



TIPS

Guide to Successful Job Hunting

From submitting your **résumé** to having a successful interview, the process for finding a new job can be long and difficult. The more you can prepare yourself, the better suited you will be to landing the job you want.

Tips Include:

Steps for Updating Your Résumé

Tips for Your Job Search

Steps to Prepare for an Interview

Tips for a Successful Interview

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Before you Start your Search

Make sure you have your **résumé** up-to-date and ready to send out. Below are a few tips for making sure your **résumé** makes an impact and describes your key accomplishments.

Résumé Updating Tips:

- 1** Update your **résumé** with new experience or skill sets you have acquired that are relevant to the type of position you are applying for. You want your experience to overlap with the description of the job title you will be applying for. This does not mean you should alter your experience to fit the description of the job title you want. Altering or lying about your experience on your **résumé** is a recipe for disaster, and should be avoided.
- 2** Describe your accomplishments, not just the job responsibilities you had. For example, it's great that John Smith knows how to prepare a sales report, but what is really important is how that report helped the company or the department make an important decision.
- 3** Show important accomplishments on your **résumé** by quantifying them. If you created a strategy and that strategy increased sales, try to equate that increase in sales to a dollar amount or percentage increase. Your key accomplishments should be defined less by general statements, and more by a quantifiable number that shows real value.
- 4** Make sure your **résumé** is saved in multiple file formats so you are prepared to send it out, when you find a job opening you are interested in.

Job Search

Sometimes the hardest part about job hunting is knowing where to look. With so many job posting websites, it can become overwhelming. Below are our tips for finding job openings:

- One of the best assets you have for finding job opportunities is your network. Your network consists of people you know, whether they are friends, past colleagues or part of a professional organization you have joined. If there are professional associations or clubs related to your industry and you are not a member, join them and go to events to network. Talk to fellow professionals about your job search to see if they know of any openings. They may be able to recommend you directly for a job opening.
- Post about your search on your social media profiles, and ask your connections if they know of any openings that are relevant to your skillset. Check in industry forums, or online groups related to your industry for posted job openings. Remember to be careful, if you don't want your current employer finding out about your job hunt, then refrain from posting on social media, or do so privately.
- Remember to stay positive during your search, and don't get discouraged by a lack of current openings for the job you want. There are seasonal hiring trends, and the first quarter tends to be one. This is when companies start hiring initiatives, and you can expect an increase in job postings. Don't let this prevent you from starting your search during another time of the year. Companies need to fill positions throughout the year when jobs open up because of internal promotions or employees leaving for jobs at different companies.

Pre-Interview

Let's say someone liked your résumé and you have an interview scheduled. Take a moment to congratulate yourself, and then start preparing for the interview. To help prepare, read our suggested steps to take below:

- 1 Think about who you will be interviewing with, and what their title is. You want to be prepared for your interview with your audience in mind.

- 2 Go over your **résumé**. Read it out loud, and think about the questions you will have to answer about your experience. Be ready to talk about what you learned from the projects you have worked on, and how your experiences and skills make you a valuable asset to an employer.
- 3 Ask a friend or family member to do a mock interview to help you prepare. They should ask you to go into detail about the projects you worked on, and how you overcame any obstacles that you encountered.
- 4 Research the company you are interviewing at, hiring manager, and the job opportunity itself.
- 5 Decide what you'll wear. Finding out what kind of office culture the company has can help you **choose** an outfit. Always err on the side of caution by choosing an outfit that's more formal. It's better to be more formal, than casual.
- 6 Make sure you get plenty of rest the night before the interview. In the morning, try exercising or doing something else that relaxes you. Envision the interview going well. A positive state of mind can help combat nerves.

Interview

It's time for the big event! You have done your best to prepare and should feel confident in speaking about your capabilities. Here are a few tips for during the interview:

- Always greet the person who is interviewing you with a friendly smile and firm handshake. First impressions matter.
- Make eye contact during the interview and don't slouch! Body language is important. Something like crossing your arms in front of you can make you seem standoffish and cold. Fold your hands in front of you on the table if you are not sure what to do with them.
- Most importantly, be yourself. You want to give the interviewer an accurate representation of yourself.
- When the interviewer asks if you have any questions, be prepared to ask at least one. This shows you're interested in the position. Ask about the company culture, position itself, or why the interviewer enjoys working at the company.

- Be sure to thank the interviewer for their time at the end of the interview. Always follow up after the interview with a thank you email that reiterates your interest in the position.

Post-Interview

You got the call and the job is yours.
Congratulations!

If you end up accepting the offer, then your job hunt is over, but let's say you didn't get the job. Whatever you do, don't become discouraged and lose determination in finding the right job. Learn from the interview, and even ask for feedback from the interviewee to help you prepare for your next one. Just because you didn't get the job doesn't mean you failed, you gained a learning experience.

Continue your search, keep applying for jobs, and keep practicing with mock interviews. Your focus and hard work will pay off, and the right job opportunity will eventually present itself.

Checklist for:

Updating Your Resume

Have I added or updated my:

- | | | |
|--|---|--|
| <input type="checkbox"/> Employment History | <input type="checkbox"/> Training Certifications | <input type="checkbox"/> Contact Information |
| <input type="checkbox"/> Present Job Description | <input type="checkbox"/> References | <input type="checkbox"/> Linked In Profile Information |
| <input type="checkbox"/> Education Experience | <input type="checkbox"/> Relevant Skills /Program Knowledge | <input type="checkbox"/> Removed Questionable Social Media Posts |

Researching the Company

- ☐ Have I read the company bio?
- ☐ Do I know the company mission statement and values?
- ☐ Do I know the local and or global presence of the company?
- ☐ Did I read the full job post for relevant info concerning experience requirements and expectations?
- ☐ Do I know what position I am applying for?
- ☐ Do I know the title and job of the person interviewing me?
- ☐ If possible, have I visited the company's website for more info?

Interview Preparation

- Why are you applying for this position?
- Why do you feel that this position and company are a good fit for you?
- What are your qualifications?
- What are your strengths (in context of the position)?
- What are your weaknesses or areas of improvement?
- Have you worked with a team before?
- Do you work well with a team?
- Please explain an accomplishment you are most proud of? Or your greatest achievement?
- Please describe how you handled a difficult situation?
- Describe yourself?
- Why are you looking for a new job? Leaving your current employer?
- What are your salary requirements?
- What is the last book you read for fun?
- What are your favorite hobbies, websites, etc?
- What are your career goals?
- What is your ideal work environment and environment in which you will most effectively be able to contribute too?
- What three important skills or qualities would you bring to this job and company?
- How would your coworkers and boss describe your work and contributions?
- Are continuing to develop your professional skills and knowledge important to you? If so, how do you go about continuing your development.