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# JOBREADY 101

A PRACTICAL EMPLOYMENT  
GUIDE FOR NEWCOMERS

STAGE 4: THANK YOU NOTES AND  
SALARY NEGOTIATION



# LAND ACKNOWLEDGMENT

Kamloops Immigrant Services would like to acknowledge that this guide was created within the ancestral, traditional, and unceded territory of the Secwepemc Nation.

# INTRODUCTION

Welcome to the Practical Employment Guide for Newcomers. This guide has been created to provide resources, tips, and information to it's readers.

It aims to support understanding and development of skills related to job readiness and how to navigate a new workplace once employment is gained.

Our Employment Team hopes that newcomers will find this guide to be helpful and increase confidence throughout their employment journey.

# THANK YOU NOTES AND SALARY NEGOTIATION

## STAGE 4



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# CREATE A THANK YOU NOTE

## **Remember contact information:**

Write the thank you note to the people who interviewed you. Make sure you have their email address or take the note in person to the company. You can usually find an email address on the company website or you can call and ask.

## **Key points to include:**

1. Thank them for the interview
2. Repeat about your interest in the role and the company
3. Mention your key qualifications
4. Ask about questions you want to clarify
5. Tell them that you can meet again to talk more
6. Use a positive conclusion
7. Ask about next steps

Remember, you can follow up again if you are not selected. If you want to ask for feedback, you can ask them how you can be a stronger candidate in your next interview.

Always make your thank you note customized. Don't use the exact same note every time.

Employers can tell if you are sending a general or repeated thank you note.



## Thank you note example

Subject: Thank you - [Your Name] for [Job Title] position

Dear [Interviewer's Name],

I want to express my gratitude for the chance to interview for the position of [Job Title] at [Company Name] today. It was a great experience to get to know more about your team and the role's expectations.

Our conversation reinforced my interest in becoming a part of [Company Name]. I am confident that my experience with [mention a specific skill, task, or responsibility] aligns well with your requirements, and I am excited about the opportunity to contribute to your team.

I value the time and consideration you have given me throughout this process, and I am eagerly looking forward to the possibility of joining your team. If there is any additional information I can provide, please don't hesitate to reach out.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your phone number]



## Second follow up example



Subject: [Your Name] - Following Up Again on [Job Title] Position

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to follow up again regarding the [Job Title] position that I interviewed for on [Date of Interview].

I understand that the hiring process can be lengthy and that there are many factors to consider. I wanted to share that I am still highly interested in the [Job Title] role. I believe my skills and experience align well with the position and I am eager to contribute to your team.

If possible, could you please provide me with an updated timeline for the decision-making process? This will greatly help me in planning next steps. I appreciate your time and consideration.

If there are additional steps I can take to help the process, please let me know. Thank you once again for this opportunity. I look forward to hearing from you soon.

Best Regards,

[Your Name]

[Your Phone Number]



## Feedback request example

Subject: Re: [Job Title] position at [Company Name]

Dear [Interviewer's Name],

I hope you are doing well. I wanted to reach out and express my appreciation for the opportunity to be considered for the [Job Title] role at [Company Name]. Although I wasn't selected for the position, I am grateful for the chance to have been part of the process.

If possible, I would be grateful to receive some feedback on my application or interview. I believe that constructive feedback would be valuable for my future growth and improvement.

Thank you again for your time and consideration.

Best regards,

[Your Name]

[Your phone number]



# NEGOTIATE YOUR SALARY

Negotiation is a normal part of the hiring process, and employers usually expect to talk about salary. Be confident, prepared, and professional when negotiating your salary.

Don't talk about negotiating salary right away at the interview, let the employer mention it, or when you get a job offer that includes a salary amount written on it.

## **Do research:**

- Gather information about the industry standards and the typical salary range for similar roles in your location.
- Websites like Glassdoor, Payscale, Indeed, or industry-specific salary surveys can provide important insights.
- Taking time to do this research will give you an idea of what a fair salary amount is that you can ask for.





## **Know your worth:**

- Think about your skills, experience, and qualifications, and understand what you can bring to the job and to the company.
- Remember your achievements, unique strengths, and any extra certificates or training that make you stand out. Be confident in speaking about the value you can add to the organization.
- Based on your research and self-assessment, decide on a target salary range that you believe is fair and matches with your value.
- This range should have a lower end (your ideal minimum) and an upper end (your ideal maximum). This flexibility allows room for negotiation while still making sure that you get a salary level that is good for you.
- Role-play and practice your negotiation skills with a friend or mentor. Consider possible concerns or counteroffers the employer might have and get ready with convincing answers.

## Consider the benefits:

- Salary is just one part of the total compensation package. Consider other benefits, like bonuses, stock options, health insurance, retirement plans, vacation time, professional development opportunities, or flexible work styles (remote/hybrid work etc.).
- If the employer is not able to meet your desired salary, they may be open to negotiating other parts of the benefits package to improve its overall value.



## Stay professional and flexible:

- Keep communication open and be respectful when talking about salary.
- Be open to compromise and remember the employer's limits and needs as well. It's important to find a balance that works for both you and them.
- Once both sides agree on the final terms, request a formal offer letter or employment contract that includes the salary, benefits, and any other terms and conditions. Read it carefully before accepting or signing to check that it accurately shows what you and the employer agreed on.





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## HOURS OF OPERATION


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**Monday to Friday 8:30 AM - 4:30 PM**

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