



DYNAMIC JOB (OR INTERNSHIP) SEARCH METHOD

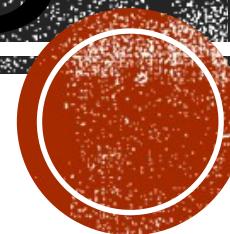
By

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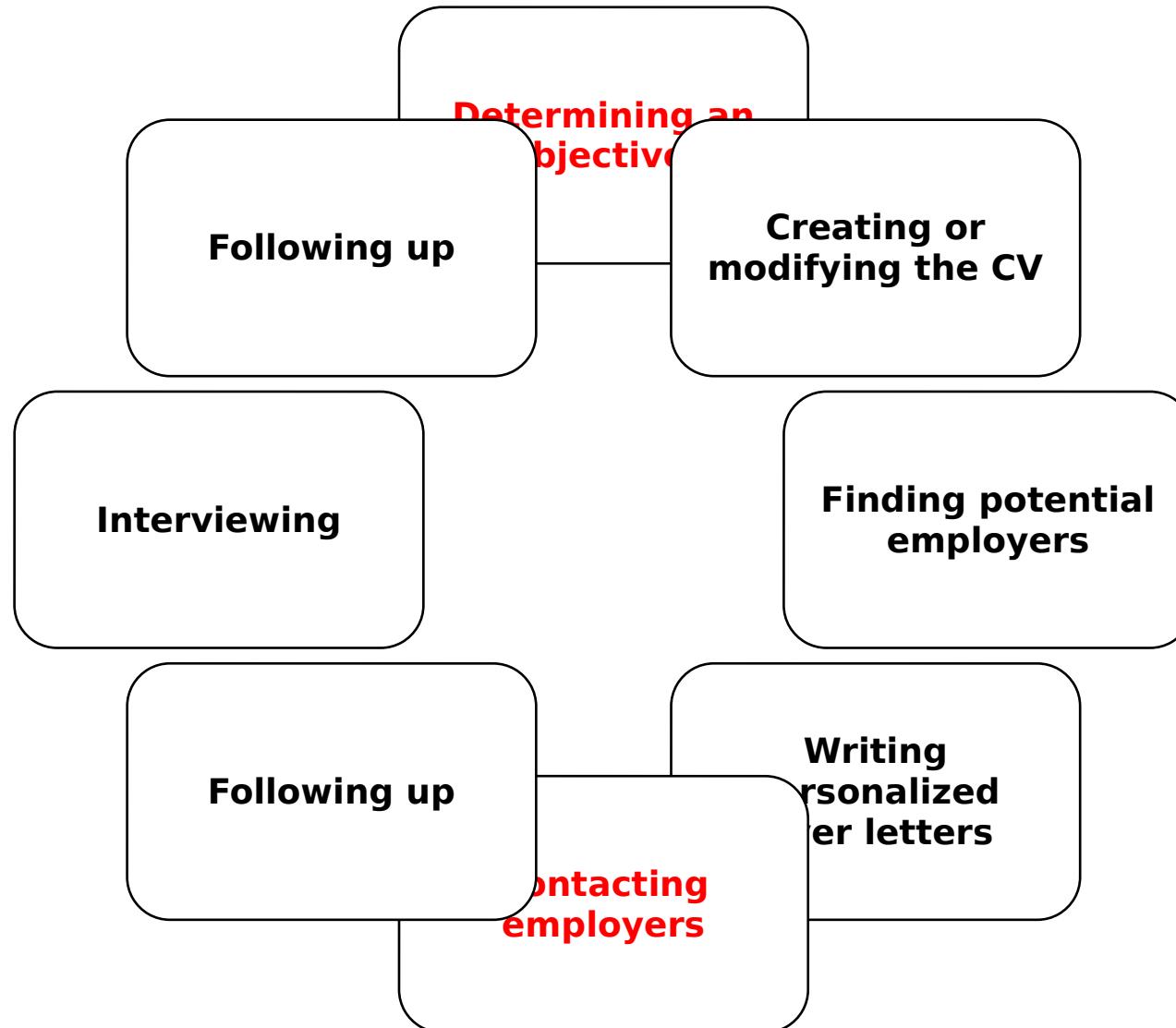
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DYNAMIC JOB SEARCH METHOD



