



## FIVE THINGS THAT HIRING MANAGERS WISH THEY COULD TELL YOU

**#1 Details are important:** Throughout the hiring process, you need to pay attention to everything which includes the smallest details. Why you ask? During this process, a hiring manager will be assessing your ability to perform specific tasks and your fit with their organization. They also need to know if you're able to take direction and follow guidance, so it's critical that you comply with their instructions. In addition, your resume must be free of errors (spelling, grammar, and formatting). Finally, the words you use in discussions and interviews must be accurate and honest.

**#2 It's hard to recover from a negative impression:** Candidates have limited time to make a first impression and anything less than a positive impression will be hard to overcome. We're not saying you can't overcome a negative impression, however, it's difficult. The best way to make sure your first impression is positive is to always be ready. Dress appropriately, smile, firm handshake, and be ready to make a connection. The key to making this happen is simple – you must prepare.

**#3 Your attitude matters:** You've heard it said that "Attitude is Everything" and this is critical during an interview. Show them your desire to be part of their organization through your words, tone, and actions. Don't misrepresent yourself, but don't mask your interest and passion. Remember that attitudes are

contagious. You need to make sure that yours is worth catching.

**#4 Your questions matter:** Your responses to the interviewer's questions are critical, but the questions you ask are almost as important. Why? Because these reflect your level of preparation, areas of interest, and can highlight your intentions. Good questions imply that you're engaged, serious about the position, and know what you want. Poor or generic questions can indicate that you're not paying attention or not interested. Bad questions such as "when will I be eligible for a raise" or "do you pay for a master's degree" can mean that you're more interested in your own self-interests. We recommend that you develop a list of appropriate questions while preparing and adjust these as the interview develops.

**#5 Trusted recommendations can make a difference:** During the process, a hiring manager is trying to determine if you have the qualifications required to be successful and if you fit with their organization. Unfortunately, candidates often misrepresent themselves by inflating their resume, discussing skills or experiences they really don't have, or by taking credit for things they didn't accomplish. A strong recommendation from someone they know and trust can reinforce a candidate's positive attributes and validate their truthfulness. This doesn't guarantee they'll get the job, but it can increase a hiring manager's confidence in their assessment. On a related note, the best way to get a trusted recommendation is through positive networking.

