

Job Hunting



Vocabulary

- **Employee referrals** : identifying potential candidates from the existing employees' social networks.
- **Cold calling**: calling and sending resumes to companies that may not be advertising, in the hope that one of them will have a job opening.
- **Bad mouth**: to say bad things about another person.
- **Ramble**: aimless and confused; not keeping to the topic

Sources

Employee Referral



Job Fairs



Employment Agencies



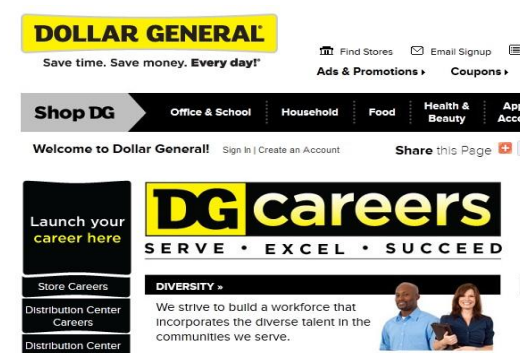
Online Search



Classifieds



Employment Websites

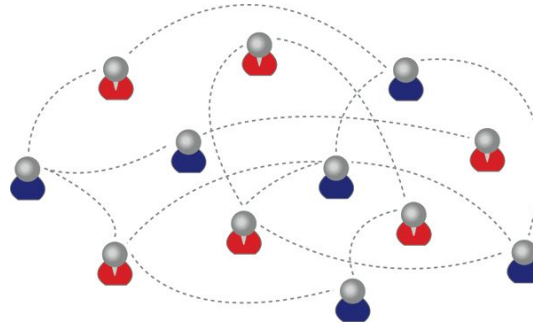


Job search strategies

Know your career path



Networking



Have a strong CV



Be Sincere

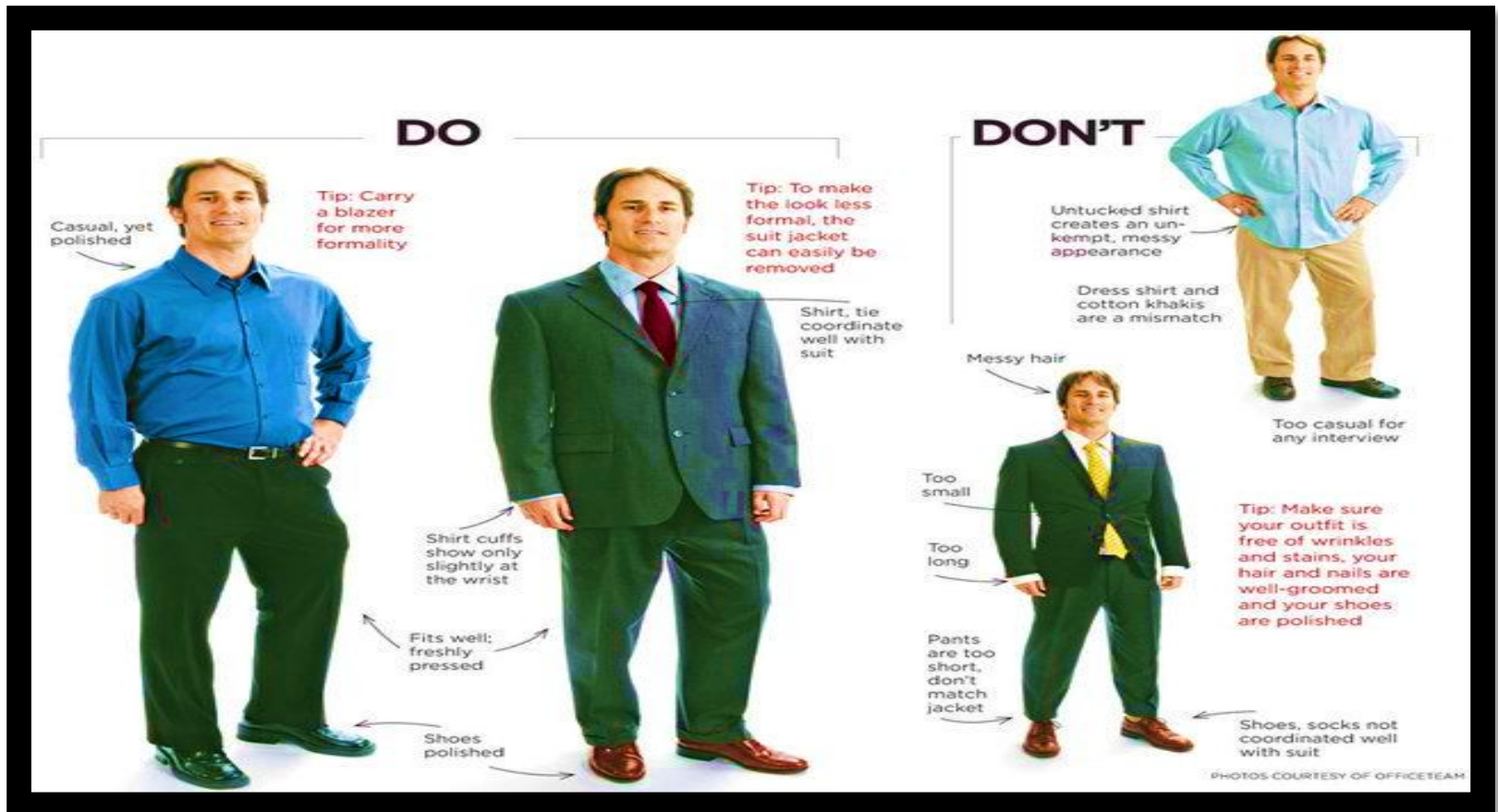


Be Positive

Think. Do. Be.
POSITIVE

Dress Professionally

FOR MEN:



Dress Professionally

FOR WOMEN:

women's interview attire tips
remember: overdressed is always better than underdressed

keep it simple with a dress



step-it up with separates



have a jacket on-hand



keep jewelry simple



finish with a polished bag & shoes



Ask Questions



Develop your skills



Cold Calling



Research the company

Background?
Competitors?
Website?
Social media?
Trends?



Industry?
Culture?
News?
CEO?
People?

- **If you are unsure about accepting an offer right away, you can say...**
 - A. Can I give you my decision on Monday?
 - B. Are you sure?
 - C. Can I give you my decision in sometime?
 - D. That's cool

- **Which of the following is a good way to accept a job offer?**
 - A. Yes, very nice
 - B. Yes, I like the job very much
