

## Planning

# Why didn't you get that job?

<b>RULE No. 1</b>	Bring your own pen. Whether you are a walk-in applicant or have an appointment, nothing screams apathy louder than someone who has to ask for a pen to fulfill their purpose for coming in.
<b>RULE No. 2</b>	Dress properly. When you walk in to ask if we are hiring, you are making that classic "first impression."
<b>RULE No. 3</b>	Fill out the application completely and correctly. Answer all the questions on the form. This means you must know your social insurance number, where you went to school, the name of your previous supervisors and the phone numbers and addresses of all your previous employers.
<b>RULE No. 4</b>	Grammar, penmanship and spelling count. Learn to respond to statements like "list reasons for any time of unemployment" with a full sentence instead of phrases like "out of work" and "no job." If you are given the opportunity to express why you would be the perfect candidate for this position, don't leave that space blank. Write neatly and clearly, and only use words you know how to spell. Tell me you are always on time and you are a quick learner. Let me know you are not afraid of a challenge and love working with people. You do not have to write a paragraph, but this is an opportunity to make a good impression.
<b>RULE No. 5</b>	Ask to see the job description. Most employers should have a copy of the job description handy when hiring. If you just walked in off the street and asked for an application, be sure you know what you are getting into. If there is any part of the description you do not understand or have a problem with, ask to speak with the Manager for clarification.
<b>RULE No. 6</b>	Be enthusiastic. From the moment you walk in the door, have a positive attitude. Smile! When you turn in your application, ask the person behind the counter how he feels about his job. Ask if the manager is available and introduce yourself. Even if the store is not hiring at the moment, you can still make an impression by being assertive. Tell the manager what a great store he has and how you shop there all the time. Don't be pushy or linger too long. Just tell him not to forget you when hiring time comes around, and give a firm handshake. You can bet you'll be on the top of the call back list.
<b>RULE No. 7</b>	Be ready to work. Everyone wants a job, but not everyone wants to work. Once you are hired, stay enthusiastic. Live up to all the promises you made. Continue to dress properly, be on time, accept all new tasks with a smile and learn everything you can about the company. Even if this is just a part-time or summer job, groundwork for your future career. A part of you is reflected in everything you do. From the smallest task to the most life-altering decisions, make sure the reflection shows your best side.