

## OVERCOMING BARRIERS TO EMPLOYMENT

	<b>Skills and Work History as Barriers</b>		38. Project a negative image
	1. Lack adequate, or appropriate, education		39. Lack good interpersonal skills
	2. Lack sufficient work experience		<b>Health, Wellness, and Disability Barriers</b>
	3. Lack basic reading, writing, and math skills		40. Experience learning disabilities
	4. Use poor grammar		41. Experience difficult mental health issues
	5. Use inappropriate language in the workplace		42. Appear overweight and unhealthy
	6. Lack workplace skills		43. Smoke or use other addictive tobacco products
	7. Lack a work record - have never had a job		44. Lack cleanliness and good personal hygiene habits
	8. Lack a positive (good) work report - been fired		45. Appears haggard - too tired or in too poor health to do the work
	9. Lack a positive (good) work report - poor recommendation from former employer(s)		46. Have an obvious physical disability
	10. Lack a positive (good) work report - have been a "job hopper"		47. Have a history of chronic illness
	11. Have more education, training, and/or experience than the position requires		<b>Job Search Knowledge and Skills as Barriers</b>
	12. Lack of Technology Skills		
	<b>Attitudes and Behaviors as Barriers</b>		48. Believe the job search process won't take long
	13. Engage in self-destructive behaviors - drug abuse		49. Think you can hide or embellish your past through deception
	14. Engage in self-destructive behaviors - alcohol abuse		50. Organize an ineffective and outdated job search
	15. Engage in self-destructive behaviors - excessive gambling		51. Lack the financial wherewithal to sustain a lengthy job search
	16. Steal from employer or others		52. Heavily indebted
	17. Make excuses rather than take responsibility		53. Lack proper documentation
	18. Speak negatively about others		54. Look for jobs in the wrong places
	19. Gossip about others		55. Approach the job search for negative reasons
	20. Appear self-centered rather than employer-centered		56. Hang around the wrong people
	21. Brag about yourself		57. Fail to come to terms with a termination
	22. Exhibit a temper and express anger		58. Quit your job before being offered another job
	23. Express intolerance of others		59. Lack Internet access and online search skills
	24. Lack initiative and self-motivation		60. Rely too much on the Internet
	25. Lack dependability and trustworthiness		61. Have personal issues that could interfere with your work
	26. Exhibit negative attitudes and character		62. Fail to do adequate research on jobs and employers
	27. Rude, disrespectful, and inconsiderate		63. Appear desperate for a job
	28. Shy and introverted		64. Primarily focus on salary and benefits
	29. Unwilling to learn and change behavior		65. Try to fool employers
	30. Lack of energy and enthusiasm		66. Reveal a criminal history
	31. Lack clear focus		67. Lack adequate or reliable transportation
	32. Lack goals and a sense of purpose		68. Lack a stable address or permanent housing
	33. Lack flexibility		69. Engage in wishful thinking
	34. Lack sense of entrepreneurship		70. Don't know what you want to do
	35. Appear lazy		71. Believe you're worth a lot more than your current pay
	36. Tactless, inconsiderate, and insensitive		72. Afraid to make a job or career change
	37. Wear body art that sends negative messages		73. Apply for jobs unrelated to your quals

74. Show a history of job-hopping	112. Reveal a great deal of personal information
75. Unable to pass employment screening tests	114. Fail to listen carefully and respond appropriately
76. Unlikely to get a positive background check	115. Fail to ask questions
77. Reveal a history of on-the-job injuries and Workers' Compensation claims	116. Unable to give examples of your achievements
78. Running a business while looking for a job	117. Fail to close the job interview properly
79. Fail to network for information, advice, and referrals	118. Fail to follow up interviews
80. Use the wrong networking approach	118. Show a poverty of ideas and initiative
81. Unwilling to take the necessary actions	120. Fail to organize your references properly
82. Fail to properly complete applications	121. Try to conduct a job search on your own
83. Don't write and send different types of powerful job search letters	122. Look for a job involving a long commute
84. Make numerous resume errors	123. Fail to involve your spouse or significant other in your decisions
85. Make numerous letter errors	124. Take the first job offered
86. Send resumes and letters to the wrong places	125. Take the first salary offered
87. Includes the wrong information or excludes important information	126. Fail to get the job offer in writing
88. Use the same resume and letters for different employers	127. Forget to send thank-you letters to key people
89. Fail to tell your story	
90. Fail to follow up resumes and letters	
91. Unprepared for a telephone screening interview	
92. Sound dreadful over the telephone	
93. Use negative terms	
94. Fail to mend broken fences with previous employers	
95. Violate e-mail etiquette and writing rules	
96. Fail to respond properly to job postings	
97. Arrive late for the job interview	
98. Bring a friend or relative to the job interview	
99. Project a poor image	
100. Fail to engage in productive small talk	
101. Unable to talk intelligently about yourself in reference to the employer's need	
102. Talk excessively rather than engage the employer	
103. Lack a good command of the English language	
104. Exhibit irritating and disgusting habits	
105. Show little interest in the job or employer	
106. Fear rejection	
107. Become discouraged and depressed	
108. Lie about your past	
109. Exaggerate your performance	
110. Attend job fairs unprepared	
111. Commit numerous interview sins	
112. Prematurely talk about salary and benefits	

From the Book "Overcoming Barriers to Employment" by Caryl and Ron Krannich