

JOB SEARCHING

Preparation and Planning

- Define your interests (interest testing, career research, personality profiles)
- Start to complete research on the kinds of careers/jobs that interest you (what education/certification/experience/skills are needed and how do you get them)
- Career planning(create a long term goal)
- Review your skills and how they relate to the career you are seeking (bridging transferable skills)
- Define your needs and wants, in regards to location, physical capabilities, past experiences, money, etc...

Starting Your Job Search

- Tailoring your resume to be job specific (list the skills using wording that relates to the job you are applying for)
- brainstorm with others how do they job search or have gotten jobs with certain companies (try different techniques to find what works for you)
- record a list of places of interest and keep track of your applications in one location to keep yourself organized (use a job search tracking sheet, available in resource room)

Sources of Job Leads

1. **Networking**, talk to all your friends, family and teachers, letting them know that you are looking for work and be specific. Tell them what type of work you are looking for and which companies. They may know people in the business. Then start collecting names and contact info.
2. **Yellow Pages**, are easily broken down into categories and provide contact information. Once you know what sector you are looking for they can be a valuable, easily accessible resource.
3. **Newspapers**, they are cheap and readily available and updated daily. This also means that everyone else has access to them so apply immediately. Watch out for scams.
4. **Workshops/info sessions**, register to find out more information on hiring procedures but most importantly to meet possible networking options. This goes for volunteering too. You never know who you will meet.
5. **On-Line resources**, computers are accessible in many areas of the city or rural regions for free. Contact your local library or resource centres to find somewhere close to you. Searching jobs on line is endless. Often the frustrations come from limited response. Try to use this resource as an opportunity to gather company information and go in person to meet the Hiring Manager/Owner. This will allow face to face contact and the opportunity for an on the spot interview.

Making Contact with Employers

Delivering resumes:

In Person: When delivering resumes in person, always prepare a cover letter in advance addressed to the Hiring manager. Go dressed to impress and have done some research to be prepared for an on the spot interview. Learn about the company, the positions they might be hiring for and any other information about the job.

On-Line: When sending applications on-line whether it be by e-mail or through their 'apply here' section, always do research in advance, prepare a cover letter and address them formally

checking for spelling along the way. When sending an e-mail, attach your cover letter and resume, don't paste it to the body of the e-mail. Address the Hiring Manager formally in the body of the e-mail and ask for confirmation of their receiving the application.

By Fax: When faxing a resume, attach three pieces, a fax cover sheet, a cover letter, and your resume. Don't leave it too long before following up with this application as fax machines can be unreliable. Contact them before the due date to ensure the resume and all the sheets attached were received.

Cold Calling

Cold calling is a method of contacting an employer of interest to communicate with the Hiring Manager and find out if they have any openings. It is easy to do once you are prepared and have made a few attempts. This does require some preplanning to ensure you are 1: not wasting anyone's time, and 2: not fumbling to find words/looking unprofessional. Research the company, ask for the name of the Hiring Manager at the start and write it down with proper spelling. If they are unable to speak at the moment find out a good time to call. Remember when calling a business to think about a good time to call. (Don't call a restaurant during breakfast, lunch or dinner). Be prepared for an over the phone interview and be polite to everyone.

Interviews

Preparation:

- Review the tough questions in advance (examples available in the resource room)
- Do your company research and prepare questions for the employer (examples available)
- Know how to communicate what you can bring to the company (skills, interest, assets)

Bring with you:

- A copy of your resume
- Letter(s) of recommendation and reference sheet
- Paper and pen for notes
- Copies of certificates, diplomas and Portfolio of sample work (if applicable)
- Company information you have gathered and a list of questions you have prepared

During the interview

- Follow the lead of the interviewer, stay on topic, ask for clarification where necessary
- Provide copies of your resume and reference sheet when asked or if needed
- Be attentive to body language - maintain eye contact; do not cross your arms
- When asked if you have any questions, briefly ask any suitable questions
- State your interest in the position with enthusiasm and your appreciation for the interview
- Repeat the time they will notify you of their decision or ask when you will be notified

Follow Ups

- Contact employers one week after you have submitted an application, confirm they have received your application and find out when they are doing interviews
- After interviews send a letter/e-mail or make a quick phone call to state your appreciation for the interview and your interest in the opportunity

Leaving Appropriately

- Give 2 weeks notice
- Asking for a letter of recommendation