Workforce Accessibility for All Ages: Tips for Seeking Employment

Together, we are building a more inclusive, age-diverse workforce. Read on for age-friendly tips to finding the best next step for you.

Seeking job opportunities

You can learn about job openings online, on community bulletin boards or by word of mouth. Companies and organizations will often list open positions on their website. You can also ask businesses in person if they are hiring. Typical job postings will include a job description, contact information, and information about pay and whether it's part-time (1-24 hours/week) or full-time (40+ hours/week). See page 2 for specific websites and resources.

For **one-on-one job-seeking support,** you can contact the following organizatons (websites are hyperlinked):

JFCS Career Development Center
412-422-5627

Mon Valley Initiative
412-464-4000 ext 4000

PA Career Link
412-552-7100

How to Apply

Most employers will accept applications in-person, via email, or through online sites. Job application requirements vary. The job posting will list what is required to apply. Employers might ask for the following:

- **Resume:** A resume lists any relevant experience relating to the position (including previous employment, caregiving experience, and any other skills you may have).
- **Cover Letter:** A cover letter expresses your interest in the position and the skills you have for the position. It also provides contact information for the employer to get in touch with you to set up an interview.
- **References:** References can be personal or professional connections you have that can attest to your qualifications for the position. Be sure to ask the person if you can list them as a reference. Letters of reference are also acceptable.

Landing the job

Interviews range from an in-person meeting, a phone call, or a video chat. There may also be multiple rounds of interviews, with different people at the organization. If you don't have a smartphone or computer, don't worry! Many employers will accommodate and arrange an in-person interview or phone call interview.

If you are able to do a virtual interview, Zoom, Microsoft Teams, WebEx, GoToMeetings and Google Hangouts are the most common programs used. These virtual platforms allow you to meet with one or more person virtually from a smartphone or computer that has a webcam and microphone. You'll want to test your computer/smartphone prior to the interview on these platforms.

Here are some tips for interviews, whether virtual or in-person:
- Dress professionally and comfortably
- Maintain eye contact and open, welcoming body language
- Limit distractions by turning off nearby electronics (telephone, television, etc.)
- Read over the job description, and prepare questions to ask the interviewer
- Send a thank you note after the interview, either an email or written letter, along with any other materials mentioned during the interview.

Additional support

We know finding a job can be intimidating! There are lots of resources and opportunities available for you to learn and hone your tech skills, find job postings, and feel more equipped for your next role. Check out the following resources (hyperlinked):

Tech Training/Education:
- Allegheny County Library Association
- Anna Middleton Waite Learning Center
- Bidwell Training Center
- Carnegie Library of Pittsburgh
- Computer Reach
- Community College of Allegheny County (CCAC)
- Literacy Pittsburgh
- Lynda.com
- Osher Lifelong Learning Institute (OLLI)
- Virtual Senior Academy

Job Listings/Career Support:
- CareerLink.com
- NonprofitTalent.com
- Indeed.com
- NextPittsburgh.com
- LinkUp.com
- Glassdoor.com

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For more information about Age-Friendly Greater Pittsburgh, visit agefriendlypgh.org.