INTERVIEW PREPARATION



- Review your CV, the job posting and information on the company
- Anticipate questions and prepare answers

What to bring:

- 3-5 copies of your CV
- References
- Questions for the interviewer. This shows interest!
- Contact information of the interviewer in case of unforeseen circumstances



How to dress:

- Pay attention to personal hygiene (clean hair, clean nails, clean clothes, etc.)
- Dress appropriately for the job (better to be overdressed than underdressed)
- Avoid strong perfumes, heavy makeup or revealing attire





DURING THE INTERVIEW

DO

Shake hands with the interviewer(s)

Sit tall, be positive and smile

Look the interviewer in the eyes

Be aware of nervous habits

Thank the interviewer for the opportunity

Be sincere. Sell yourself without bragging

Be natural. Let your sense of humour show

Take your time and think before you answer

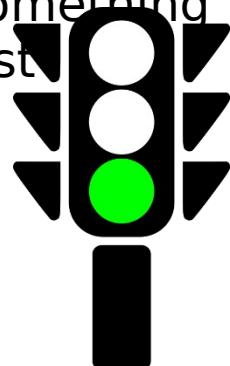
Be honest if you don't know something

Say goodbye to the receptionist

Show interest in the job

Turn off your cell phone

Be a good listener



DON'T

Exaggerate or compare yourself to others

Cross your arms across your chest

Place anything between you and the interviewer

Give just yes or no answers. Elaborate

Use flattery. It appears insincere

Criticize your old job or boss

Discuss controversial subjects

Speak too loudly or softly

Discuss family or financial problems

Ask about salary or benefits





ANSWERING INTERVIEW QUESTIONS*

- Answers should be brief. Know when to stop.
- If the question is unclear, ask for clarification.
- Be specific and use examples.
- Be honest.
- Be positive.





SAMPLE QUESTIONS

GET-TO-KNOW-YOU QUESTIONS:

- Tell me about yourself.
- What did you like / dislike about your previous jobs?
- Why do you want to work here?
- What are your weaknesses?
- Describe a difficult problem you've had to deal with.
- Do you prefer working with others or alone?
- Describe your ideal boss.
- Have you been fired? Why were you fired?
- Why should I hire you?
- What salary expectations do you have?
- Do you have any questions?

FIELD-SPECIFIC QUESTIONS:

- Tell me about any special projects you've done.
- What do you find most challenging about working in this field?

Be prepared for technical questions. Know the terminology & be prepared to demonstrate your skills.





DO YOU HAVE ANY QUESTIONS?

- What are the potential career paths for someone starting in this position?
- How much responsibility will I be given in this job?
- In what special projects might I be involved should I be hired for this position?
- Can you tell me more about your training program?
- How does this position fit into the organization's structure?
- What would you describe as the most notable strengths of your company?
- What do you anticipate will be the major challenges faced by your organization?
- I have read that your company has sponsored various fund-raising initiatives for charitable organizations. Can you tell me more about this aspect of your community involvement?





ILLEGAL QUESTIONS

- Canadian human rights law prohibits interviewers to ask questions concerning:
 - Country/place of origin and citizenship status
 - Religion, faith or creed
 - Age
 - Gender or sexual orientation
 - Race or ethnicity
 - Family structure, children or marital status
 - Mental or physical health and disability
 - Appearance, height and weight
 - Pardonned offences
- In the moment, it is up to you to decide how you want to deal with the situation
 - Stop the interview
 - Deflect the question
 - "Is there a particular reason that makes this question relevant for the position?"
 - Answer indirectly
 - Read between the lines of the question
 - "I've reviewed the job and its specifications carefully and I feel that I can fulfill the mandate."

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REFERENCES

- At least 3 names
 - Include full name, title, name of organization, phone number & email
- Ask the referee; don't assume it's OK
- Possible referees:
 - Previous employers, coaches, teachers, etc.



