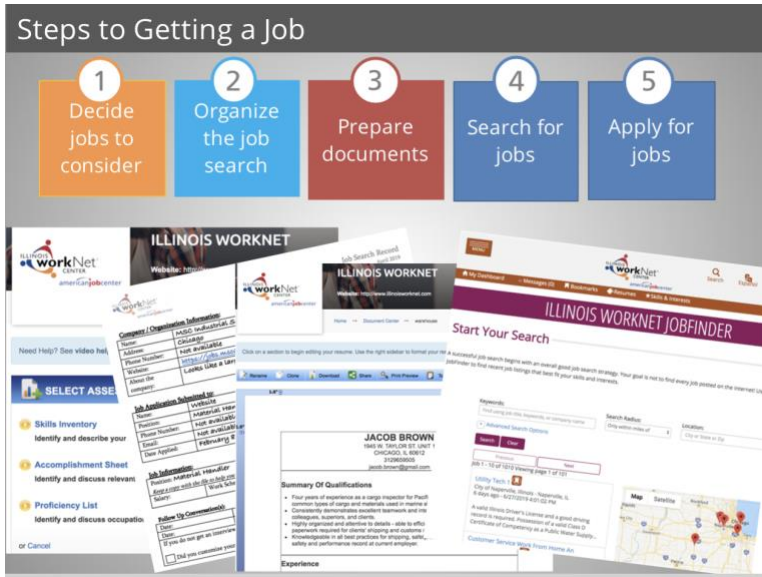


Interviewing & Following up



Jacob is using some of the tools available in the Illinois workNet website.

Jacob started by deciding which jobs to consider using the Proficiency List Assessment; he printed several worksheets to organize his job search; he prepared his resume and cover letter using the Resume Builder, and he applied to 4 job openings he found using the JobFinder.

If you are unfamiliar with any of these tools, you can review the previous activities in this course.

The next steps



6 Attend Interviews

7 Follow up



Jacob

→ Next

Check his email

Check his voicemail

Continue applying for jobs

Look for training opportunities

Ask a librarian for local job events or postings

What should Jacob do now?

← →

What should Jacob do now? Click on each tile to learn more.

Check his email



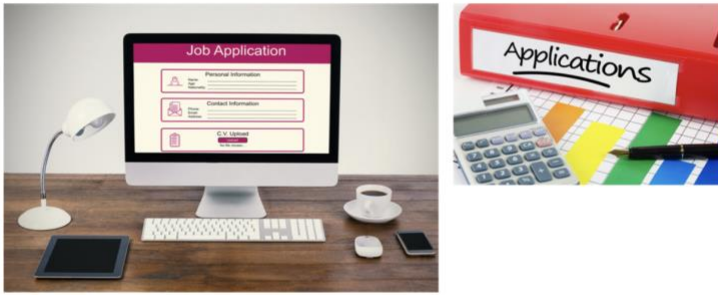
Check his email: Jacob should check his email right after applying for a job to look for a confirmation from the company with the status of his application. He should also check his email for updates on his application and next steps.

Check his voicemail



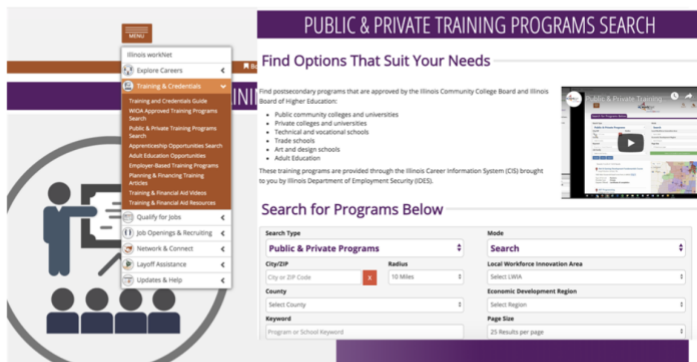
Check his voicemail: Some companies will call to set up an interview.

