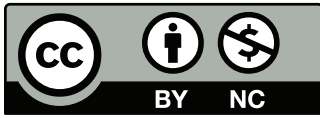


Planning

Preparing for an Employment Search

OPEN SCHOOL BC

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Course History

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Project Management: Michelle Nicholson, Eleanor Liddy, Shannon Mitchell

Instructional Designer: Carol Orom

Writers: Karen Barnstable, Tom Bercic, Leanne Baugh-Peterson, Heather Green, Heidi Hackman, Eleanor Liddy, Carol Orom, Wendy Rush, Michelle Nicholson

Reviewers: BC Securities Commission, Cindy John, Wendy Rush SD 63 Saanich, Janey Smith, Jane Thomas UBC, Joan Wheeler South Central Distance Education School, Shelley Wilcox SD 36 Surrey, Workers' Compensation Board of British Columbia

Editor: Lee McKenzie McAnally

Copyright: Ilona Ugro

Researcher: André Ruhigisha

Production Technicians: Sharon Barker, Beverly Carstensen, Laurie Lozoway

Graphics: Pat McCallum, Cal Jones, Janet Bartz

Multimedia: Chris Manuel, Robert Aitken, Charles Sherman, Sean Cunniam, Leah Renahan, Dal Little

Video Production: Pandora's Box Productions, Victoria

Student Actors/Contributors: Heather Bertsch, Jacki Bickford, Jenny Birnbaum, Ian Dunbar, Kevin Dunbar, Drew Fatcher, Scott Gilmore, Seth Gustavson, Kevin House, Kimberly House, Yuka Kurokawa, Steve Larabie, Shane Lynch, Jennifer Matte, Nicholas Matte, Kiran Nandhra, Aimee Nicholson, Travis Robinson, Desirée Stevens, Jeremy Walden, Matt Steele

Teacher Advisors: Heather Green North Island Distance Education School, Karen Smith SD 40 New Westminster, Kathleen MacDonald SD 40 New Westminster, Ethel Mailhot South Island Distance Education School, Greg Smith SD 53 Oliver, Tom Bercic Greater Vancouver Distance Education School, Dieter Bauer The Open Door Vernon BC, Val Kilbey Central Interior Distance Education School, Maryjanne Yusyp Consortium of Distance Education Schools of British Columbia, Maureen Shenton South Island Distance Education School, Anne Mais SD 63 Saanich

Special Thanks to: Dini Steyn, Rachael Livingston, Debbie Pires SD 63 Saanich, Students of Parkland Secondary Sidney BC, Matt Steele, BC Ministry of Education: Leslie Thompson, Kristin Mimick and Mary-Anne Neal

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Viewing Your PDF Learning Package

This PDF Learning Package is designed to be viewed in Acrobat. If you are using the optional media resources, you should be able to link directly to the resource from the pdf viewed in Acrobat Reader. The links may not work as expected with other pdf viewers.



Download Adobe Acrobat Reader: <http://get.adobe.com/reader/>

Overview

Section Organization

Lessons

Lessons have a combination of reading and activities to give you a chance to process the material while being an active learner. Each lesson is made up of the following parts:

Activities

Throughout some lessons you see self-checking activities.

If your learning package contains self-check activities, you will mark these activities using the solutions at the end of the section.

Lesson Summary

This is a brief summary of the lesson content as well as some instructions on what to do next.

At the end of this section you will find:

Solutions

This contains all of the solutions to the Activities.

Icons

Throughout the section you will see a few icons used on the left-hand side of the page. These icons are used to signal a change in activity or to bring your attention to important instructions.



Planning online resource (optional)

This indicates a resource available on the internet. If you do not have access, you may skip these sections.



Solutions

Preparing for an Employment Search

The process of conducting a job search can be both a stressful and satisfying experience. The idea of putting yourself forward to possibly be rejected by another is one of the most difficult things a person can experience. But if the search is successful or if something is learned from the experience, then it can be a very rewarding endeavour.

