

## **The Job Advertisement**

Keep job advertisement around. If they don't hire someone that fits the job description, then you have legal recourse. You have all the legal right to call up and say that you had all the legal qualifications for the job but didn't get hired, and can ask why they didn't get hired. The ads set the bar very high for this reason. For example, knowledge of specific pieces of hardware. Apply for the job even if you don't know the specific hardware, especially if you know a similar piece of hardware.

You can ask if they found someone that met the qualifications, and they will explain to you the answer.

### ***Impressions***

Interview is a very important place to put yourself on top. Older crowd thinks that because they had to wear a suit to interviews, that you should too. If there are multiple qualified candidates, hiring manager will choose based on arbitrary qualifications or personal preferences. Satisfy the hiring manager's subconscious.

Fancy paper for resumes and cover letters helps to impress. Wearing a suit, good posture, how you present yourself all help to impress.

### ***Jokes***

Competitive salary: we remain competitive by paying less than our competitors

Some overtime required: some time each night and some time each weekend.

### ***When to Ask Questions***

Ask what the phrases in the advertisement really mean. Most interviewers expect you to ask questions. It shows your inquisitiveness and that you are thinking. Listen to what they are saying and take notes (asking first). Always take notes. Write down names and contact information if they don't have business cards.

## **The Resume**

The most critical part of the interview. It is what gets you into the interview.

### ***Types***

#### **Chronological**

Easy to follow.

Begins with current position. Shows upward progress. Effectively describes a single career path.

Not the right format for someone just starting out.

## **Functional**

Emphasizes skills and accomplishments while deemphasizing work history.

Entry level job seekers, reentering work force, numerous jobs in a short time.

## **Combination**

Combination of chronological and functional.

## ***Presentation***

Use white paper, do not use colored paper. White paper copies easier. If they make copies and the copies don't look nice, then that will be a problem.

Use a good bond paper. \$4-5 for 10 sheets, unless you are canvassing/fishing by sending out resumes.

Watermark is OK, shows it is expensive paper.

Very clear font – use common fonts like Ariel and Times. Don't use script, comic, anything fancy. Want it easy to read and to scan.

## ***The Combination***

Emphasizes accomplishments, experience, and career progression.

Functional skills, highlights accomplishments, provides chronological work history.

Get their interest, hide defects. Make them want to find out more information.

Answer all questions on the job advertisement on the resume. Tailor resumes for each job. Prove to them that you fulfill the qualifications stated in the job description. Put the company's name in the resume to show them that you took the time to target them personally.

## ***Parts***

Parts of the resume.

## **Heading**

Name, address, city, state, zip, telephone (cell), email.

Every way they can contact you.

Use this heading as your letterhead. Use it on your resume, cover letter, thank you letter, and reference sheet.

If header looks just like your cover letter, it will be easier to find them in a desk full of paper.

## Objective

Match the objective statement with the job. Put in their company name.

## Correspondence

Every piece of correspondence should have the same format.

Every thank you letter should be different, since they will all end up in your personnel file. If they are the same, it won't make as good an impression as if the letters are individually written and different for each person receiving a letter.

Every person who talks to you should get a thank you letter.

## Skills

- Highlight of Qualifications

Don't include every class or everything you have done. Talk about the ones that are relevant to the job position.

- Skills and Qualifications
- Summary of Qualifications

If it isn't relevant, leave it off.

## Experience

List employers for the past ten years. If they want more, they will ask you for more.

Put in reverse chronological order (most recent job first).

Name of employer, city, state. Avoids confusion and allows them to find and contact them.

List position you held and how long you held them (how many years).

A title is a title, it isn't a brand like a cattle brand.

Show that you have been promoted.

Production, supervisors, technicians, engineers, managers: this is the hierarchy from low to high.

Make the resume look like you are not hiding anything.

Use key resume words.

## Education

Always at bottom of resume.

List schools. High school only if you are in your 20's.

Special classes and seminars.

Any pertinent educational exposure.

Reverse chronological order. Maybe not if the higher degree was earned earlier; a judgment call.  
Warning about over-qualification.

### ***Make it Your Job to Get a Job***

Think it through. Sit down at the keyboard. Impress the recipient with your work. Write your resume with the goal of impressing yourself, that you would say that you would hire that person.

## **Cover Letter**

Your introduction.

### ***Address someone in authority***

Address them by name and title. Could just be Dear Manager or Dear Selection Committee or Dear Chief Engineer.

HR people aren't technical; they can misdirect things. If HR is the contact, send to HR but also send it to the person with the title (the hiring manager). Else, your resume may get nowhere since it didn't get to the hiring manager.

