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.
What should Jacob do now? Click on each tile to learn more.
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: Some companies will call to set up an interview.
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 like GED classes or other literacy classes, or other opportunities for training.
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.

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.
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.

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

During the interview, Jacob was comfortable talking about his skills and experience because he has had so much practice.
He just heard back from them with a job offer. He is now ready to start his new job!