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JOB SEEKER GUIDE

SELF ASSESSMENT EXERCISES AND JOB SEARCHING METHOD

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Self Assessment Exercises

Part 1

Self assessment is the first step of the career planning process. During a self assessment you gather information about yourself in order to make an informed career decision. A self assessment should include a look at the following: values, interests, personality, and skills. Values are the things that are important to you, like achievement, status, and autonomy. Interests are what you enjoy doing, i.e. playing golf, taking long walks, hanging out with friends. Personality is a person's individual traits, motivational drives, needs, and attitudes. Skills are the activities you are good at, such as writing, computer programming, and teaching.

1. WORK VALUES

The following list describes a wide range of satisfaction that people gain from their jobs. Rate the degree of importance of the following words, using the scale below:

1. Not important at all
2. Not very important
3. Reasonably important
4. Very important in my choice of career

___ **Help Society:** Do something which contributes to improving the world we live in.

___ **Help Others:** Be directly included in helping other people, either individually or in small groups.

___ **Public Contact:** Have a lot of day-to-day contact with the public.

___ **Work with Others:** Work as a team member toward common goals.

___ **Work Alone:** Do projects by myself, with limited contact with others.

___ **Competition:** Engage in activities which pit my abilities against others.

___ **Make Decisions:** Have the power to decide courses of action and policies.

___ **Work Under Pressure:** Work in situations where time pressure is prevalent.

___ **Influence People:** Be in a position to influence the attitudes or opinions of other people.

___ **Knowledge:** Engage in the pursuit of knowledge and understanding.

___ **Work Mastery:** Become an expert in whatever work I do.

___ **Artistic Creativity:** Engage in creative artistic expression.

___ **General Creativity:** Have the opportunity to create new programs, materials, or organizational structures.

___ **Aesthetics:** Participate in studying or appreciating the beauty of things, ideas, etc.

- ___ **Supervision:** Have a job in which I am directly responsible for the work of others.
- ___ **Change and Variety:** Have work activities which frequently change.
- ___ **Precision Work:** Work in situations where attention to detail and accuracy are very important.
- ___ **Stability:** Have a work routine and job duties that are largely predictable.
- ___ **Security:** Be assured of keeping my job and receiving satisfactory compensation.
- ___ **Recognition:** Be publicly recognized for the high quality of my work.
- ___ **Fast Pace:** Work in circumstances where work must be done rapidly.
- ___ **Excitement:** Experience a high degree of (or frequent) excitement in the course of my work.
- ___ **Adventure:** Have work duties which require frequent risk-taking.
- ___ **Financial Gain:** Have a high likelihood of achieving very great monetary rewards for my work.
- ___ **Physical Challenge:** Do activities that use my physical capabilities.
- ___ **Independence:** Be able to determine the nature of my work without significant direction from others.
- ___ **Moral Fulfillment:** Feel that my work contributes to a set of moral standards which I feel are very important.
- ___ **Community:** Live where I can participate in community affairs.
- ___ **Time Freedom:** Be able to work according to my own schedule.

Add others which are important to you:

My 5 essential values are:

2. INTERESTS

The following exercise will help you organize an inventory of your interests and then relates them to general occupational fields. Answer the following questions with a **Yes** or **No** depending on how strongly you feel about each item

Please add up your scores in each interest category along the questions. Use the following: Yes!= 4; yes = 3; no = 1; No! = 0.

Important: There is no right answer and the point of this test is not to score the highest score, it will only categorise your interest in order to asses them.

Mechanical Interests

| Mechanical Interests | Yes! | yes | no | No! |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to work with your hands? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to repair things? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to work with tools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to operate machinery? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like physical work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to work outdoors? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Mechanical interests rating | Yes! | yes | no | No! |
|-----------------------------|------|-----|----|-----|
| Totals | | | | |
| Total Mechanical interests | | | | |

Theory Interests

| Theory Interests | Yes! | yes | no | No! |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to solve problems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like ambiguous challenges? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to read and study? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like math or science? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to investigate physical things? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to think through problems more than work them out? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Theory interests rating | Yes! | yes | no | No! |
|--------------------------------|-------------|------------|-----------|------------|
| Totals | | | | |
| Total Theory Interests | | | | |

