



## After the Interview

1. Pat yourself on the back....YOU DID IT!
2. Write down all the questions they asked at the interview. If you have a second interview, these questions will be a guide to the type of questions they ask.
3. After the interview, take time to assess your performance to help you learn from it. Ask yourself the following questions and be honest:
  - Was I prepared? Did I know enough about the company and the job?
  - Did I present myself well?
  - Did I take advantage of every opportunity to sell my skills to the employer?
  - Did I talk too much? Not enough?
  - Did I summarize my statements by saying "in conclusion", "to wrap up"
  - Was I relaxed enough to appear confident?
  - If you feel the interview was NOT successful, don't be discouraged.  
Keep trying to improve, learning with each new experience.
4. Send a thank you letter or note to the interviewer for the interview, and mail it the next day.
5. Think positive, BUT continue looking for work. Do not assume that they will offer you the job.

## Always Remember

- Finding a job is HARD WORK
- If you look hard and work hard you will be successful. Shake the "apple tree" constantly and the "apple" with your name on it will find its way to you.
- Smart job seekers tap into the "hidden job market". Develop a list of potential employers.
- Besides checking for jobs at large organizations, spend time searching for employment at small organizations, with twenty or less employees, since they create the majority of new jobs.
- Even if you fill out an application, hand in a resume as well.
- The best way to apply is in person and not through Canada Post.
- Hand in a resume IN PERSON, not with family and friends.
- Dress appropriately when you submit a resume.
- Check the Human Resources Centre every 2 days as the Jobs posted change daily.
- Tell as many people as possible that you are looking for work and to let you know if they hear of any openings. Use your network
- It is good to apply for work even if you only have some of the qualifications because if they like you they consider "on the job training".
- Do thorough homework on an organization before going there, using informational interviews plus the library.
- Plan, be persistent, be consistent, and take control of your job search.