In this section you will:

- Identify the elements of an effective job search.
- Write a résumé and cover letter.
- Practice preparing for job interviews.

Lesson A

Employment Searches

Overview

How do people get that dream job? Does it just fall into their laps? Well sometimes it does, but most often it is because people have done their job-searching homework.

How do you go about an effective job search? Once you have completed this lesson you will have a lot better idea of how to do this. Good luck.

The First Step

The very first step towards getting a job is to find out who is hiring. There are many ways to get job leads. A tip or information about an available job can come from an informal conversation with a friend, or you might see a formal job posting at an **employment agency**. Perhaps you have made calls on employers and discovered upcoming jobs; or maybe you found something on a school job board. This is the first thing to learn—job leads are all around you and it is up to you to find them.

Where Do You Start?

When people are asked how they found their jobs, their answers fall in four main categories: public agency listings such as Canada Employment Centres, help wanted ads through online classifieds or newspaper ads, search firms, and the most successful—the hidden job market. The hidden market basically means any job that has been obtained without the aid of advertising. Some examples of exploring the hidden job market include **cold calling** (a phone call or visit to an employer to inquire about possible job openings, even though none are advertised), asking friends, networking, volunteer connections, or being at the right place at the right time.

Activity 1

Where's the Match?

Now that you have been introduced to a variety of job search techniques, you need to become comfortable with what they are and what they mean. In this activity you will create your own job search plan. You may not need or want a job right away, but you can start preparing now.



If you have access, you can do the *Job Search Techniques Activity* online.
(<http://media.openschool.bc.ca/osbcmmedia/pl10/pl103/pl1033a3a001.html>).

1. Within the table on the next page, there are 12 job search techniques and their corresponding definitions. Match the definition to the job search technique.

| | Job Search Technique | Definition |
|-----------|--|---|
| 1. _____ | Develop personal and professional networks | a. Phoning up a company that you would like to work for, asking for the name of the manager and asking to speak to him or her |
| 2. _____ | Volunteer experience & co-op placement | b. Surfing the websites of places that you would like to work and checking their employment section |
| 3. _____ | Phone cold calling | c. People needing jobs filled frequently contact the local high schools |
| 4. _____ | Retail cold calling or cold calling in person | d. Using the people that you know to access possible job opportunities |
| 5. _____ | Exploring the Internet | e. Going to the temporary employment centers set up by the gov't to help young people get jobs every summer |
| 6. _____ | Career Counsellor or Guidance Counsellor at school | f. Reading the newspaper every morning at home or checking your local or school library |
| 7. _____ | Youth (or Canada) Employment Centre | g. Connections you made while volunteering or through work experience |
| 8. _____ | Bulletin Boards | h. Making it a routine to stop by job postings at universities or colleges |
| 9. _____ | Shop Windows | i. Having an idea and being your own boss |
| 10. _____ | Create your own job | j. When a collection of different employers (such as seasonal work) gets together and advertises all the jobs that they require at the same time in a central location. This can be also done when a new hotel or large company opens in a new area |
| 11. _____ | Newspaper ads | k. Stopping by stores that have jobs advertised in their windows |
| 12. _____ | Job Fair | l. Going into a company that you would like to work for and asking to speak with the manager |

LESSON A: EMPLOYMENT SEARCHES

2. If you have completed one of the other Planning Learning Package sections on career planning, you will have a list of possible jobs you wish to pursue. If you have not, take some time now to note five jobs that you would be interested in doing.

1. _____

2. _____

3. _____

4. _____

5. _____

Now fill in the following table, using six different job search techniques that you could use to find work related to the jobs you included on your list.