Continue applying for jobs



Continue applying for jobs: The more jobs you can apply to, the easier it becomes. It is best to keep looking until you get a job, rather than to wait to be called back before continuing the search. Some positions he has applied to might appear again. Those are probably not worth applying to again.

Looking for training opportunities

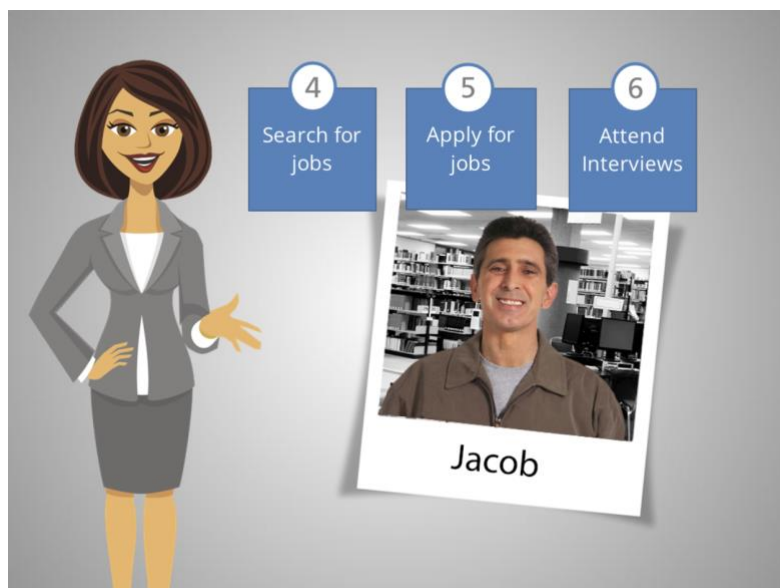


Look for training opportunities: Jacob may need to look for opportunities to develop additional skills, such as remedial skills like GED classes or other literacy classes, or other opportunities for training.

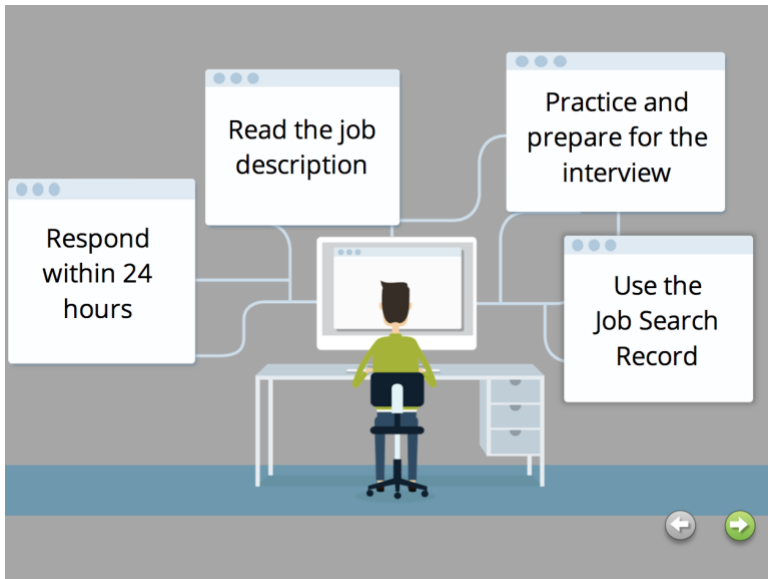
Ask a librarian for local job events or postings



Ask a librarian for local job events or postings: Librarians have access to information that may be helpful in finding local events helpful to people looking for jobs. Don't hesitate to ask them for help!



While Jacob continued looking for jobs, he heard from one of the companies he recently submitted an application to. They asked him for an interview.



What should Jacob do now? Click on each tile to learn more.

