

SO YOU WANT A JOB?

What you need to know and what you need to do!



GETTING READY FOR YOUR JOB SEARCH!

Organize your paperwork...

- ✓ Cover letter
- ✓ Resume
- ✓ References
- ✓ S.I.N.# go to <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

➤ (How to write a cover letter and resume on following pages)

IDENTIFY THE KIND OF JOB DO YOU WANT

What are your skills and interests?

- ✓ Think about what kinds of jobs interest you.
- ✓ Do you like working with **people**?
- ✓ Do you like working with **things**?
- ✓ Do you like working with **ideas** and **information**?

WHERE TO LOOK FOR A JOB

- ✓ **Career Centre Website**
- ✓ **Local newspapers** – Tri City News and NOW
- ✓ **Network** - Ask your relatives and friends
- ✓ Visit the **Human Resources Centre**
- ✓ Look in the **Yellow Pages** for employers – Contact organizations that offer the kind of work you would like and arrange to talk to the people who do their hiring

WHO DO YOU CALL?

- ✓ If you are answering an ad – talk to the person indicated in the ad
- ✓ Cold calling? Ask for the manager
- ✓ In person? Ask to speak to the manager

MAKING THAT FIRST CONTACT IN PERSON

Ask to speak to the manager. Be well groomed and neatly dressed. No runners or jeans or t-shirts with logos!

Ask them if there are any positions available. If yes, give them your resume. You may be asked to complete an application form. Do it cheerfully, neatly and completely.

YOU GOT AN INTERVIEW! Congratulations!

Preparing for the interview....

Remember to make a good first impression and be well prepared for the interview. The first few minutes are critical!

- ✓ Learn as much as you can about the job and the organization before you to the interview
- ✓ Think of questions the interviewer(s) might ask you
- ✓ Have a list of questions that you have to ask the interviewer
- ✓ Be on time (arrive early – no more than 10 minutes)
- ✓ Have several copies of your resume and reference letters with you in a neat portfolio

Interview Do's

- ✓ Introduce yourself
- ✓ Shake hands firmly with the interviewer
- ✓ Maintain eye contact
- ✓ React to what the interviewer tells you – nod & smile!
- ✓ Listen closely to the questions – answer carefully & honestly
- ✓ Be prepared to answer **all** possible questions

Interview Don'ts

- ✓ Don't sit down until you are asked to
- ✓ Don't chew gum
- ✓ Don't take a friend or relative along
- ✓ Don't criticize former employers or yourself
- ✓ Don't ramble – always be concise
- ✓ Don't be late. (If you are going to be late or can't make the interview, call the employer as soon as possible and explain why. Ask if you can arrange a new interview time.)

Questions an employer might ask... practice your answers!

- Tell me about yourself
- Why are you interested in this position?
- What skills/abilities/qualifications do you have for this job?
- What jobs have you done and what did you learn from them?
- What do you know about our company and the nature of this job?
- Why do you want to work for us?
- Why did you leave your last job?
- What qualifications and experience do you have that makes you feel you could do this job successfully?
- What are your strengths? Name three.
- What are your long term employment plans?
- Do you prefer working alone or as part of a team?
- Describe your ideal boss.
- How do you spend your spare time?
- What courses do you like most?
- What are your least favourite subjects?
- What motivates you?
- What qualities do you admire most in a person?
- What would you do in a conflict situation?
- Have you done any volunteer work?
- What are your weaknesses?
- What is your greatest accomplishment, either at work or personally?
- What makes you think you would be good for this job?
- Why should I hire you over the other candidates?
- What are you seeking other employment?
- Where do you see yourself in five years?
- What has been your most meaningful educational experience?
- Have you had any work experience that prepares you for this position?
- Describe yourself as an employee.
- Are you available for shift work?
- Are you willing to work overtime if necessary?
- Do you have any questions for me, the employer?

'THE' question – "Tell me about yourself"...

This is a question that many employers ask during an interview. Often this is the first question that is asked.

