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SET Gazette

This Issue

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Follow-up is Essential to Successful Job Search

To succeed in finding a new job, you need to follow up. This will show prospective employers your interest in the company and position. It also gives you another chance to sell your qualifications.

After the Hiring Fair

Before you leave the Hiring Fair, return to the employers you have already spoken with and are most interested in, to thank them for their time. You might want to ask: "What do I need to do to obtain a second interview with your firm?" Few job seekers will

take the time to follow up. Those who do will have an edge over the others. Having collected their business cards, you will have the correct spelling of their names, job titles and contact information.

Consider writing a thank-you note and mailing it the next day. Thank the person for her/his time, restate your interest and qualifications for the position, mention your interest in a second interview, and promise to follow up the letter with a

phone call. Afterward, make sure you do call! Research the companies you would like an interview with. Review any print material you have gathered and do a computer search for more information in preparation for your next meeting.

After the Interview

After you have had an interview, follow up with a thank-you message via email or by dropping off a thank-you card either in person or via Canada Post. If there are two equally qualified candidates for a position, this may be the deciding factor in who gets hired. Write a short message that reiterates your interest in the job and the company. How you follow up depends partly on how you initially contacted the employer, as well as your own personal preferences. Are you more comfortable over the phone or in writing? Keep in mind that print material might last longer and serve as a reminder of who you are.

Telephone Follow-up

- » If you are nervous, develop a short script, but don't read it verbatim.
- » Have a copy of your resume in front of you, in case you need to refer to it.
- » Be prepared for a screening interview over the phone.
- » End the conversation by saying thank-you and asking about the next steps you should take.

Written Follow-up

- » Always address your message to the Hiring Manager. You might need to do a bit of research to determine the person's name and title.
- » Keep your message short and to the point. State your interest in the job and your key qualifications.
- » Be sure to spell-check and proofread before sending.
- » Include your contact information.

Don't get discouraged

If you do not get the job, don't let that discourage you. Ask for feedback. Is there anything you can do to improve your chance of getting hired in the future? Let the employer know if you would like to be considered for future openings. While you are out networking and talking to people, if someone gives you a job lead, be sure to follow up on it. If you don't, the person is unlikely to give you any future leads.

Fast track your job search!

**SET Your Target
April 12-23, 2010**

Register now for this free two-week interactive & informative workshop designed to assist and motivate job seekers to find work as soon as possible.



'Building Futures Together'



Une Lettre de Remerciement?

Après avoir été convoqué à une entrevue, c'est une bonne idée d'expédier rapidement une lettre de remerciement. La lettre vous donne l'occasion de remercier l'employeur de vous avoir rencontré et vous offre une dernière opportunité de vous faire valoir. Normalement, il est recommandé de faire parvenir votre lettre de remerciement dans les 24 heures suivant l'entrevue.

Pour le contenu de votre lettre, vous voulez utiliser les mêmes lignes directrices que celles de votre lettre de présentation. Vous voulez démontrer que vous êtes enthousiaste envers le poste à combler et très intéressé à travailler au sein de leur compagnie. Profitez-en pour rappeler votre expérience, vos qualifications et vos talents. Indiquez quelque chose de positif qui s'est déroulé durant l'entrevue afin que l'employeur puisse se souvenir de vous. Si certaines questions avaient été plus ou moins bien répondues ou résolues pendant l'entrevue, prenez le temps d'y remédier maintenant. Enfin, assurez-vous d'éliminer toutes les fautes d'orthographe ou de grammaire.

Il est préférable d'envoyer la lettre par la poste ou mieux encore de l'apporter en personne, qui sait, vous aurez peut-être l'opportunité de parler à nouveau avec la personne qui vous a donné l'entrevue. Si ces deux moyens ne fonctionnent pas, faites-la parvenir par courriel.

Gabriola Island

Outreach Service
1st and 3rd Tuesday each month
12:30 pm-3:30 pm
 People for a Healthy Community
 (use back door)
 675 North Rd, Gabriola Island

On doit penser à une lettre de remerciement comme à un CV ou à une lettre de présentation et faire ressortir les qualités et expériences recherchées par l'employeur de sorte à faire valoir les raisons qui font de vous le candidat idéal.

Do Your Research

A Hiring Fair is a great place to meet potential employers. Get a list of employers ahead of time so you can research companies in advance. Use a Search Engine like Google to look for their web site or other company information. Does the company sound like a good fit for you?

- » See if your search engine pulls up news stories or comments about the company.
- » Visit the employer website. Does their mission statement match your values?
- » Read the employers Press Kit, Annual Report, print materials you have or any online articles you find.
- » Speak with people already in the job that interests you.

Organize Your Job Search Online

Have you ever needed a way to remember the names of people you have met on your job search or while networking? Do you have a way to record notes about your last conversation with that person? Perhaps you had a sudden opportunity for an impromptu interview but did not have a copy of your resume with you. A relationship management software tool that is available any time you have internet access, may be just what you need.

Jibberjobber Career Management provides a free account to help you keep track of the information you collect during your job search. Record the companies you've contacted, who you spoke with and which version of your resume you used. Note any responses or correspondence and details of



conversations. Keep copies of your elevator speech, or job search documents like resumes and cover letters. Now you are ready for follow up. Which interviewer would love a copy of that article you just read?

What are your contacts currently working on? When did they say they would call you? Track your job search and take every opportunity available to follow up with people in your network. For more information, visit www.jibberjobber.com

www.set-nanaimo.com

'Building Futures Together'

Funded in whole or part through the
 Canada-British Columbia Labour Market Development Agreement.

Financé complètement ou en partie par
 l'Entente Canada-Columbia-Britannique sur le développement du marché du travail.