What to do when you see a "hiring" sign

Looking for a new job can be challenging, especially in a new place. There are lots of ways to search for jobs. Think about the kinds of jobs you're interested in or qualified for. If this isn't possible, you may need to look for a job that is different from your background before you find the ideal one. Looking for "hiring" or "help wanted" signs can be a good start. But what do you do once you see a 'hiring' sign?

Meet Arya

Arya is a teacher who is new to Canada. She has started looking for jobs and is open to working in stores before she gets a teaching job. While walking down the street near her home she sees a sign in a restaurant window that says, "now hiring - servers needed". She is interested in the job, but doesn't know what to do next.

Below are some steps Arya could take. What steps do you think would work well for Arya? What steps would not work as well? Put a check mark in the column that shows your choice.

What Arya could do	Will work well	Will not work well
1. Write down the restaurant's phone number or email, then go home and call or email the restaurant		
2. Wait to see if the restaurant posts an online job listing		
3. Go into the restaurant and ask to speak with the manager		
4. Go into the restaurant and ask another employee about the job		
5. Go home and get a resume. Bring it back to the restaurant and give it to the manager		
6. Think about how she's dressed. If she's not dressed professionally, she could go home and change		
7. Do a quick Google search about the restaurant to get more information		

Let's look closer at each step. Think about what you would say or do. How do you feel about each step? Put a check mark next to the step you would take and how you feel about it.

Steps	What you would do	How you feel
1. Read the sign carefully	☐ Write down the contact details ☐ Take a picture of the sign ☐ Write down only the name of the company ☐ Other ideas: _____ _____	☐ This is something I've never done! ☐ I've done something like this before ☐ This is something I want to learn how to do. ☐ This is easy. I know how to do this
2. Find out more information about the company and the job	☐ Read the company's website ☐ Email or call someone at the company ☐ Ask to speak with the manager to say you're interested in the job ☐ Ask for an application form or job description ☐ Other ideas: _____ _____	☐ This is something I've never done! ☐ I've done something like this before ☐ This is something I want to learn how to do. ☐ This is easy. I know how to do this

3. Get ready to apply for the job	☐ Think about the job duties and if you've done work like this before ☐ Use a resume and/or cover letter that you used to apply for another job ☐ Write a new resume and cover letter using examples of Canadian versions ☐ Write only a resume without a cover letter ☐ Other ideas: _____ _____	☐ This is something I've never done! ☐ I've done something like this before ☐ This is something I want to learn how to do. ☐ This is easy. I know how to do this
4. Apply for the job	☐ Apply online using email or the company's website ☐ Apply in person by taking in your resume and cover letter ☐ Apply 1 or 2 days after you see the sign ☐ Apply 2 or 3 weeks after you see the sign ☐ Other ideas: _____ _____	☐ This is something I've never done! ☐ I've done something like this before ☐ This is something I want to learn how to do. ☐ This is easy. I know how to do this

Skill words

A **resume** is a document that lists your work history, skills, and education that are related to the job you want. It's usually about 1 page long.

A **cover letter** describes your work experience, skills, and achievements that are most related to the job. It explains why you want the job and why you'll be good at it. It's usually 1 page or less.

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