For example, if you included “landscaper” as one of your jobs, you might complete a row of the table like this:

| | | |
|----|-----------------------|---|
| 1. | Cold calling by phone | Look up landscaping businesses in the phone book and call some of the bigger ones to see if they will need to hire people this season. |
| 2. | Create my own job | Fix up the old lawnmower, borrow or buy other gardening supplies, get an ad for the side of my truck, and advertise my services around town. See if Uncle Herb will be willing to float me the money I need until I start earning and can pay him back. |

3. After you have completed your table, answer these questions:

a. What job search techniques would be the easiest for you and why?

b. What job search technique would be most difficult for you and why?



Turn to Solutions at the end of the Section and mark your work.

Helpful Hints

By now you will have figured out that the first step in any job search is to know how and where to look. This includes looking beyond the most obvious places. For example, looking at classified ads can be really useful, but don't stop there. The hidden job market holds a wealth of opportunities just waiting to be discovered.

While you're searching, keep a few things in mind:

- Be persistent—if something doesn't work the first time, that doesn't mean it never will.
- Look your best when cold calling in person. The first person you talk to could be the boss!
- When cold calling by phone, prepare a script. This makes it so much easier when you're nervous.
- Let your personal and professional connections know that you are looking for a job—you never know when they might hear about a job opening.
- Confidence is a very successful door opener.
- You will never know if you don't try.

Summary

Completing this lesson has helped you to:

- Identify various ways to do an effective job search.

Lesson B

Creating Résumés

Overview

In this lesson you will identify all the components of a résumé and create your résumé.

What's a Résumé?

A résumé is the summary of your education, employment history, skills, and accomplishments. It is “the story of you.” It is also a “living” document, because it will change every time you acquire new knowledge, a new skill or a new job. The purpose of a résumé is to give a prospective employer a snapshot of what you have done and what you have the ability to do. When combined with a cover letter, it becomes an effective marketing tool—one that is marketing you!

A résumé should make a good first impression and make the employer want to know more about you. How can you accomplish this?

- Make it short—until you are applying for advanced positions keep it to one or two pages.
- Organize it—the information should be coherent and presented in an attractive and tidy way.
- Focus it for the employer—show how your skills and accomplishments can benefit an employer.
- Have proof—be able to prove every statement about yourself with a specific, recent example.

There are **three** main types of résumés:

1. Chronological—Lists education, skills, and experience in reverse chronological order (the most recent experience first) with the focus on relevant experience.
2. Skills-based—Lists skills and talents in order of importance. This form is more suited to those with limited experience.
3. Combination—The most common format—combines prominent skills and relevant experience, with the most recent history presented first.

Activity 1

Collecting All Your Information

Before creating a résumé, you have to collect the information you will use to create it. This activity will help get you started.



If you have access, you can view the *Résumé Guide* online (<http://media.openschool.bc.ca/osbcmmedia/pl10/pl103/pl1033b1h001.html>). You can click on the screen to get a definition or more information about each section.

Note: The Résumé Template is available in Rich Text Format (rtf) and as a Word document. Select the one that works best on your computer. You can also use the printed Résumé Template provided in the Appendix at the end of this Section, if you don't have access to the download.

Résumé Template available in rtf (<http://media.openschool.bc.ca/osbcmmedia/pl10/pdf/33BResumeguide.rtf>)

Résumé Template available in Word (<http://media.openschool.bc.ca/osbcmmedia/pl10/pdf/33BResumeguide.doc>)

Activity 2

Résumé Info Checklist

Gathering the information before sitting down to write your résumé will help you create an effective, concise, informative marketing tool to sell your talents, skills, and abilities.

Use the following checklist to keep track of your progress in gathering information.