Artistic Interests

| Artistic Interests | Yes! | yes | no | No! |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to express yourself? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like freedom from structure? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like unconventional solutions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like aesthetic statements? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to work alone? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like creative situations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Artistic interests rating | Yes! | yes | no | No! |
|----------------------------------|-------------|------------|-----------|------------|
| Totals | | | | |
| Total Artistic Interests | | | | |

Social Interests

| Social Interests | Yes! | yes | no | No! |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to care for others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to work with people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to be part of a group? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to train others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to supervise people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to help others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Social interests rating | Yes! | yes | no | No! |
|--------------------------------|-------------|------------|-----------|------------|
| Totals | | | | |
| Total Social Interests | | | | |

Business Interests

| Business Interests | Yes! | yes | no | No! |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to persuade others? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to be the leader? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to speak to groups? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to manage projects? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to sell things? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to make things happen? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Theory Business rating | Yes! | yes | no | No! |
|-------------------------------|-------------|------------|-----------|------------|
|-------------------------------|-------------|------------|-----------|------------|

Totals

Total Business Interests

Organizational Interests

| Organizational Interests | Yes! | yes | no | No! |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Do you like to be orderly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like well-defined tasks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like office procedures? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like stable situations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like a chain of command? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you like to know what is next? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Yes! = 4; yes = 3; no = 1; No! = 0

| Organizational interests rating | Yes! | yes | no | No! |
|--|-------------|------------|-----------|------------|
|--|-------------|------------|-----------|------------|

Totals

Total Organizational Interests

Please report all scores below:

Mechanical interests _____

Theory interests _____

Artistic interests _____

Business interests _____

Organizational interests _____

3. CAREER FIELDS

The following occupations show how your interests compare to people with similar interests who are employed in various fields.

Circle job titles that you find most appealing (2 in each group) and calculate the scores at the end. They will help you categorize your work interests.

Group 1

| | |
|-------------------|---|
| Bus driver | A |
| Art teacher | B |
| College professor | C |
| Court reporter | D |
| Cosmetologist | E |
| Florist | F |

Group 2

| | |
|----------------------|---|
| Firefighter | A |
| Architect | B |
| Physical therapist | C |
| Pharmacy technician | D |
| Child care assistant | E |
| Food service manager | F |

Group 3

| | |
|----------------------|---|
| Carpenter | A |
| Musician | B |
| Computer programmer | C |
| Revenue Canada agent | D |
| Special education | E |
| Buyer | F |

Group 4

| | |
|-------------------|---|
| Plumber | A |
| Chef | B |
| Nurse | C |
| Dietician | D |
| Recreation Leader | E |
| Caterer | F |

Group 5

| | |
|--------------------|---|
| Electrician | A |
| Advertising artist | B |
| Chemist | C |
| Bank teller | D |
| Athletic trainer | E |
| Barber | F |

Group 6

| | |
|------------------------|---|
| Painter | A |
| Author/ writer | B |
| Chiropractor | C |
| Bookkeeper | D |
| Guidance counsellor | E |
| Car/ Gift shop manager | F |

Group 7

| | |
|-------------------------|---|
| Police officer | A |
| Copy Writer | B |
| Dental Hygienist | C |
| Secretary | D |
| Operating room tech | E |
| Elected public official | F |

Group 8

| | |
|----------------------|---|
| Tool/Die Maker | A |
| Flight attendant | B |
| Medical technician | C |
| Food service Manager | D |
| Social worker | E |
| Hotel manager | F |

Group 9

| | |
|------------------------|---|
| Sheet metal worker | A |
| Librarian | B |
| Surveyor | C |
| Accountant | D |
| Occupational therapist | E |
| Insurance agent | F |

Group 10

| | |
|-------------------|---|
| Truck driver | A |
| Photographer | B |
| Systems analyst | C |
| Waiter/ress | D |
| YMCA Director | E |
| Real estate agent | F |

| | |
|-----------------|------------------------|
| Majority of As: | Mechanical interests |
| Majority of Bs: | Artistic interests |
| Majority of Cs: | Theory interests |
| Majority of Ds: | Organization interests |
| Majority of Es: | Social interests |
| Majority of Fs: | Business interests |

4. OCCUPATIONAL DAYDREAMS

Below, list the occupations you have considered when thinking about your future. List the careers you have daydreamed about, as well as those you have discussed with others. Try to recount a history of your tentative choices and daydreams. Put your most recent thoughts about job choice on line 1 and work backwards.

