BC applications etc.). There is also a list of free/low cost health & dental clinics available, if you click the upper right hand link "view a listing of health clinics...."

www.dhs.wisconsin.gov/ForwardHealth/index.htm

This page provides information about the benefits programs offered in Wisconsin, including but not limited to: BadgerCare, FoodShare, Medicare, WIC, energy assistance, free and reduced school lunch, free and reduced cost health and dental care clinics and elderly nutrition programs.

www.access.wisconsin.gov

This website is a quick assessment for people who live in Wisconsin to find out if they might qualify for financial assistance: buying food, low- or no-cost health care, buying prescription drugs, paying for child care, home energy assistance, special tax credits, low cost life insurance.

www.dhs.wi.gov/badgercareplus

Information specifically regarding eligibility, enrollment and benefits available through BadgerCare+.

<http://www.wiscap.org/map.htm>

This site provides information on county assistance for programs such as energy / weatherization, foster grandparents, head start and early head start, housing programs / assistance, transportation assistance, health care, skills enhancement, and WIC for those who meet eligibility requirements.

Job Search Web Pages

<http://ww2.wisconsin.gov/state/employment/app?RESPONSE=/jsp/other.jsp>

A list of on-line, job hunting related websites provided by the Wisconsin Department of Workforce Development.

Please Note:

Many social service programs require extensive financial paperwork. Due to the complex nature of farm finances, this paperwork is not always a clear or easy task for you OR the program specialist to complete.

PLEASE call the farm center – we have staff familiar with both the program requirements and farm finances, and would be happy to assist you with the paperwork.

1-800-942-2474

JobCenterOfWisconsin.com

Wisconsin-based employment site, linking employers with anyone looking for a job. The Internet-based site is free to both employers and job seekers and is available 24-hours a day. Job seekers can explore job opportunities from their home computers or at Job Centers, libraries or any other places with internet access.

Skills, Values, Interest Assessments and Career Related Information

www.careerservices.rutgers.edu/OCAassessyourself.shtml

This site provides skills, interests and values assessments and then determines career “fits” relative to your specific skills, interests and values.

www.onetcodeconnector.org

A database containing hundreds of job titles, descriptions of each, and the tasks normally associated with that job.

www.online.onetcenter.org

A database containing hundreds of job titles, descriptions of each, and the tasks normally associated with that job.

Agricultural News and Educational Information

www.fyi.uwex.edu/farmfinances

This site is produced by the University of Wisconsin Extension's Agriculture and Natural Resources program. It provides industry news and research based information relevant to agriculture. Information sources include University of Wisconsin-Extension and partners within UW-Madison, UW-Platteville, and UW-River Falls.

www.uwex.edu/ces/ag/farmingindifficulttimes.html

This site provides more information on the signs of stress and healthy strategies for dealing with stress.

Learn Computer Skills

Your local job center often offers computer classes free of charge for many different skill levels, including beginners. Make sure you check with them!

<http://www.learnatest.com/LEL/index.cfm>

This program is offered through the library system. You must hold a library card in the SouthWest Library system at the current time to use this system. You may use your home computer (suggest high speed connection) or the computers at your local library to access this program. This site offers the practice tests, exercises, skill-building courses for a variety of subjects, software packages and a variety of ages and skill levels.

<http://tech.tln.lib.mi.us/tutor>

An excellent beginner's website designed to teach you mouse movements, scrolling and opening and closing applications.

<http://www.nimblefingers.com>

An interactive website focusing on beginning typing skills.

*For Additional Information or Reprints of This Document,
Please Contact:*

Kathy Schmitt
at
The Wisconsin Farm Center
at
The Department of Ag, Trade
and Consumer Protection

kathy.schmitt@wi.gov

1-800-942-2474

This product was funded by a grant awarded under the Workforce Innovation in Regional Economic Development (WIRED) Initiative as implemented by the US Department of Labor's Employment and Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the US Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is for individual organizational, non commercial use only.