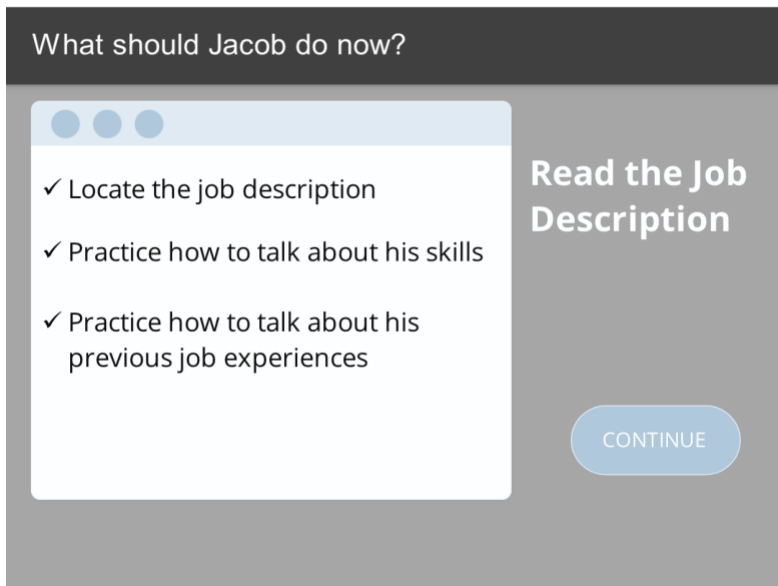
What should Jacob do now?

- ✓ Answer properly
 - subject line
 - greeting
 - correct spelling and grammar
 - signature
- ✓ Keep it simple and polite.
- ✓ He should not use emoticons.

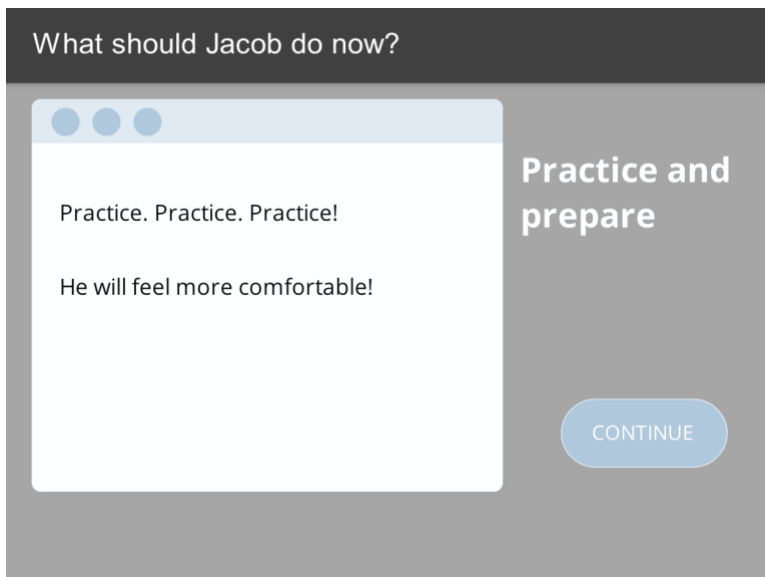
Respond within 24 hours

CONTINUE

Respond within 24 hours: As excited as Jacob is to be invited to an interview, he should answer properly, using a subject line, a greeting, correct spelling and grammar, and signature. He should keep it short and be polite. He should not use emoticons. His response should give a good impression.



Read the Job Description: Jacob needs to locate the job description of the particular job he will interview for and practice how to best present and talk about his skills and previous experience during the interview.



Practice and prepare: The more Jacob practices, the more comfortable he'll be during an interview.

What should Jacob do now?