Occupations

1. _____
2. _____
3. _____
4. _____
5. _____

Now that you have identified several career interests, assess your situation and ask yourself some difficult questions. Take each job you have identified and answer the following questions for each option.

Occupation 1:

What are the qualifications required to obtain such a job?

Which ones do I already have?

Which ones don't I have?

Am I willing or able to invest my time and money to acquire these missing skills?

Yes

No

If yes, make a step by step action plan towards the goals.

If no, move on to the next job on your list.

Do this for all your careers listed and your goals should begin to look clear.

Occupation 2:

What are the qualifications required to obtain such a job?

Which ones do I already have?

Which ones don't I have?

Am I willing or able to invest my time and money to acquire these missing skills?

Yes

No

If yes, make a step by step action plan towards the goals.

If no, move on to the next job on your list.

Occupation 3.

What are the qualifications required to obtain such a job?

Which ones do I already have?

Which ones don't I have?

Am I willing or able to invest my time and money to acquire these missing skills?

Yes

No

If yes, make a step by step action plan towards the goals. If no, move on to the next job on your list.

Occupation 4.

What are the qualifications required to obtain such a job?

Which ones do I already have?

Which ones don't I have?

Am I willing or able to invest my time and money to acquire these missing skills?

Yes

No

If yes, make a step by step action plan towards the goals.

If no, move on to the next job on your list.

Occupation 5.

What are the qualifications required to obtain such a job?

Which ones do I already have?

Which ones don't I have?

Am I willing or able to invest my time and money to acquire these missing skills?

Yes

No

If yes, make a step by step action plan towards the goals.

If no, and you don't have any more job on your list, think through it again to find more jobs that could interest you.

Job Search Action Plan

Part 2

1. GET READY

1.1 Your résumé

A résumé is a self-marketing tool. It is designed with one purpose in mind - to "sell" your skills, knowledge, and experience to an employer so that he/she will invite you for an interview. An effective résumé speaks to the employer's needs and requirements and demonstrates a match between what you have to offer and those requirements.

In preparing to write your résumé, remember that you can only count on an employer to spend twenty seconds scanning your résumé before deciding whether to review it further or put it aside.

To build an effective résumé:

- Identify the specific job you want
- Figure out what you have to offer.

A well designed résumé should include:

- Visual appeal, easy to read layout, and high quality reproduction
- Highlighted strengths and links to employer's needs; minimized (or excluded) irrelevant experience (ex: if looking for a job as an accountant, you do not need to mention that you sold ice-cream during a summer 5 years ago).
- Presented the most important information first
- Entirely free from any errors: spelling, typographical, punctuation, or grammatical
- Concise and organized; does not exceed two pages

Types of Résumés

Chronological Résumé (Preferred)

In this type of résumé, job history is organized chronologically with the most recent information first. Job titles and organizations are emphasized and duties and accomplishments are described in detail. A chronological résumé is easy to read, since it highlights names of employers and job titles, and emphasizes career growth. It is best suited to those whose career goals are clear and whose job objectives are aligned with their work history.

Functional Résumé

In a functional résumé, skills and accomplishments developed through work, academic, and community experiences are highlighted. Your skills and potential can be stressed and lack of experience or possible gaps in work history de-emphasized. However, it is important to realize employers often view functional résumés more critically for these very same reasons.

Résumé Dos and Don'ts

Do's

- Do use bold/CAPS to make all section headings stand out
- Do start every skills statement with a strong verb
- Do revise your résumé for each position
- Do organize your résumé so the most relevant information is at the top
- Do use résumé quality paper
- Do send your résumé with a cover letter
- Do limit your résumé to 1-2 pages.
- Do include current phone number and e-mail address

Don'ts

- Don't give personal statistics or profile
- Don't include photographs
- Don't use too many fonts or font sizes
- Don't use decorative fonts or bullets
- Don't leave big gaps in your employment history - explain why
- Don't include personal information, i.e., height, weight, marital status, etc.
- Don't use abbreviations that may cause confusion to the readers that are not familiar with them.

This template should be used for guidance. Do not hesitate to transform it, to make your CV look attractive.

