



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Steps To Landing Your Next Job

Employment Blemishes. What You Need to Know...

1.	Be prepared and know what's in your background.
2.	If you have an employment gap on your resume, list some of the activities you were involved in during that time. "If you don't fill in the gap, they might do it for you".
3.	Be honest and forthcoming in the reason(s) for the employment gap. Explain what you did during that time. How did you keep yourself "in the know" of happenings in your industry?
4.	Let the potential employer know you are ready to return to the workforce. Change the focus away from the employment gap.
5.	Get creative. Use the opportunity to tailor your life experience, particularly during that employment gap to enhance how that experience will help you with the position that you are applying for.
6.	Convincing the potential employer should not be difficult if the passion for the field is there. Be prepared to share the actions you took to stay current such as reading journals, periodicals, online webinars, etc.
7.	Be honest about the reason for the employment gap. Being laid off is different than being asked to resign or being terminated.
8.	Own up to any mistakes or shortfalls and reveal the lessons that you learned and how you've grown and developed from that experience.
9.	You are not required to reveal any medical information.
10.	Be honest. Plan in advance how you will convey this information. Script your response so you are confident in your ability to address any blemish on your employment record.



For Metropolitan's Listing of Available Jobs:

www.mwdh2o.com/careers