### ***Tell how you become attracted to the company***

For example, you saw an ad somewhere.

### ***Demonstrate your Homework***

Answer their questions. The things they ask in the advertisement. Show you can see their point of view on problems, interests, priorities. Advertisements are often dream lists. Get their attention by stating the most favorable and excluding the less favorable.

Won't find out all the information on the company from the advertisement. Research the company. Look at their web site. Search the World Wide Web for information on their company.

### ***Convey your Enthusiasm and Commitment***

Passion for this type of work. Put what you are selling up front. You are selling your services to the company.

### ***Use both Professionalism with Warmth and Friendliness***

This is a personal letter. Resumes don't have warmth and friendliness since they are not targeted to a specific person. Don't use bullets for everything.

### ***Identify at least One Thing about Yourself that is Unique***

Something that goes beyond the basic requirements of the position, that is relevant to the position, and that may set you apart from others that are equally qualified.

**Assignment:** write a cover letter for the job for which you wrote the resume. Due Thursday.

Most people don't know these secrets of hiring. They don't write cover letters.

Be appropriate to the field you are exploring, then stand out in a non-gimmicky way.

### ***Outline Specifically what you are Asking and Offering***

Outline what you can do for the employer.

### ***Explain what You will do to Follow Through***

### ***Be Brief and Focused***

No more than one page.

## **Critiquing Format**

Should look uniform and pleasing to look at. Make it look like a piece of art.

Should be the appropriate type of resume.

Headings should be in bold face.

Put your name in larger font size. Let them know who you are.

Make sure all the paperwork looks the same (same heading).

Should have enough white space, not crowded or wordy, appealing to look at.

## **Overall**

No typos, especially company name.

Misspelled words.

Grammatical errors.

Uniform punctuation.

## **Heading**

Should be attractive (spacing, layout).

Contains all necessary information.

No silly outgoing messages on home answering machine.

## **Body**

Use key resume words.

## **Then What?**

Call the contact to see if they have received the package. Use politeness and courtesy. Ask if there is anything else they can use. Ask if you can call again to follow up on this – do this sparingly then leave them alone. Ask who is the next person to see this and try to get their contact information. This is business; you are not infringing on somebody's personal life. You appear as a “go-getter”. Let them make the decision to not hound them.

Call them after a couple of weeks to see if they made a decision on the job.

Send thank you letters via U.S. Mail, not through email.

## **The Interview**

No excuses. Paperwork must be in order. Appearance – dress the part. Never be late and don't give excuses. Be early and bring information about the company and review it.

### ***Appearance***

Only one chance to make a first impression. Clothes make the man/woman. Who is that person you will be interviewing with and what will they think of my appearance? Jewelry, hair, tattoos.

### ***Preparation***

Spare cover letters, spare resumes, note pad for names and contact information (thank you letters, additional contacts, notes about the job). Get the information at the time.

### ***Body Language***

Posture good, straight. Don't cross arms and legs.

### ***Questions that Cannot Be Asked***

Age, marital status, children, child care plans, personal health, ethnicity, sexual preference, disabilities, arrest record, religion.

Interviewer can ask you if you have been convicted of a crime. They cannot ask you what for or how many times.

Basically, personal information cannot be asked by an interviewer. It is illegal and you do not have to respond.

If asked questions like this, respond with asking if this has a bearing on the position, if it is relevant to this job, since it isn't an allowed question. If persists, can ask for an HR representative to be in the room.

### ***Name***

Acceptable: for access purposes, inquiry into whether the applicant's work records are under another name.

Unacceptable: to ask if a woman is a Miss, Mrs., or Ms.; to request applicant to give maiden name or any previous name he or she has used.

Employer may ask for aliases.

### ***Age***

Acceptable: requiring proof of age by birth certificate after hiring.

Can't ask when you graduated from high school.

Unacceptable: to ask the age or age group of applicant; to request birth certificate or baptismal record before hiring.

Reason why: Age Discrimination in Employment Act of 1967; Act Prohibiting Unjust Discrimination in employment because of age.

Birth place, national Origin, Citizenship

Acceptable to ask whether ALL applicants are legally authorized to work in U.S.

Unacceptable to inquire into national origin or birth place of applicant or applicant's family, ask for birth certificate or other proof of U.S. Citizenship **before** hiring, whether the applicant is a U.S. Citizen, if their U.S. Residence is legal, if their spouse is a citizen.

### ***Race/Color***

Acceptable to indicate that the institution is an equal opportunity employer, to ask race for affirmative action plan statistics (after hiring)

Unacceptable to ask any inquiry to find out color or race.