First Name and Last Name

Contact section: Who are you and how can you be reached?

Address, Apt. #
City, Province
Postal Code
Telephone No. (include area code)

Objective:

Objective: What do you want to do?
The purpose is to inform the reader of your career goals and qualifications. It should be written specifically enough to let the reader know that you have a focus to your job search.

Highlights of Qualifications:

Education:

University Name, City, State
Type Degree (full degree name)
Date

Education: What have you learned?
Highlight coursework, research, or special knowledge that complements your objective.

Include information such as: name and location of the school, time period or date of degree, the degree received, and academic honours, continuing education and significant professional training.
List degrees or relevant education in reverse chronological order.

Employment Experience:

Job Title
Company name, City, State
Job Description (Use Action Words)
Dates of Employment

Experience: What have you done?
Accomplishment-oriented it provides an overview of your work experience.

List for each position you have held: your employer, position title, dates (year to year), a brief description of your position, and accomplishments. Give brief, illustrative examples of your responsibilities and accomplishments.
Begin with your current/most recent position and work backward, chronologically. Devote more space to recent employment.

Job Title
Company name, City, State
Job Description (Use Action Words)
Dates of Employment

Job Title
Company name, City, State
Job Description (Use Action Words)
Dates of Employment

Activities/ Other Skills:
List activities

References available upon request

Activities/ Skills:
Selective listing of professional memberships, professional registrations, honours received, and major articles or publications you have written.
Any specific skills in terms of languages, softwares,...etc.

References: It is not necessary to write the names of your references on your résumé. Nevertheless, you must be prepared to provide at least two references to a potential employer at an interview. Select people who are in a position to comment on your work habits and technical expertise. The best references are former supervisors / managers or professors.

You should speak with each of the people you have selected to be your references to ask for their permission. Let them know your career objectives and provide them with a copy of your résumé.

You should always include a cover letter with your résumé because it is the only way an employer can know or remember your intentions. The employer will form an impression about you before he/she has finished reading the second or third paragraph.

Your cover letter should sell the benefits of your credentials and let the employer know how you will solve their problems, save them money and/or improve productivity.

Cover letters Dos and Don'ts

Dos

- Do address your letter to a named individual.
- Do send an original letter to each employer.
- Do use simple language and uncomplicated sentence structure. Eliminate all unnecessary words.
- Do write cover letters that are unique and specific to you
- Do speak to the requirements of the job, especially when responding to an ad.
- Do keep your letter brief. Keep it well under a full page. Each paragraph should have no more than one to three sentences.
- Do tell the employer how you can meet his or her needs and contribute to the company.
- Do distinguish your cover letter from those of other job seekers by quantifying and giving examples that amplify and prove the claims you make in your letter.
- Do try to answer the question that the employer will be asking while reading your letter: "Why should I hire this person?"
- Do avoid negativity. Negativity never has a place in a cover letter.
- Do use action verbs.

Don'ts

- Don't ever send your résumé without a cover letter.
- Don't use a sexist salutation, such as "Gentlemen" when answering a blind ad.
- Don't waste your first paragraph by writing a boring introduction. Use the first paragraph to grab the employer's attention; give the employer the reasons you are qualified for the position.
- Don't use such clichés as "Enclosed please find my résumé" or "As you can see on my résumé enclosed herewith." Employers can see that your résumé is enclosed; they don't need you to tell them. Such trite phrases just waste precious space. And don't use wordy phrases, which waste space.
- Don't depend on the employer to take action. Request an interview, and tell the employer when you will follow up to arrange it. It is imperative that you follow up. You will greatly increase your chances of getting interviews if you call the employer after writing instead of sitting back and waiting for a call.
- Don't send a cover letter that contains any typos, misspellings, incorrect grammar or punctuation or smudges.
- Don't repeat your résumé. You can use your cover letter to highlight the aspects of your résumé that are relevant to the position, but you're wasting precious space and the potential employer's time if you simply repeat your résumé.

Cover Letter Template

Your Contact Information

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Employer Contact Information

Name
Title
Company
Address
City, State, Zip Code

Salutation

Dear Mr. /Ms. Last Name:

First Paragraph:

The first paragraph of your cover letter should include information on the position you are applying for, including the job title.