Note: Fill out as many areas as possible, but if you don't have information for an area such as awards or training or certificates, just delete that section.

| Categories | Complete | Incomplete | Things to Add/ Include |
|----------------------------|----------|------------|---------------------------|
| Personal Information | | | |
| Objective and/or Goals | | | |
| Education | | | |
| Skills | | | |
| Employment | | | |
| Work/Volunteer Experience | | | |
| Training and Certification | | | |
| Awards | | | |
| Extra-Curricular | | | |
| Hobbies and Interests | | | |
| References | | | |

Formatting Hints for Writing your Résumé

Creating a good résumé starts with gathering all the information an employer will want to know about you. Once that is done, the writing begins. Here are a few things to keep in mind:

- Your résumé has to be typed and easy to read.
- Do not include your race, birth date, marital status or Social Insurance Number.
- Important information should stand out and be easy to find.
- Avoid lengthy paragraphs—use bullets to highlight information.
- Make it perfect! Have someone proofread it for spelling or grammatical errors.

- Do not handwrite corrections on the final copy.
- Use action words or verbs (e.g., coached, designed, built, organized) to describe your skills and experience. Here is a list of action words that you can refer to when you create your résumé and cover letter.

Action Verbs for Your Résumé/Cover Letter

| CREATIVE | HELPING | MANAGEMENT | DETAIL | COMMUNICATE | TECHNICAL |
|-----------------|------------------|-------------------|---------------|--------------------|------------------|
| acted | assessed | administered | approved | addressed | assembled |
| composed | assisted | analyzed | arranged | arbitrated | adjusted |
| conceptualized | cared for | assigned | analyzed | arranged | built |
| created | clarified | attained | assessed | authored | calculated |
| cooked | coached | chaired | catalogued | corresponded | computed |
| displayed | counselled | consolidated | checked | developed | drove |
| drafted | decided | contracted | classified | directed | designed |
| directed | demonstrated | coordinated | collected | drafted | devised |
| designed | diagnosed | consulted | complied | edited | engineered |
| developed | educated | delegated | copied | enlisted | fixed |
| established | expedited | developed | defined | formulated | fabricated |
| fashioned | facilitated | directed | dispatched | influenced | installed |
| founded | familiarized | evaluated | executed | interpreted | lifted |
| illustrated | guided | executed | evaluated | lectured | maintained |
| instituted | lead | improved | examined | | operated |
| integrated | managed | increased | filed | TEACHING | overhauled |
| introduced | motivated | organized | generated | adapted | programmed |
| invented | referred | oversaw | implemented | advised | remodelled |
| mapped | rehabilitated | planned | inspected | clarified | repaired |
| modelled | represented | prioritized | learned | coached | scheduled |
| originated | supervised | produced | monitored | communicated | solved |
| painted | | recommended | operated | coordinated | serviced |
| performed | FINANCIAL | reviewed | organized | developed | tested |
| planned | administered | scheduled | prepared | educated | trained |
| photographed | allocated | strengthened | processed | enabled | upgraded |
| printed | analyzed | supervised | purchased | encouraged | |
| | appraised | | proofread | evaluated | |
| RESEARCH | audited | | processed | explained | |
| clarified | balanced | | purchased | facilitated | |
| collected | budgeted | | recorded | guided | |
| critiqued | calculated | | retrieved | informed | |
| diagnosed | computed | | screened | initiated | |
| evaluated | developed | | specified | instructed | |
| examined | forecasted | | systematized | persuaded | |
| extracted | managed | | tabulated | set goals | |
| identified | marketed | | updated | stimulated | |
| inspected | planned | | validated | | |
| interpreted | projected | | | | |
| interviewed | | | | | |
| investigated | | | | | |
| organized | | | | | |
| reviewed | | | | | |
| summarized | | | | | |

Although there is no set résumé style that you must follow, it is wise to use a format that is generally accepted and is easy for another person to read. This is a good chance for you to investigate samples of résumés. How can you do this?

- Ask to see the résumés of friends or family members.
- Check out résumé samples on the Internet.
- There are many reference books on writing résumés. Check a few of these.
- Word processors such as Microsoft Word have built-in templates for creating résumés. Simply select File/New/ Templates.