### ***Sexual Orientation***

Acceptable to indicate that the institution prohibits discrimination on the basis of sexual orientation.

### ***Religion***

Acceptable to state normal hours and days of work required by the job to avoid possible conflict with religious convictions.

Unacceptable to ask an applicant's religion or religious customs or holidays, or to request recommendations from church officials.

### ***Marital/Parental Status***

Acceptable to ask whether applicant can meet work schedules, inquiries made to males and females alike as to duration/stay on job.

Unacceptable to ask marital status before hiring, to ask number/age of children, child care arrangements and plans to have more children before hiring to insurance purposes.

### ***Disability***

Acceptable if candidate is able to carry out the essential functions of the job. After hiring, hiring person may inquire whether hired person may require reasonable accommodation.

Unacceptable to ask job applicants general questions about whether they have a disability or about the nature/severity of their disability.

### ***Military Service***

Acceptable inquiring into services in the U.S. armed forces including rank attained, branch of service, or any job-related experience.

Unacceptable to ask type of discharge, to request service records before hiring, to ask about services in the military of any other country besides the U.S.

Reason why: Section 402 of the Vietnam Era Veterans; Readjustment Assistance Act of 1974.

### ***Convictions, Arrest, and Court Records***

Acceptable to inquire about convictions if the reason for the inquiry is a business necessity.

Unacceptable to inquire related to arrests, court or conviction records not substantially related to job in question.

### ***Height and Weight***

Can't ask height and weight.

### ***Organizations***

List memberships in any professional or trade organizations that you consider relevant to your ability to perform the job.

Can't ask about other social organizations.

### ***Photographs***

Can't require photos before hiring (unless part of job requirement).



### ***Relatives***

Not legal to require listing names and addresses of relatives, or relative to be notified in case of emergency.

Not legal to ask if you have any relatives already employed by this company and ask for their names.

### ***Residence***

Can't ask if you own or rent. Can't ask for names/relationships of persons residing with you.

Can ask what is your present address and how long have you resided at that address.

Can ask what was your former address and how long did you reside there.

### ***Credit Rating***

Can't ask about credit rating, charge accounts, ownership of car, etc.

Can ask if you can be bonded.

### ***Suggested Questions for Interviewing Applicants***

How did you choose this line of work?

What did you enjoy most about your last job?

What did you like least about your last job?

What has been your greatest frustration or disappointment on your present job? Why?

What were some of the pluses and minuses of your last job?

What were the circumstances surrounding your leaving your last job?

Did you give notice?

Why should we hire you?

What do you expect from this employer?

What are three things you will not do in your next job?

What would your last supervisor say your three weaknesses are?

What are your major strengths?

How can your supervisor best help you to obtain your goals?

How did your last supervisor rate your job performance?

In what ways would you change your last supervisor?

What are your career goals during the next 1 to 3 years, or 5 to 10 years?

How will working for this employer help you reach those goals?

What did you do the last time you received instructions with which you disagreed?

What are some of the things about which you and your supervisor disagreed? What did you do?

What would you consider your strengths, assets, and things you liked and respected about your previous employer personally and professionally?

Do you know of any shortcomings, weaker points, or areas for improvement?

Would you please clarify what your responsibilities and accountabilities were while in this position?

On a scale of excellent to poor, how would you rate your overall performance? Why?

Are you eligible for re-hire at your last company? If you got unemployment insurance from your last job, you are eligible for re-hire.

Let me tell you more about the job for which you are applying. (describes the job) Now, how do you think you might fit in that job? (Probing for specifics).

Tell me something about yourself. Say something positive.

How do you handle stressful situations?

How do you deal with criticism or stress?

What is your definition of success?

Why do you think you would fit in with this company? This is where your research comes in handy.

Have you every been fired, and why? Probably would not admit this since it won't be reported by prior employers.

Where do you see yourself in 5 years?

Do you prefer to work on your own or as a team?

Why are you interested in working for this company?

How do you handle a difference in opinion with your colleagues or superiors?

Why should I hire you?

(Lots of companies fish the job market all the time.)

### ***Questions to Ask Your Prospective Employer***

Why is this position available right now?

How many times has this position been filled in the past 5 years?

What should the new person do that is different from the last person that had this position?

What would you most like to see done in the next 6 months?

What are the most difficult problems that this job entails?

How much freedom do I have in the decision making process?

What are my options for advancement?

How has this company succeeded in the past?

What changes do you envision in near future for this company?

What do you think constitutes success in this job?

## **Thursday**

Will interview. Prepare with proper attire, questions,

**Assignment:** Turn in Tuesday an updated resume. Come up with heading and cover letter by Thursday.