



BEING CONSISTENT DURING THE HIRING PROCESS



In last month's newsletter, we discussed the two essential elements of a successful job search; 1) a good resume and 2) strong interviewing skills. We talked about the need for a resume which gets you noticed and more importantly, invited for the interview. The interview, however, is what determines if you get the job offer. Both are important and have a distinct part in the hiring process. At our seminar, we teach how this process works and how you can increase your

chances of getting the job of your dreams. We also discuss the importance of being consistent between the resume and interview. This is critical because you must deliver a consistent message and track record of accomplishment. I've interviewed countless job seekers that had excellent resumes but would tell a much different story during the interview. This is an immediate red flag to a hiring manager and can mean that you're not being truthful. I've also had candi-

dates that couldn't tell me about parts of their resume which is also a signal of dishonesty or a simple lack of preparation – both are a negative during the interview. At minimum, you must be ready to discuss any item on your resume. If you can't do this, you're not ready for the interview. In the hiring manager's mind, if they can't trust you to be truthful during the hiring process, they can't trust you to be truthful on the job. Your answers to interview questions must be consistent and compliment your resume. Don't simply restate the information on the resume, but tell a story that builds upon this information and helps them understand the importance. In short, consistency between the resume and interview are critical to demonstrate honesty, integrity, preparation, and fit with the position and organization. Being inconsistent is like getting caught in a trap that you can avoid....don't let this happen!



WHY GOOD ETIQUETTE IS IMPORTANT

Good etiquette never goes out of style and we highly recommend that you do a quick etiquette refresher before starting the interview process. As discussed in previous newsletters, the details matter during an interview and etiquette is an area that may be scrutinized by some hiring managers. Today's society has become more relaxed and etiquette has taken a back seat in many cases. By demonstrating good etiquette, you show the recruiter, HR and hiring manager that you're professional, want to do things the right way, are willing to go the extra mile and care about those around you. While good etiquette won't get you a job offer by itself, bad etiquette alone may cost you the job offer. The interesting part about good etiquette is that it's easy to practice. During our seminar, we provide a refresher on the basic rules of etiquette and highlight several of the common mistakes we're seeing today. We also provide tips and techniques to help you demonstrate good etiquette. Adherence to good etiquette ranges among hiring managers, however you don't want this to be the reason you weren't given the job offer. That would be like losing a car race because you failed to put fuel in your tank – an obvious mistake which is easy to overcome. Let us help you with the etiquette basics so that you're fueled up and ready for the win.



ask the hiring manager

I experienced periods of awkward silence during my last round of interviews. What can I do to prevent this in the future?

Answer: The interview process should be a two-way dialog and hiring managers represent only half of the dialog. This means that you may also initiate conversations which are appropriate and allow you to demonstrate interest, highlight capabilities which align to the position and/or make a connection which reinforces your fit with the position. We cover this topic at our seminar and provide examples of what we call "conversation starters" to help keep the dialog going. Remember that interviewers are people too and not all interviewers have the same experience levels. You can help keep the discussion active and use these opportunities to talk about things which are important to you and align with the position. This may also be a good way to demonstrate your level of preparation. When appropriate, help keep the discussion going—however, don't go overboard and attempt to control the discussion.

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UPCOMING SEMINARS

Our team is currently working on the fall 2013 schedule. At present, we plan to be at several locations in the Ohio region:

- University of Cincinnati / Xavier University
- Miami University
- Wright-State University / Wright Patterson AFB area
- The Ohio State University
- Ohio University
- Bowling Green State University
- The University of Toledo
- Kent State University
- University of Akron

Specific dates/times are TBD as of the publishing of this newsletter and we'll update the website when specifics have been confirmed.

Please email us at service@interviewskills101.com if you have questions regarding the upcoming schedule. We hope to see you at one of our seminars with the goal of preparing you for the most important day of your career, the interview day...because without a successful interview, you won't get your ideal job