Summary

Completing this lesson has helped you to:

- Identify the parts of a résumé.
- Create your own résumé.

Lesson C

Creating Cover Letters

Overview

The cover letter is a concise, written advertisement about you—a person who is applying for a job. It must include a description of:

- the position being applied for
- your skills, achievements, and experience that relate to the position
- your contact information

In this lesson you will learn more specific information about the role of a cover letter and you will practise writing one.

What Is the Purpose of a Cover Letter?

A cover or covering letter accompanies your résumé when you apply for a job. Where a résumé may be considered generic enough to use for several jobs, a cover letter is very specific and tailored to each job you apply for. The cover letter introduces you to a prospective employer and should make him or her interested enough to grant you an interview.

The cover letter includes the standard format of a greeting, an introductory paragraph, a supporting paragraph, a closing or summary paragraph, and a signature closing. It gives you the opportunity to highlight the skills in your résumé that are especially relevant to the job.

In the cover letter, you want to:

- Grab an employer’s attention—this is the first step to having your letter read.
- Get the employer interested enough to read the entire letter.
- Address your letter specifically to the person in charge. Researching that information instead of addressing your letter “To Whom it may concern” shows initiative.
- Interest the employer enough to continue on to your résumé by specifically pointing out why you are perfect for the job.

LESSON C: CREATING COVER LETTERS

- Make the employer want to know more about you. Provide information about how, where, and when you can be contacted.
- Remember that the last lines leave a lasting impression—make them as strong as the first impression.
- Tailor your letter to match the duties and qualifications of the job. Show that you have done your homework and that you know the employer’s priorities and concerns.
- Write a **different** letter for each application. It can have the same format and some similar information but each letter must match each job you apply for.
- Convey your enthusiasm and commitment—balance warmth with professionalism.
- Present something unique about yourself.
- Stay brief and focused—keep it to one page.
- It must be perfect—have someone edit for spelling and grammatical errors.

On the following page there is a sample cover letter.

Sample Cover Letter

1

JANE DOE

123 Resthaven Street Sidney, BC V8R 3T3
(250) **653-3456** janedoe@hotmail.com

2

Jefferson Smith
Manager
Snazzy Sports
456 Beacon Ave
Sidney, BC
V8Y 2D5

3

June 1, 2004

4

Dear Mr. Smith:

5

Re: Part-time Sales Associate

6

I am writing in response to the ad you placed in Saturday's Times Colonist newspaper, advertising for a part-time sales associate at your new sports store in Sidney.

7

The wide variety of skills I have gained from my work and volunteer experience would make me a definite asset to your sales staff. During my co-op position at Sam's Sporting Goods, I developed customer services skills while promoting all the equipment and gear that I truly believe in. I excelled at working with others in a fast-paced, retail environment while rapidly increasing my product knowledge. Twice in a six-month work term, I was awarded employee of the month based on my excellent sales record and customer feedback. My problem solving, organizational skills, and quick thinking would make me a valued addition to your team.

8

Thank you for taking the time to review my application. I will call you within the week to check on the status of this position. Thank you again for considering me for this exciting opportunity.

9

Sincerely,
Jane Doe
653-3456
(Enclosure)

Cover Letter Guide

1. Your name and contact information.

Be sure to include your street address along with city, province, and postal code. If you have an email address you can include for contacting you about this position, include that too.

2. Employer's name and title, company name and address

If you don't know the employer's name, phone the business or organization to find out.

3. Date of writing.

Make sure you're including the right date.

4. Salutation

Dear Mr./Ms. Name of Employer

5. Regarding line

Use the abbreviation Re: Position _____. If an advertised position has a number, include the position number. Otherwise, put the name of the advertised position in this space, as shown in the sample cover letter from Jane Doe.

6. Introductory paragraph

- Tell the employer why you are writing.
- Name the position you are applying for.
- Tell them how you found out about the opening.

