

Tips for the Job Interview

It is always exciting to get a job interview. You may not get every job you are interviewed for, but each interview should give you confidence. It means your résumé is getting noticed. It is also a good way to practice your interview skills.

These suggestions will help give you an idea of what to expect during the interview process.

While these tips do not guarantee that you will be hired, they will help you be better prepared for interviews.

You should decide what you are going to wear well before your interview. Make sure the clothing does not have any tears, rips or buttons missing, and is clean and wrinkle-free. Lay your clothes out the night before your interview. For men, it is recommended that you keep your hair neat and clean. For women, you should keep your hair style conservative and apply your make-up lightly.

Do not wear colognes or perfumes to the interview. The workplace might be "scent-free" because of allergies or sensitivities to smells.

Try to dress in conservative colours, such as navy, brown or black. A pair of dress pants and a dress shirt is appropriate. A blazer on top always looks professional.

Take a look at yourself from all angles in a full-length mirror before you leave for the interview.

Take a copy of your résumé with you along with some relevant portfolio pieces.

It is always a good idea to arrive 10 to 15 minutes early for your interview. This gives you a

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chance to relax before the interview. This also makes a good impression on the potential employer.

When you shake hands with the employer, make the handshake firm, not too tight, and maintain eye contact.

If the interviewer asks a question that you cannot answer right away, remain calm. Interviewers understand that people are nervous. Take a breath, and then

answer. If you do not understand one of the questions, ask the interviewer to explain what they mean.

If they explain the job description during the interview, and you are inexperienced with a key skill, be honest about it. If the employer chooses to hire you, they will find out quickly that you are not experienced.

After the interview, follow up with a thank you card. If possible, try to send it the day of your interview.

For more advice on interviews and résumé preparation, attend workshops at **Success Skills Centre** for new immigrant professionals and skilled workers. Call (204) 957-5111 for more information.



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Special points of interest:

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WHAT NOT TO POST ONLINE

- Your home or cell phone number.
- Your street address.
- All of your e-mail addresses.
- Your full birthday.
People can use that information to access your bank account.
- Your mother's maiden name.
People can use that information to access your bank account.
- A status update that indicates you are not at home, for an extended period of time.

**Social
Networking
Sites can
be useful
tools**

- Negative comments about your job, employer or past employer.
Employers do not want to hire someone with a negative attitude towards work.
- Your Social Insurance Number (SIN).
- Pictures of your house unless the house number is hidden.
- Pictures of you or your friends at parties or gatherings consuming drugs or alcohol.
- Comments that are offensive, racist or that contain profanity.

The Do's and Don'ts of Social Networking

Social networking sites (SNS) are great for keeping up with work contacts, family and friends. They can be a valuable resource when trying to find a job. Twitter and LinkedIn are the best sites for networking.

Facebook is a place to share photos, tell people how you feel and send messages to friends. You can create a page for your business as well. While using Facebook, you must be cautious; this site has been criticized for its lack of privacy. Look at the privacy settings on the main page under "account" to make sure that you are safe from having personal information shared on the internet. Be careful with how much you share online.



When you are posting online try to remember that everyone on Facebook could be reading it. You have the option to set your account privacy settings to control how much people can see. One thing to remember is that your Facebook friends may not have their privacy settings as high as yours. If this is the case, everyone can see comments you make on their photos, statuses, etc. Be tactful when leaving comments.

There is a chance that other people can gain access to your account.

This is called "hacking." If this happens, contact Facebook and let them know. If you can access your account, post a message informing people of the situation. www.facebook.com

With Twitter, very little personal information is shared. However, what you share can be read by others who follow you using social media. Make sure you are writing in a way that is not offensive to other people. Try to refrain from using texting shortcuts such as "cuz" instead of "because" and using the number "2" instead of "to" or "too". There are websites such as bitly, <http://bit.ly/>, to help you link to long news articles. On Twitter you can also post photos and video. <http://twitter.com>



LinkedIn, at www.linkedin.com, is a business networking site for building professional relationships. This is where you add connections and receive invitations to help build up your professional network. You can write a profile about yourself and add information from your résumé. LinkedIn can direct you to people that may be helpful with your job search. However, it has its limitations. It is available in English, French, German, Italian, Portuguese and Spanish.

