

RISING STAR RECRUITING

TEXAS JOB SUCCESS KIT

Industrial & Administrative Career Preparation Guide

Empowering Texas Talent. Supporting Texas Businesses.

Texas-Based Staffing Partner

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A Complete Professional Preparation Guide

This comprehensive workbook is designed to help Texas job seekers prepare for immediate placement in industrial and administrative roles.

Inside this guide, you will:

- Evaluate your job readiness
- Strengthen your interview performance
- Organize your employment history
- Execute a structured 30-day job search plan

SECTION 1: JOB READINESS CHECKLIST

Basic Readiness

- I have reliable daily transportation.
- I know which shifts I am available to work (1st / 2nd / 3rd).
- I can pass a background screening if required.
- I can pass a drug screening if required.
- I have two valid forms of identification.
- I can start work within the next 1–7 days.

Employment History

Employer 1

Company Name: _____

Position: _____

Dates Employed: _____

Primary Responsibilities:

Employer 2

Company Name: _____

Position: _____

Dates Employed: _____

Primary Responsibilities:

Employer 3

Company Name: _____

Position: _____

Dates Employed: _____

Primary Responsibilities:

Skills Inventory

Industrial Skills

- Forklift Operation
- RF Scanner Experience
- Machine Operation
- Assembly Line Work
- Shipping & Receiving
- Inventory Control
- Quality Control
- Production Line Support

Administrative Skills

- Microsoft Office (Word, Excel, Outlook)
- Data Entry
- Customer Service
- Scheduling & Calendar Management
- Filing & Records Management
- Multi-line Phone Systems
- Email Communication
- Basic Accounting / Invoicing

SECTION 2: INTERVIEW PREPARATION WORKSHEET

30-Second Professional Introduction

- Who you are professionally
- Your relevant experience
- The type of opportunity you are seeking

Response:

Core Strengths

- 1.
- 2.
- 3.

Area for Improvement

Work Availability

Days Available: _____

Preferred Shift: _____

Overtime Availability (Yes / No): _____

Earliest Start Date: _____

Questions to Ask Employers

- What does a typical day in this role look like?
- What does success look like in the first 90 days?
- Are there growth opportunities within the company?
- What are the expectations for attendance and performance?

SECTION 3: 30-DAY JOB SEARCH ACTION PLAN

Week 1: Preparation

- Update and proofread resume
- Gather 2–3 professional references
- Apply to at least 10 relevant positions
- Register with a staffing agency
- Practice interview responses
- Confirm reliable transportation plan

Notes:

Week 2: Follow-Up & Interviews

- Follow up on at least 5 applications
- Attend scheduled interviews
- Improve responses to challenging questions
- Request feedback when possible
- Continue applying to new opportunities

Notes:

Week 3: Skill Development

Industrial Candidates

- Review forklift safety procedures
- Study warehouse efficiency practices
- Improve physical endurance routines

Administrative Candidates

- Improve typing speed
- Practice Microsoft Excel basics
- Strengthen professional email writing

All Candidates

- Improve punctuality habits
- Refine communication skills

Notes:

Week 4: Placement Readiness

- Evaluate job offers realistically
- Prepare for first-day expectations
- Confirm dress code requirements
- Plan transportation timing (arrive 15 minutes early)
- Organize required documentation

APPLICANT INFORMATION

Full Name: _____

Phone: _____

Email: _____

Position of Interest: _____

Completion Date: _____