✓ Update his worksheet

worknet
April 2019

Job Search Record

Company / Organization Information:

Name:	M&O Industrial Supply
Address:	Chicago
Phone Number:	Not available
Website:	https://m.oindustrial.com
About the company:	Looks like a large company

Job Application Submitted to:

Name:	Warehouse
Position:	Material Handler
Phone Number:	Not available
Email:	Not available
Date Applied:	February 8

Job Application Submitted via:

<input type="checkbox"/> Delivered in person
<input type="checkbox"/> Emailed to:
<input checked="" type="checkbox"/> Upload in company site:
<input checked="" type="checkbox"/> Resume Submitted
<input checked="" type="checkbox"/> Cover Letter Submitted

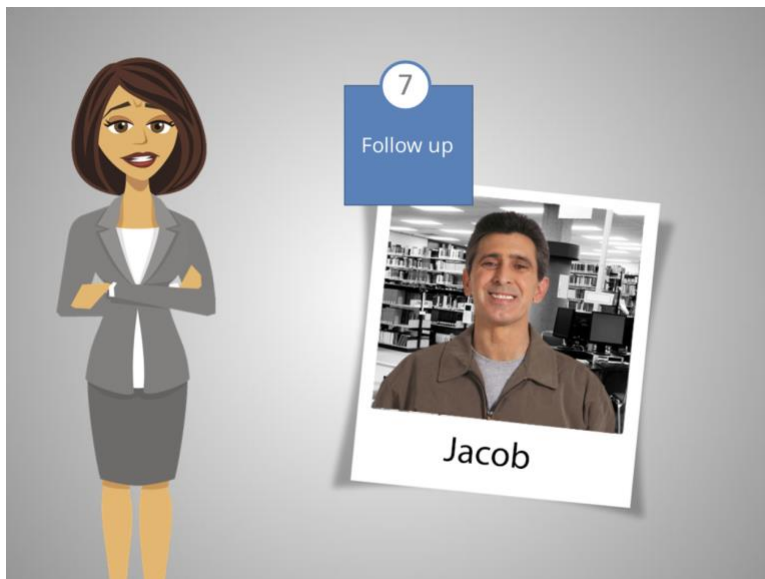
Job Information:

Position:	Material Handler
Job Number or ID:	2147
Salary:	Work Schedule: 3:00 pm - 11:45 pm
<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time

