

Common Mistakes Job Seekers Make

1. Log in to a computer and open up Internet Explorer
2. Go to <http://media.dsbm.edu.on.ca/>
3. Click "Search Full Catalog"
4. In the white text box type "Common mistakes job seekers make"
5. Click the down arrow to the right of the word Format and select Streaming Video (SV)
6. Click the green submit button
7. Click the name of the video when it is displayed on the screen under items found
8. Click the play video button
9. When asked for user information enter
 - ✓ last name = hilliker first name = sean password = westlane
10. Watch the video (you can double-click the screen to make it full screen)
11. As you watch the video pause it so you write down your answers to the following questions:

Name: _____

OVERVIEW

List 2 things you need for every job application:

1. _____ 2. _____

Where did the SportTurf company advertise job openings the last time they actively recruited new employees?

List the relatively simple 2 steps followed in the recruitment process of small companies like SportTurf:

1. _____ 2. _____

What happens after the company goes its' list of questions for the applicant?

List the 3 steps of the recruitment process of larger companies like Coles Myer:

1. _____ 2. _____ 3. _____

All written applications to Coles Myer now go via the _____.

List 2 things that David feels he's learned from the application and interview experience in such a large system:

1. _____ 2. _____

List the 2 main points given in the summary of the "Overview" section:

1. _____

2. _____

APPLICATION LETTER

An application letter is a formal letter that outlines what 2 things?

1. _____ 2. _____

What 2 things does the video say you should not bother with?

1. _____ 2. _____

What is the common mistake made in application letters described in the video?

List 3 things that should be listed at the top of the application letter (before the first paragraph)?

1. _____ 2. _____ 3. _____

The first paragraph is how you _____.

The second paragraph is about how you _____.

The third paragraph is why _____.

The closing paragraph is telling them _____.

What was suggested that you start your application letter of with? _____

What was suggested that you finish your application letter with? _____

What is another term for "application letter"? _____

What is the most obvious mistake people make about application letters? _____

List 2 "knock outs" that were mentioned in the video that will take you out of the running when competing for a job:

1. _____ 2. _____

List the 6 main points given in the summary of the "Application letter" section:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

RESUMES

List the things your resume should cover (whether on paper or on-line):

1. _____ 3. _____ 5. _____

2. _____ 4. _____

Your resume gives important details about you and your _____.

You must arrange your resume so facts that the employer most want to know appear _____.

In what 2 other ways can we attain skills other than paid work experience?

1. _____ 2. _____

What does the employer in the video say it means when he sees someone has done community service?

List 5 job skills it was suggested you could add to your resume instead of just "worked at Hungry Jacks for 2 years":

1. _____ 3. _____ 5. _____

2. _____ 4. _____

List the 6 main points given in the summary of the "Resumes" section:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

BEFORE THE INTERVIEW

What is the most common mistake job seekers make in regard to the interview? _____

What 2 things did David do to learn more about the company before his interview?

1. _____ 2. _____

Since you can't know everything, what is suggested that you do about information you don't know about the company?

What is the example given in the video of a question you shouldn't ask in an interview?

What is an example given in the video of a good question to ask in an interview?

What is suggested as being just as dangerous as under-preparing for an interview? _____

List the 4 main points given in the summary of the "Before the interview" section:

1. _____ 3. _____

2. _____ 4. _____

DURING THE INTERVIEW

List 3 examples given in the video about elements of presentation during an interview:

1. _____ 2. _____ 3. _____

What % of what you say is listened to by the interviewer? _____%

What 3 things make up the remaining % of what they pay attention to?

1. _____ 2. _____ 3. _____

How long was it suggested that you talk for when answering a question? _____

Besides talking too much what other quality must you keep in balance? _____

List 2 different ways that being nervous will manifest itself:

1. _____ 2. _____

List the 3 points given in the summary of the "During the interview" section about PRESENTATION:

1. _____ 2. _____ 3. _____

List the 3 points given in the summary of the "During the interview" section about COMMUNICATION:

1. _____ 2. _____ 3. _____

List the 3 points given in the summary of the "During the interview" section about CONFIDENCE:

1. _____ 2. _____ 3. _____

What did David do after he was not successful on his first application for the job?
