

## Tips for Job Seekers

*The following are a list of tips to help you prepare for your job search. Although this list may appear long, an employment professional can help you with each of these steps.*

When you don't have a job, you will spend a lot of your time looking for one, that's why you are called a 'Job Seeker'! Here are some tips to help you prepare for finding a job:

- 1. Develop a routine:** how do you treat each day as if you're going to work, if you've never worked before? Develop a routine that includes:
  - Getting up at the same time every day.
  - Practicing good personal hygiene: shower, shave, comb hair, brush teeth, and use deodorant.
  - Eating a healthy breakfast.
- 2. Connect with a service provider:** There are service providers who have employment professionals that can help you to get ready for, get, or keep a job. Visit the [Service Provider](#) page to find an organization near you.
- 3. Get a Social Insurance Number:** In Canada, everyone needs to have a Social Insurance Number (SIN) in order to work, so if you don't already have one, get one, as your employer will ask for it. To learn more about applying for a Social Insurance Number, click [here](#).
- 4. Build your skills:** Look for jobs that you are interested in to decide if you have the skills for the job. If you don't, you can look into how you can get the skills you need. An employment professional can help you to gain the skills you need for the job.
- 5. Develop a resume and keep it up to date:** If you keep your resume up to date, you will be ready to apply for a job that you are interested in. For some tips and templates for resumes, click [here](#).
- 6. Research business or companies:** It is important to learn what business or companies you may be interested in working for. This will help you learn what they do to help you make a decision about if you may be interested in applying for jobs with them.

7. **Conduct job searches:** Check the local paper and online job listing websites, such as [SaskJobs](#), every day to see what jobs are available. Follow the instructions in the job posting for applying.
  
8. **Prepare for an interview by:**
  - Researching the business you will be interviewing with. This will help you understand what they do.
  - Practicing interview questions by asking your employment professional, family, or friends to act as the employer and conduct a pretend interview with you. For ideas on possible interview questions, click [here](#).
  - Dressing appropriately for the interview – remember, no jeans, sweatpants, t-shirts, or sneakers, and have good hygiene.
  - Knowing where you are going. You may want to do a practice run. This will help you know where you are going and how long it will take to get there.
  - Arriving 15 minutes early to your interview. This gives you time to relax and prepare.
  - Telling the receptionist your name, why you are there, and whom you are supposed to see.
  
9. **During an interview:**
  - When meeting the interviewer make eye contact and give a friendly “hello”.
  - Answer questions the interviewer asks you with confidence; remember – you’ve got this!
  - Do not worry if you do not fully understand a question; ask the interviewer if they could re-phrase the question.
  - When the interview is over, thank the interviewer for their time and say, “*I look forward to hearing from you*”. That way the interviewer will know you are very interested in working for them.

These tips can help you to get prepare for and get a job. Remember, you are not alone, there are employment professionals to help you prepare for getting the right job for you!