Blogs are an online diary that can be about any topic from soccer to food. It is a place to share your opinions and where you can get feedback on your opinions. You can find free blog templates at www.blogspot.com and www.wordpress.com

Remember that everyone can find your blog. Do not write anything that contains profanity, racial slurs or encourages hate, or post photos that contain offensive material.

Employers sometime do an online search after an interview on the perspective employee.

Being on a social networking site has its upsides. You can make



contacts with people that you went to school with and with people you have not seen or spoken to in a long time.

Questions to Ask When Taking Medicines

When you are given a prescription from a doctor or taking over-the-counter medicines for the first time, it is important to ask the right questions.

If you are just learning English, you may not know the right questions to ask. The following are useful questions to ask when taking prescribed medicines and some sample responses that you will be given.

- What is this medicine for?
Sample Response: You have an infection and these are antibiotics.
- What are the directions for taking this medicine?
Sample Response: Take once a day for seven days.
- How long will I be on this medication?
Sample Response: Seven days.
- Why do I have to take this medicine?
Sample Response: You have an infection.
- What are the side effects?
Sample Response: This medication may make you sleepy.
- How long with the side effects last?
Sample Response: These side effects will go away in four to five days.
- Will this medicine interfere with any of my other medicines?
Sample Response: Do not use Tylenol while taking this medicine.
- Are there any foods I should avoid?
Sample Response: You should avoid dairy while taking this medicine.
- Does this medicine have to be taken with food or without?
Sample Response: Take this medicine with food.
- Should I avoid alcohol while taking this medicine?
Sample Response: Do not drink alcohol while taking this medicine.
- Should I avoid driving or operating machinery?
Sample Response: Taking this medicine may impair your ability to drive.
- Should I avoid any other kind of activities?
Sample Response: Avoid lifting objects over 50 kg.
- Is this medicine safe to take during pregnancy? [for pregnant women]
Sample Response: Yes, this medicine is safe to take, if you are pregnant.
- What should I do if I get an allergic reaction from this medicine?
Sample Response: You should go to your nearest emergency room.



**Do not store
your oral
medicines in
the bathroom.
Store them in
a cool, dry
place like a
kitchen
cupboard.**



**Your doctor or pharmacist can
answer any questions that you
have about taking medicine.**

“Success Skills Centre is a community-based, not-for-profit organization, dedicated to recognizing and promoting the skills, education and experience immigrant professionals and skilled workers bring to the Canadian labour market.”

<http://www.successskills.mb.ca>

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There is no passion to be found playing small—in settling for a life that is less than the one you are capable of living.

Nelson Mandela

Many of life's failures are people who did not realize how close they were to success when they gave up.

Thomas Edison

Finding Employment

It can be difficult to know where to look for a job. You can try the local newspaper, although most jobs are posted online. Here are some helpful resources and tips for searching for a job.

<http://mb.workinfo.net.ca/>

Manitoba WorkinfoNET is a not-for-profit, community based website that offers local job postings from the Manitoba labour market.

If you do not have a computer, this site can be accessed through public computers, local human resource centres and libraries. You can call the Manitoba E-Association at (204) 945-8527 or 1-866-896-0938 to find the nearest location.

<http://www.jobbank.gc.ca/>

This is a national job website to find employment in Canada offered by the Government of Canada. You can create a job alert, an email alert that will be sent to you about any newly-posted jobs meeting your criteria, and this site can help you create a résumé. This website will help you find information about applying for Employment Insurance (EI) and a Social Insurance Number (SIN).

<http://www.workopolis.com/>

This is a national job site to find employment in Canada. You can look for jobs and post your résumé online. You can save cover letters on this site and create job alerts as well. This site also provides tips for employment, such as negotiating your salary.

<http://www.mbjobs.ca/>

This is a provincial website for job postings in Manitoba.

<http://www.monster.ca/>

This is a national job site to find employment in Canada and internationally. You can post your résumé online and build a profile. You can find career advice and tips on this site on résumés and interviews.

<http://www.eluta.ca/>

This is a national job site to find employment in Canada. The jobs are different from province to province. You can search for jobs by age group, by company or by skills required.