# ENGAGE

An important part in communicating with others when you are looking for work or starting new work is remaining engaged in the communication. It is easy to get distracted, for some more than others. It is important to learn about ourselves so we can put safeguards in place to ensure we are engaging fully in conversations.

These tips on engaging will help you when someone calls for an interview, when you are at an interview, when you receive an email from an employer, or when you are starting a new job.

1. **Don’t interrupt the person who is speaking to you.** Let them finish. If you do interrupt them by accident (it happens, we get excited or want to make sure we raise a question) apologize and let them finish.
2. **Eliminate distractions** – don’t have your phone on you. If you are responding to an email or taking a call, go to a quiet space and turn away from the door.
3. **Ask questions!** A great way to remain engaged is to ask questions after what someone shares or after what has been said. This will help you stay focused on the message of what is being communicated to you.
4. **Break the communication down – What is being asked of you?** Do you understand it fully? Do you need support to do what they are asking?
5. **Write down any timelines that are included**, if a timeline was not mentioned, ask if it is time sensitive. Often they may say, “Can you get us your references by the end of the day?” Make note of that timeline, set a reminder in your phone for when you leave to email that information.