

# 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?

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

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

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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?

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