 - C. Thank you. I accept your kind offer
 - D. Thank you but no.

- **When meeting colleagues for the first time, a good way to introduce yourself is...**
 - A. Hi, I'm Amy, I'll be managing the Happy Pig account
 - B. Hello, your name, thanks?
 - C. Hi! Would you like to know my name?
 - D. Hi! I'm Amy, I won't be managing your team, thank you

- **When John from ABC company calls to say “We would like to invite you for an interview. You should respond with:**
 - A. I would love to
 - B. Right
 - C. Been there, done that
 - D. Tada!

- **What does sometime this week mean?**
 - A. A fortnight ago
 - B. Next financial year
 - C. One day this week
 - D. Next quarter

- **Which of the following must you never do during an interview?**
 - A. Lie and Ramble
 - B. Research and Prepare
 - C. Dress appropriately
 - D. Turn off your mobile

- **Which of the following should you do during an interview?**
 - A. Rely on your resume to sell you
 - B. Harass the interviewer
 - C. Spit on the table
 - D. Clarify vague questions

- **When asked “What is your greatest strength?” in an interview, you should respond with:**
 - A. I’m too stubborn for my own good
 - B. I’m great at running
 - C. I’m fantastic at telling jokes
 - D. I handle change well

- **What is a “Christmas bonus?”**
 - A. Sum of money given to employees at the end of the year
 - B. Extra toys given to employees on Christmas Day
 - C. Extra days off during Christmas week
 - D. Extra cookies given to employees on Christmas Day

Reviewed By	Reviewed On	Comments / Changes Made
Aditi	04.09.2015	N.A.
Payal	26.02.2016	NA