If you are unsure of what to say regarding this question you will feel embarrassed as it appears that you do not even know yourself or that you have not prepared for the interview. Write down a few things about yourself as it pertains to education, jobs, goals, etc. Review your answers and practice what you have written – it will help!

Questions an applicant (you) might ask...

- What are the hours of work?
- What is the dress code?
- What type of training will I receive?
- How many employees work for the company?
- When can I expect to hear from you?
- Will I be notified either way?

The interview...

Make a great first impression

- ✓ no jeans, no logos on shirt, wear clothing dressier than what you wear to school
- ✓ girls – do not wear revealing clothing – must be conservative

When you meet your interviewer show respect

- ✓ initiate a firm handshake saying their name
- ✓ show respect, wait for interviewer to invite you to be seated, then sit once interviewer is seated
- ✓ once seated, offer your resume or portfolio (it shows you came prepared)

Your body language is important during an interview

- ✓ show enthusiasm
- ✓ sell yourself
- ✓ continuous eye contact is important
don't slouch or fidget
- ✓ smile
- ✓ show confidence
- ✓ be sincere

What you say and how you say it is important

- ✓ don't talk to the interviewer the same way you would talk to a friend
- ✓ use appropriate vocabulary
- ✓ when asked what your weaknesses are – don't say things like: 'I'm lazy'
- ✓ give original answers
- ✓ after the interviewer has finished answering questions – ask questions of your own

At the end of the interview give as lasting impression!

- ✓ offer a firm handshake and thank the interviewer for their time

WHAT TO DO AFTER THE INTERVIEW

Follow up with a phone call within 2 days unless the interviewer has indicated that they will not make a decision for a week or longer. Wait one week before calling back.

What to say in the follow-up telephone call...

Ask if the position is filled. If yes, tell them you were really interested and would like them to keep your file for future consideration. Ask them if there was something they would recommend to you to make you a better candidate for future consideration.

If the position has not been filled, tell them you are really interested. Ask if there is any further information you could provide. Thank them for their time and consideration and tell them you look forward to hearing from them soon.

- ✓ Always start the call with Good Morning, Good Afternoon etc. Mr. Mrs. etc. Give them your name and the reason you are calling.....

YOU DIDN'T GET THE JOB... Don't be discouraged!

- ✓ Go over your covering letter, resume & interview techniques. See if there are areas that could use improvement.
- ✓ Call your interviewers and ask if they have any advice on how you can improve your chances in the future.
- ✓ Keep a positive outlook and keep in touch with people you know who are working and who may have job leads.
- ✓ Get your resume out to lots of companies. The more resumes out the better the chances of getting a call for another interview.
- ✓ Explore other options. Don't rule out volunteering or job shadowing as ways of getting experience and making useful contacts.

YOU ARE OFFERED THE JOB! Congratulations and good for you!

Questions you might ask...

What is my salary/hourly wage?
What are the company's benefits?

How to keep the job....

- ✓ **Be on time**
- ✓ **Do not leave early**
- ✓ **Dress appropriately**
- ✓ **Do your job well**/be the best you can be
- ✓ **Don't make personal calls**/visit with friends on company time
- ✓ **Be friendly** and co-operative with co-workers, but don't waste a lot of time talking when you're supposed to be working
- ✓ **Be responsible** – call in if you will be late or off due to illness
- ✓ **Work safely**, think safely and behave in a safe manner at all times
- ✓ Be willing to **learn new skills** and help out whenever you can
- ✓ **Ask questions** about anything you are not sure of, but try to think things out for yourself if you can
- ✓ **Learn to take criticism** about your work or performance – respond positively – think of it as an opportunity to learn and improve – don't take it personally
- ✓ **Be confident.** You will have a lot to learn and do, however it will all eventually make sense and remember...they would not have hired you if they did not feel that you had the qualities, skills and qualifications needed to handle the job

**REMEMBER TO VISIT THE CAREER CENTRE
FOR HELP WITH ANY OF THIS MATERIAL OR OTHER RELATED CONCERNS**