

Name: _____

The Do's and Don'ts of Job Hunting

DO

- Take the time to prepare a proper resume. Your resume is the first impression an employer has of you so make it a good one. You never get a second chance to make a first impression. Check it thoroughly for spelling and grammatical errors. Spelling show a lack of attention to detail. Have someone you trust proofread it before sending. Always include sports activities, charity work, volunteer work, especially if you do not have a lot of work experience.
- Always print a fresh resume for every prospective employer. No photocopies.
- Prepare a proper cover letter that is appropriate for the employer with accurate contact information.
- Research the companies that you are considering as a potential employer. Know which companies treat their employees well, are involved in the community, etc. You may be working there for a long time so make sure it is a company with which you would like to be associated. It also shows the employer that you have taken the time to gain some understanding of their business. Prepare yourself for the interview's questions. They will likely ask about work experience or how you would handle certain situations such as dealing with a challenging customer.
- Dress appropriately for an interview. If you applying for a warehouse position, jeans are okay as long as they are clean and neat. No holes or rips. For an office position, dress pants are appropriate. Clean shirt, jacket etc.
- Take the time to travel to the employer's location. Make sure you know how to get there and the required travel time. If you are using public transit, confirm times, schedules, etc.
- Arrive for an interview on time. You can always be early, but never be late. If you are unavoidably late, call the interview to explain.
- Have a copy of your resume with you during an interview as well as a list of references. Provide the references only if asked.
- During the Interview, ask relevant questions about the job such as hours of work, shift work, days of the week. No questions about pay or benefits. If you are offered a position, pay and benefits will be explained to you.
- Respect the interview's time. The interviewer is taking the time from their busy day to meet with you so be punctual.
- Be honest. If you don't have a lot of work experience, say so. Everyone starts somewhere.
- Smile without be phony. Be pleasant and not overly familiar.
- Do your best to relax. Most interviewers understand that applicants may be nervous.
- Ask the interviewer when a hiring decision would be expected, and it would be acceptable for you to call back at their time.
- Shake hands firmly with the interviewer at both the beginning and end of the interview.
- Follow up with a thank you note to the employer/interviewer. Thanks them for their time and tell them that you hope you will be considered for the position and look forward to working there.
- If you are not offered a job, ask the interviewer if they would advise you on things that you could improve so that you may be considered again in the future.

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DON'T

- Do not use silly or funny e-mail addresses in your correspondence. It makes the applicant appear childish and immature. Get a professional e-mail address, preferably one that includes your name. Nothing cute. You may think it's very funny, the interviewer will not.
- Do not send out your resume in a shotgun style. Target prospective employers with whom you would like to be associated.
- Never include a photograph of yourself with your resume.
- Do not send a photocopied resume. After making copies, from copies, from copies, the quality of the document is very poor and this is the impression that you will create in an interviewer's mind.
- Make sure you do not have significant time gaps in your job history on your resume. If you have a two year time gap in your job history, the interviewer will wonder what you were doing during that time.
- Do not wear baggy shorts or pants that are too low or any other type of clothing that creates the impression that you arrived for an interview on a skateboard.
- Avoid wearing cologne to an interview. You may think it smells great, but the interviewer may not. Some people are allergic to fragrances and that will bring the interview to a quick end.
- Do not smoke a cigarette before an interview. There's nothing worse for a non-smoking interviewer than getting a blast of nicotine breath.
- Never be late for an interview. It creates the impression that you don't care.
- No chewing gum in an interview.
- Don't try to crush the interviewer's hand when you shake hands. This is not a demonstration of strength.
- Never ask about pay or benefits in the first interview. The interviewer will think you only care about a pay cheque. Never give the names of friends or family members for references. Obviously your friends or family members will give you a glowing reference. The interviewer will want references from people that you know from a work, team, or school environment. If you have no work experience, provide references like your teacher, coaches, etc.
- When the interviewer asks if you have any questions about the job, do not shrug your shoulders or say you don't know. Ask relevant questions. Make sure you understand the requirements of the job (eg. does the job involve heavy lifting, operating equipment such as a forklift, what training will be provided on the equipment, will shift work be required, weekend hours, anything else needed for the job such as steel toed boots?)
- In an interview, don't imply that you singlehandedly accomplished great things for your previous employer. The interviewer will most likely contact your previous employer as verification. If you accomplished something as a part of a team, it's okay to say so. The interviewer will appreciate your honesty.
- Never, ever be disrespectful towards a previous employer. Even if your boss really was a jerk, don't say that in an interview.
- Do not make a pest of yourself by repeatedly contacting the interviewer to see if they made a decision. They are likely very busy and do not have time. Once a decision is made, you will be told.