YOUR NAME

Mailing Address
Telephone Number and E-Mail Address

REFERENCES

Name of Reference, Title
Name of Company, Name of Department
Mailing Address
Telephone Number
E-Mail Address





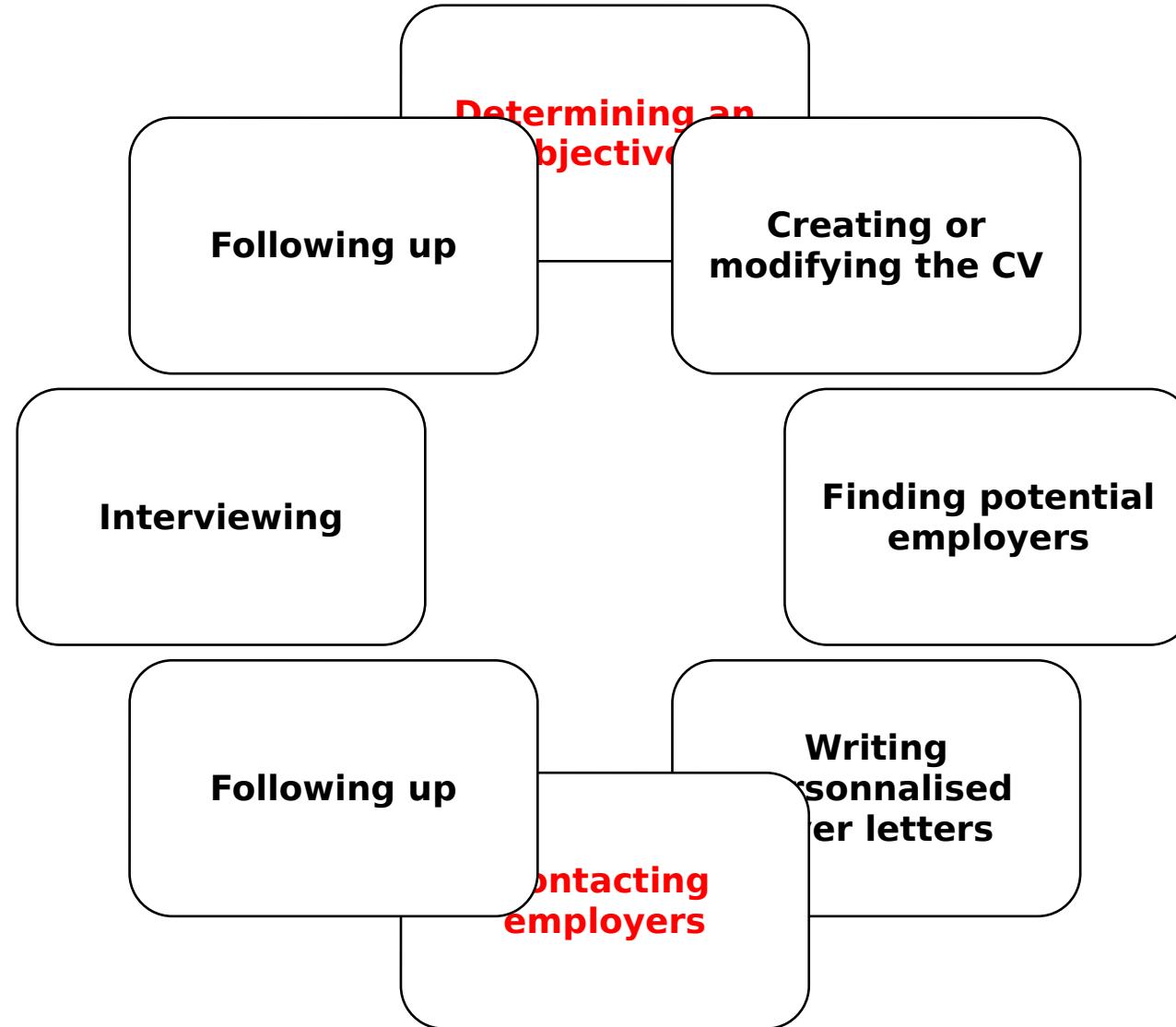
AFTER THE INTERVIEW

- Send a thank you note to the interviewer within the following 48h
- Follow up with the employer 1 or 2 weeks after the interview
- Think about your interview.
 - Is there anything you would do differently next time?
- Don't let yourself get discouraged! There are other opportunities!





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ADDITIONAL SUPPORT

- Check with your local CJE
 - One-on-one sessions will provide assistance in areas such as:
 - writing a resume
 - reviewing or writing a cover letter
 - developing your professional skills and abilities
 - reviewing your job search methods
 - preparing for an interview
 - writing a letter of appreciation
- Certain CJE offer services for people 35+
- Employment organizations exist for 35 + clientele
 - Contact Student Services for a list of employment organizations best suited to your needs