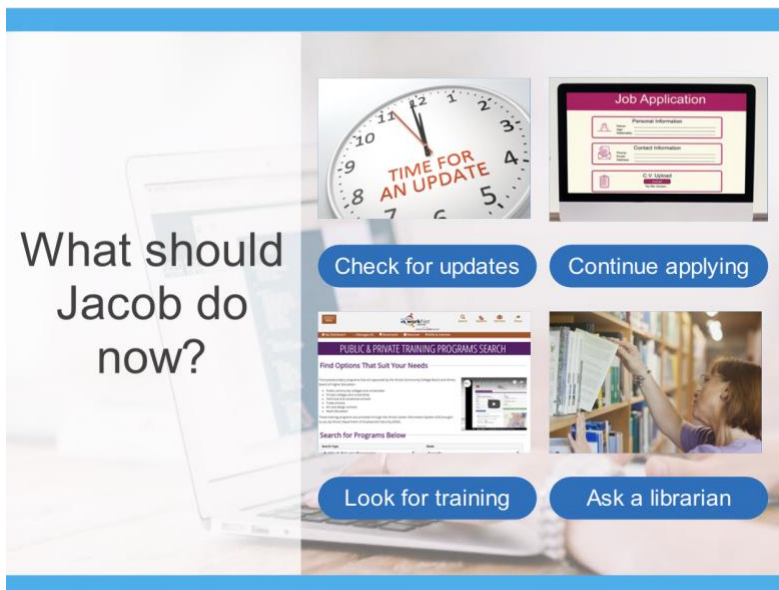
Use the
Job Search
Record

CONTINUE

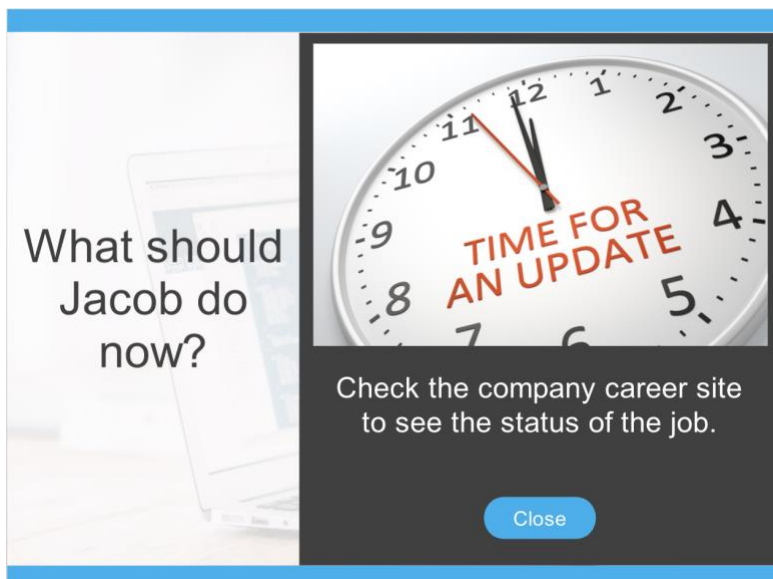
Use the Job Search Record: Jacob needs to update his worksheet to see what he's done and what he still needs to do.



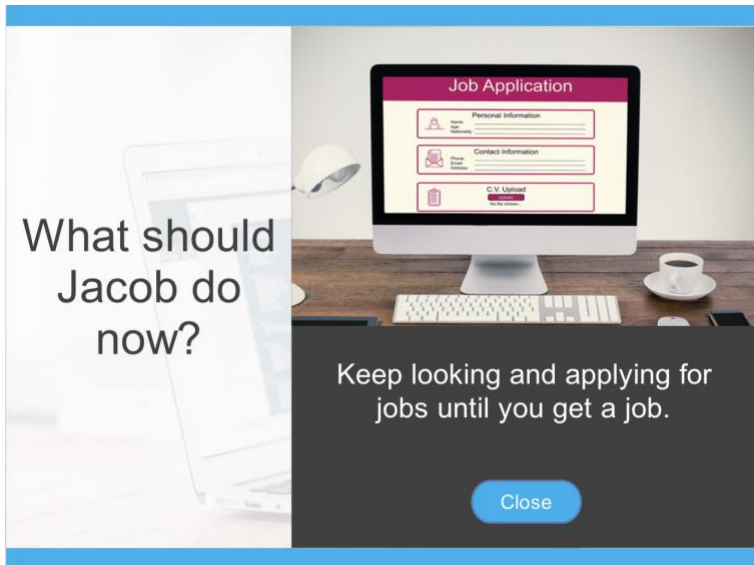
Jacob hasn't heard from the companies he interviewed with.



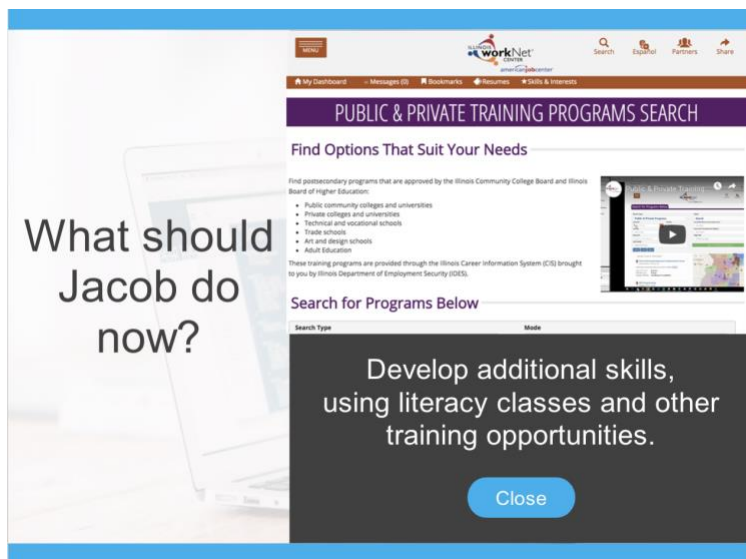
What should Jacob do now? Click on each tile to learn more.