Example: I am writing to apply for the part-time sales position in your music department that was advertised in the Kelowna Daily Courier on May 2nd.

7. Supporting paragraph or body of the letter

Tell the employer what you can do for them: write one or two paragraphs. Outline your skills as they relate to the job. Use action words such as planning, organized, completed. Include all the requirements listed in the advertisement. Refer to your attached resume so that it doesn't get lost in the shuffle.

8. Closing paragraph

Tell the employer what happens next. Use an appropriate closing that includes a request for an interview. Include your telephone number and the times you are available. Take responsibility for the follow-up. For example, “I will contact you to enquire about the status of my application.” Thank the person for taking the time to review your application.

9. Closing

Yours sincerely,

Your signature (handwritten)

Your name (typed)

Enclosure: one page (This indicates that your resume is attached).

Activity 1 The Practice Round

In this activity you will create a cover letter that will interest an employer, identify the skills or experience needed for an advertised position and convince the employer that your skills, experience, attitude, and personality are a perfect match. Your letter is to convince the employer that no one is better suited for this job than you!

Read the following advertisement.

We're hiring at the NEW

kelso's

In Vancouver!

Are you looking to join a **dynamic and** creative retail team?
Would people describe you as innovative, imaginative,
self-motivated, and trustworthy?

If you have a passion for retail and a proven track record of exceptional customer service, we would love to talk to you!

Please visit our store as indicated below to meet with one of our representatives.

Full and part-time positions are available in the following areas:

Cosmetics, Music, Shoes, Men's wear, Ladies' wear, Sporting Equipment,
Toys, and Electronic Equipment

We look forward to working with you.

PLEASE APPLY IN PERSON WITH RÉSUMÉ AND COVER LETTER
THURSDAY, MAY 6 from 10a.m. to 7p.m.
FRIDAY, MAY 7 from 9a.m. to 6p.m.

4th FLOOR
THE VANCOUVER CENTRE
1234 Pender Street
Vancouver, BC



Visit *Cover Letter Guide* online (<http://media.openschool.bc.ca/osbcmmedia/pl10/pl103/pl1033c1a001.html>). Use it to write your cover letter. Remember that you can click on the screen to get a full description of each part of the letter.

You can refer to the sample cover letter and cover letter guide for what to include in each part. Writing a cover letter gives you the opportunity to introduce yourself and highlight the areas of your résumé that specifically match the requirements of the job. It's your opportunity to be creative and sell yourself!

Summary

Completing this lesson has helped you to:

- Explain the use of cover letters.
- Write an effective cover letter.

Lesson D

Filling Out Applications

Overview

In this lesson you will learn why it is so important to fill out application forms carefully, completely and with legible handwriting.

Applying For the Job

An application form provides information to employers about specific topics that they want addressed. Some companies might need information that you never considered mentioning in your résumé or cover letter. Application forms are often stored electronically by companies and this is one way they use to select potential employees.

You may think that filling out an application form is a waste of time if you have already provided a résumé and cover letter, but don't mess up your chances by not taking it seriously.

Activity 1 Practising

The most important thing to remember when filling out applications is to fill them out as completely as you can (always carry an extra résumé to help you remember the details such as dates and phone numbers). Don't write, "see attached résumé or cover letter" in place of an answer on the application as it will appear as though you couldn't make the effort to recopy the information and that will reflect badly on you. Some employers might even interpret this action to mean that you are not hard working.

When you're deciding which experience to use on an application form, ask yourself which experience this particular employer would be most interested in. What have you done that is most relevant to the job? If a volunteer experience is more relevant than something you've done for paid work, use that.

Be sure to pay attention to the directions! Watch out for instructions like these:

- Print in block letters.
- Office use only (leave these spaces blank!).

If an application asks you to reveal your wage or salary from previous employment, just write “going rate.” If you are asked what you expect to be paid in the position you are applying for, you can write “will discuss,” or otherwise let them know you are willing to negotiate.