Main Body:

The next section of your cover letter should describe what you have to offer the employer. Mention why you are qualified for the job and how your skills and experience is a match for the position for which you are applying.

Final Paragraph:

Use a selling approach by convincing them to meet with you. Request an interview, followed by your telephone number. Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up.

Sincerely yours,

(Signature)

Type your full name

2. START SEARCHING!

1. Top strategies

a. Personal contacts / Networking

A successful job search strategy is through your network. Start with **your friends and family, former co-workers, employers...**etc. Think also of new people you may meet.

Online networking can also be useful. While Facebook isn't the most appropriate network to target for job search, you may want to use professional networks such as LinkedIn (www.linkedin.com)

People in your network may be able to give you job leads, offer you advice and information about a particular company or industry, and introduce you to other so that you can expand your network.

You could start by preparing an inventory of friends or acquaintances. You can write down the following information: name, where does the person work, what can the person do to help you...etc.

To know more about networking:

Finding work opportunities takes a lot of work. You are looking for information about potential employers, and who is hiring now or might be hiring in the near future. Both job seekers and employers must use a variety of methods to find one another.

Although there are many different methods of finding work, the more successful job seekers find work through personal contacts (networking) and approaching employers directly. That's because most employment opportunities are never advertised or posted electronically. They are in the "hidden job market."

Networking means developing a broad list of contacts, people you've met through various social and business functions and using them to your advantage when you look for a job. People in your network may be able to give you job leads, offer you advice and information about a particular company or industry, and introduce you to other so that you can expand your network.

The best place to start developing your network is with your family, friends, and neighbours. As well as their family, friends, and neighbours, but don't stop there. Talk to co-workers, colleagues in your industry, and those you meet at industry gatherings, such as trade shows and conferences. Talk with former co-workers, bosses, and teachers.

The key to successful networking deciding to put the energy needed to make it work. First, you need to get organized. Second, you need to stay in contact. Third, you need to set goals for yourself.

When you are at a social function use it as an opportunity to meet new people. Prepare a short summary of who you are and what it is that you are interested in doing. Be sure to learn about their interests as well. Try to find a common area of interest to discuss.

Try to meet as many people as possible. When you have been speaking with someone for fifteen to twenty minutes, politely excuse yourself and move on.

b. Employer/Company Search

Using the internet you can develop a **list of potential employers in your desired field of interest**. It will help you to know better the employment market and where your interests lie.

c. Internet networks and resources

The internet is full of information for job seekers and to access to job postings.

Be sure to check out also Job posting directories such as Workopolis

Register within the job search website: create a username, password and a job search profile.

Explore and utilize the search tools provided by each site. You can also set up a job search wizard that will automatically email you any new job posting that you may be interested in.

For more information on Internet resources for job search:

The Internet allows job seekers faster access to job postings. The internet provides a variety of information, including job listings and job search resources and techniques. The internet allows people to research a company, which is very useful when writing a cover letter and preparing for an interview.

You must do more than simply e-mailing your résumé to a company. You will need to use all the traditional strategies such as directly contacting the employer and personally dropping off your résumé to that person.

There are many websites that will help you to find a job in your area. While each website is different, they all have the same basic information:

- Job openings
- Location of the job
- Pay/salary
- How to apply

d. Placement Agencies

Placement agencies recruit on behalf of employers. By using a placement agency like us, at Groom & Associates you benefit from our relationships and network within many different companies and our expertise on recruitment business.

Advantages of using placement agencies:

- **Guidance:** The recruiters are an excellent source to answer your job search question and they can provide you with tips on improving your résumé and your interviews.
- **Access to the hidden job market:** Not all job opportunities are posted for the general public. Many times an employer will rely on other sources to obtain the right person for the job. These sources often include trusted recruiters

To make the most of your time with a recruitment agency:

Go Prepared: Before meeting with a recruiter, think about what you really are looking for and what types of companies interest you.

Be Honest: The better the recruiter knows you, the better he will be able to match you with the perfect job for you.

Clearly communicate your needs and preferences to the recruiter. This includes topics such as salary, relocation, benefits, advancement opportunities and anything else that is important to you in your job search.