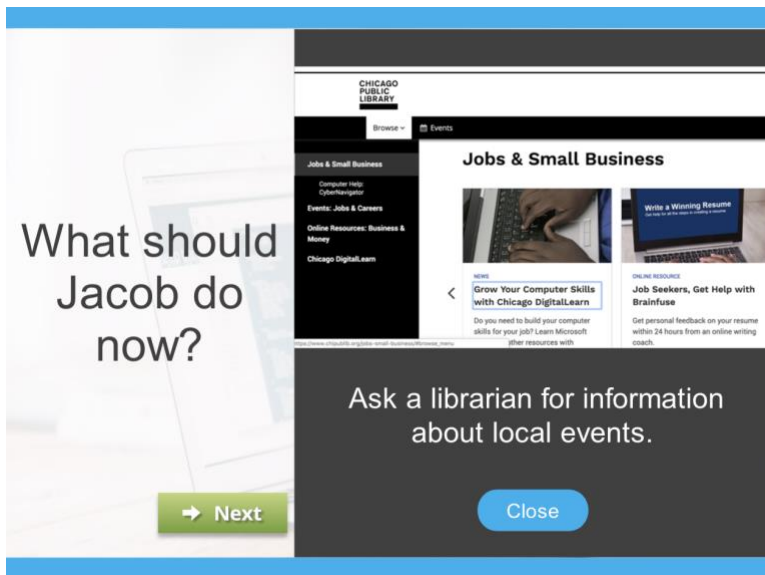
Check the website for updates: You may not be told that the job has been filled, but you can always check the company career site to see the status of the job.



Continue applying for jobs: The more jobs you can apply to, the easier it becomes. It is best to keep looking until you get a job, rather than to wait to be called back before continuing the search. Some positions he has applied to might appear again. Those are probably not worth applying to again.



Look for training opportunities: Jacob may need to look for opportunities to develop additional skills, such as remedial skills (GED classes and other literacy classes) and other opportunities for training.




Ask a librarian for local job events/postings: Librarians have access to information that may be helpful to find local events helpful to people looking for jobs. Don't hesitate to ask them for help!



Jacob should keep looking for jobs online, checking his email regularly, attending events, and developing his skills. Illinois workNet is a great place to find resources, organizations, and programs that help people find jobs.

Another week later...



workNet
www.worknet.org
Job Search Record
April 2019

Company / Organization Information:

Name:	MSC Industrial Supply
Address:	Chicago
Phone Number:	Not available
Website:	https://jobs.mscdirect.com
About the company:	Looks like a large company

Job Application Submitted to:

Name:	websites
Position:	Material Handler
Phone Number:	Not available
Email:	Not available
Date Applied:	February 8

Job Application Submitted via:

<input type="checkbox"/> Delivered in person
<input type="checkbox"/> Emailed to:
<input checked="" type="checkbox"/> Upload in company site:
<input checked="" type="checkbox"/> Resume Submitted
<input checked="" type="checkbox"/> Cover Letter Submitted

Job Information:

Position: Material Handler	Job Number or ID: 2147
<i>Keep a copy with the file to help you prepare for your interview.</i>	
Salary: Work Schedule: 3:00 pm - 11:45 pm	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

Follow Up Conversation(s):

Date:	Purpose:
Date:	Purpose:

If you do not get an interview:

Did you customize your information? Did the cover letter or resume have typos?

Jacob got a call back this week asking him for an interview. He checked his job search record to prepare for the interview.

Another week later...



During the interview, Jacob was comfortable talking about his skills and experience because he has had so much practice.

Another week later...



He just heard back from them with a job offer. He is now ready to start his new job!