If an application asks for your Social Insurance Number (SIN), you can write that you will provide your SIN at the time of hiring if you are offered a position.

Some forms require that you print your answers in blanks below the line, some above the line. Check your form to the end before you begin filling in the blanks.

Terminology:

Surname: Your last name

Bondable: Some employers want to take out insurance to protect against theft or other wrongful acts by its employees. The insurance company wants to make sure the employees aren’t likely to steal or damage the property. If you have no prior criminal activity and a good credit rating, then you are “bondable” and will pass this insurance screening.

N/A: This stands for “not applicable.” You can use this when a question doesn’t apply to you.

wpm: This stands for “words per minute.” If you are asked for this, the employer wants to know how fast you type. Time yourself copying text from a book or newspaper, then use the word count feature of your word processor when the time is up. If you have access to the internet, you can search for “speed typing test” and use an online application to figure out your wpm.

1. Pick up or download from the Internet, an application form from a local company or national chain (such as McDonald’s, Starbucks, Tim Hortons, Canadian Tire, etc.).
2. Fill out the application for practice.

Summary

Completing this lesson has helped you to:

- Fill out job application forms accurately and completely.

Lesson E

Interviewing

Overview

In this lesson you will learn the purpose of job interviews and how to be successful at them.

Interviews—What's All the Fuss?

Interviews—What's job interview can allow an employer to get to know you as a person. This will allow him or her to:

- see if your personality will fit into the company
- ask what you can do for the company
- get a sense of your attitude about work and their business
- see what you know about their business
- verify the facts on your resumé and cover letter

A job interview allows you to:

- find out more about the position you have applied for
- ask questions about the job and company. This is important. You don't want to take a job that will not suit you (i.e., hours of work, benefits, etc. may be unacceptable). You also want to be clear about what is expected of you so you can be prepared. Accepting a job and quitting shortly after can harm your professional reputation, especially if you live in a small community.
- decide if you really want to work for this company
- convince the employer that you are the best person for this job

The interview process usually involves a short (15–30 minutes) meeting during which the employer will ask a variety of questions. These can range from very general to the very specific.

You might also be asked questions about what you would do in a certain situation or to elaborate on a past experience. This type of situation requires you to think quickly on the spot. For example, how would you answer this question: “What would you do if a group of suspicious looking people came into the store?” or “How would you respond to this query?” “Tell me about a time that you made a mistake and learned from it.”

These kinds of questions and queries are called behavioural interview strategies. They help the interviewer evaluate your ability to solve problems and handle mistakes.

Other typical interview questions are:

- Tell me about yourself.
- What can you do for our company?
- What are your strengths and weaknesses?
- Tell me about your leadership experiences.
- How would your classmates describe you?
- How would your teachers describe you?
- Why did you apply for this job?

The best way to prepare for an interview is practise, practise, practise.

- Think of possible questions and write down answers ahead of time
- Practise saying your answers in the mirror
- Ask a friend or family member to give you a mock interview

Activity 1

Apply a Little Pressure

In this activity you will learn about different types of interview questions and practice answering tricky questions. This practice will help prepare you for future interviews.



The best way to prepare for an interview is practice. Once you have thought about the answers to at least fifteen questions do you feel better prepared to deal with the real thing? Try out a practice interview with random questions (<http://media.openschool.bc.ca/osbcmmedia/pl10/pl103/pl1033e1a001.html>).

1. You will note that the list below contains twelve sample interview questions. Choose ten, and write out your answers.
2. Next, ask someone to help you practise. Give the list of questions to them. Have them randomly choose five questions to ask you in a mock interview.

Sample Interview Questions for Interviewers

How do you handle stress?

What are your weaknesses?

Tell me about a time when you made a mistake and learned from it?

Which past experiences have prepared you for this job?

Why should we hire you?

Tell me about a time when you identified a potential problem and solved it before it became serious.