Be Professional: You must demonstrate to the recruiter that you are a talented and intelligent professional. Your communication with the recruiter strongly influences their impressions of you. This will directly impact the type of job opportunities that will be presented to you. An important advantage of working with a recruiter is that they have built relationships with people of influence at various companies. By sending an unqualified candidate to a job interview they risk damaging their credibility; therefore it is unlikely that they would do so.

e. Volunteer Work

Getting involved is definitely a good way to acquire new skills and to network. Any jobs you have done as a volunteer should be added to your résumé. Employers take into account volunteer work, what responsibilities

f. Professional associations

Many professions have associations that offer employment information, including career planning, educational programs, job listings, and job placement. To use these services, associations usually require that you be a member; information can be obtained directly from an association through the Internet, by telephone, or by mail.

3. INTERVIEWS

a. Preparation

Before meeting with a recruiter, it is highly possible that they get to know you better first, through a phone interview.

Once you begin your job search, you should always be ready to take a serious phone interview call.

If you are taking the first step, calling the recruiter before he/she does, after applying online, you may want to use the following telephone script as a help.

Telephone Script

Salutation: Hello _____

Identification: My name is _____

Objective: I would like to _____

Qualifications: 30 second summary to sell yourself _____

Question: _____

Suggest meeting:

If yes: Thank you very much _____ I am looking forward to meeting you.

If no: May I send you my CV in the mail and call you to confirm receipt? Would you know any other people in the industry that I may contact who might have something available? May I use your name when I call? Thank you very much for your time.

b. Before the interview

Be Prepared:

Preparation is key to be successful in your job interview, whether it is with an agency or with a company.

Few keys to keep in mind:

- Search the location and make sure to have enough time planned ahead to arrive in advance
- Read carefully through the job description
- Research as much as possible about the company, what do they do, who they are, what is their philosophy, mission...etc.
- Do a quick search on Internet on the person who's going to interview you. Check its position within the company.
- Know yourself. The point of Part 1 of this document is to know what you are looking for, where your interest lies and what type of position interest you.

Be Professional:

You must demonstrate to the person who is interviewing you that you are a talented and intelligent professional. Your communication with him or her strongly influences their impressions of you.

b. Thank you letters

Write a thank you note to every employer who interviewed you. Not only is writing a thank you note considered a professional courtesy, but it also serves to increase your chances of getting hired! When employers are having difficulty choosing between equally qualified candidates, the candidate who sends a thank you note often gets the job.

A thank you note should be very brief and to the point, usually no longer than 3 paragraphs.

Thank You Letter Template

Date
Contact Person
Title
Company/Organization
Address
City, Province
Postal Code

Dear Mr. /Ms. Last Name,
(**Always** address the thank you note to the person who interviewed you.
Make sure to spell their name correctly. Use “Mr.” “Ms.” or “Mrs.” Followed by their last name. The only exception to this is if you know the interviewer informally.)

1st Paragraph: Thank the interviewer for the opportunity

- Thank the interviewer for taking time to see you. Employers are very busy and their time is important to them - it shows consideration on your part to thank them for spending some time speaking with you.
- State that you enjoyed the conversation you had with the employer.
- Show your enthusiasm for the employer and for the potential of working for their organization.

2nd Paragraph: Give a brief summary of why you are the right person for the job

- Summarize the skills and qualities you possess that make you an ideal candidate for the specific job or organization you interviewed for.
- Wherever possible, link these skills to tasks that will be required of you on the job you interviewed for.
- Mention anything else that makes you stand out as a candidate, including relevant past experience.

3rd Paragraph: Closing Statement

- Thank the employer again and let them know you welcome the opportunity to join their organization and their team.
- State that you can be reached at (list your phone number).

Sincerely,

Your Signature

Full Name

4. LAST TIPS!

- Stay positive. Searching for a job is long, don't get discouraged.
- Follow-up

No matter which techniques you are using (i.e. personal network, placement agency), it is important for you to keep track of your searches and follow-up

- Keep track of where you post your résumé, it will be easier to update it online.

- Keep track of the jobs you are applying to. You may want to do a list with the following information: name of the company, position offered, date of your first contact, contact person, contact person information (email, phone number), next step.
- Keep your résumé updated. If you get involved in voluntary actions, complete a new course...etc, don't forget to update your current résumé, update the online ones and send the revised version to the persons you are in contact with for your job search.

GOOD LUCK!