Tell me about a time when you were unwilling to make a sacrifice to achieve a goal.

Tell me about a time when you used creative problem solving.

What would your references say about you?

How would your colleagues or friends describe you?

Tell me about a time when you were on a team and a member wasn't pulling his/her own weight.

What do you do in your spare time?

What Employers Want

Now that you have had an opportunity to think about questions and put yourself into an interview frame of mind, what else do you think the employer is looking for?

Here are a few more helpful hints:

1. Be prepared—know something about the company and bring an extra copy of your résumé as well as a pen and a binder. The binder will give you something to hold in case you are nervous and is a good place to keep any notes you want to make.
2. Stay calm—create a good first impression by appearing confident and being mindful of your body movement (hands, fingers, feet).
3. Watch your body language—
 - offer a firm handshake
 - stand up straight and look confident
 - sit only when instructed to do so, or after the interviewer sits first
 - cross legs at ankles, not the knees
 - look at the interviewer
 - smile
 - remember to breathe
4. Watch your dress—
 - clean, styled hair
 - polished shoes
 - clean fingernails

- no strong perfume or cologne
- no distracting jewelry
- carry your extra papers in a bag that's not ripped or tattered

Some questions may not be relevant and you will have to decide whether or not to answer them. These can include:

- How much do you weigh?
- How tall are you?
- How old are you?
- What religion do you practise?
- Have you ever received psychiatric care?
- Any questions about your sexuality.

You do not have to answer these questions, and you may want to ask how the question is relevant to the position.

If you do not want to answer a question because it makes you uncomfortable and you feel it doesn't concern the job, you can answer by saying, "Sorry, I'm not comfortable answering that question."

To be perceived as an active participant in the interview process and to show your interest in the company, you can also ask questions. These can include:

- What qualities are you looking for in an employee?
- What are your expectations of new employees?
- Tell me about your training programs.
- How is an employee evaluated and promoted?
- What are the opportunities for personal growth?
- What are the challenging aspects of this job?

Don't be afraid to ask questions about safety on the job. Being aware of safety issues can make a positive first impression during an interview, and could help you decide whether the job is worth the safety risks involved. Check out *Getting A Job? Ask Questions About Safety*, http://www2.worksafebc.com/PDFs/youngworker/Getting_job.pdf.

Summary

Completing this lesson has helped you to:

- Explain the purpose of job interviews.
- Describe the interview process.
- Prepare for an interview.
- Practise the skills required for a job interview.

Solutions

Lesson A: Employment Searches

Activity 1

1. 1. d
2. g
3. a
4. l
5. b
6. c
7. e
8. h
9. k
10. i
11. f
12. j

Lesson C: Creating Cover Letters

Activity 1

Answers will vary

Be sure to include information for each area/section identified on the Sample Cover Letter.

Glossary

cold calling

approaching someone by phone, to ask if there is work available, without that person expecting your call

employment agency

an agency that matches employers to potential employees who are seeking work

job lead

a tip or information about a job opening

job market

or labour market, refers to the field of job seekers and employers

Résumé Template

Personal Information:

Full Name: _____

Street Address: _____

City, Province: _____

Postal Code: _____

Telephone number: _____

Email address (if appropriate): _____

Objective:

Education:

- _____
- _____
- _____
- _____

Skills:

- _____
- _____
- _____
- _____
- _____
- _____

Employment:

- _____
- _____
- _____
- _____
- _____
- _____

Work/ Volunteer Employment:

- _____
- _____
- _____
- _____
- _____
- _____

Training and Certification:

- _____
- _____
- _____
- _____
- _____
- _____

Awards:

- _____
- _____
- _____
- _____
- _____
- _____

Extra-Curricular Activities:

- _____
- _____
- _____
- _____
- _____
- _____

Hobbies and Interests:

- _____
- _____
- _____
- _____
- _____
- _____

References:

- _____
- _____
- _____
- _____