



WHY DETAILS MATTER DURING THE HIRING PROCESS

Details are always important, however paying attention to the smallest of details can change your chances of getting the job of your dreams. Regardless of your natural inclination towards the details, you need to make sure the small items are addressed throughout the hiring process. It starts with any correspondence you have with the potential employer, ranging from the mail room clerk, HR representative, administrative specialist up to the hiring manager. Every interaction may be used as part of the decision making process. Often, candidates don't get the chance to interview because they didn't pay attention to the small details. Essential components of your job search need to be scrutinized; your resume, cover letter, email, voicemail, grooming, cloths, shoes.....they all matter! Sometimes it only takes a few minutes to address a minor item that could derail your entire job search which has been months or years in

the making. We recommend you slow down and give yourself additional time to ensure the small details are covered, this includes:

- Spell check and grammar review of written correspondences.
- Follow the instructions given when submitting resumes, cover letters, and applications. Failure to follow instructions can result in your package not getting to the hiring manager.
- Arrive 10 minutes early and do a check over in the mirror before starting.

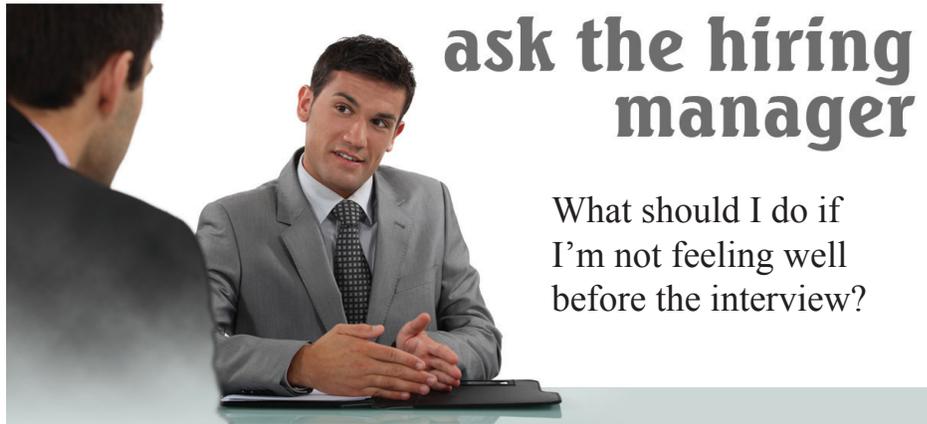
During our seminar, we provide a comprehensive overview of items which are often overlooked, but can have a significant impact on the hiring decision. We'll address these items and provide tips and techniques to ensure your hard work doesn't go to waste. The reason that minor details are so important during the hiring process is simple; the hiring manager will assess your level of attention to detail on the job based upon what they observe during the hiring process. If you can't get it right now, you won't get it right on the job.





DEVELOPING A PERSONAL SHOPPING CART

An important part of your interview preparation is understanding your skills, abilities, strengths, weaknesses, and goals. This starts with honest personal reflection where you will consider everything you've done over your career (or while at school) such as jobs, duties and community involvement. This process should incorporate anything that can be used to understand skills, abilities, experiences. It's important to note that when done properly, this exercise will take a bit of time.....so don't plan to do this the night before or worse yet, on the drive to your interview! Think about your greatest achievements and how you accomplished these. What motivates you? What weaknesses do you have and what are you doing to address these? What mistakes have you made? What have you learned from your mistakes and improved as a result? Some candidates overlook their weaknesses and mistakes, which is a also a mistake. An employer wants to know that you've learned and the key is to share relevant examples which align to the position and demonstrate how you've grown. The outcome of this process is a "shopping cart" of examples which you can apply, using a structure approach, to answer interview questions. We'll teach you how to identify examples which align to the position and how to structure your response and maximize your ability to convert the interview into a job offer.



ask the hiring manager

What should I do if I'm not feeling well before the interview?

Answer: We recommend that you reschedule an interview if you're sick or have an issue that will not allow you to focus your full attention on the interview. The reason is simple, you can't recover from a failed interview which is what will likely happen if you're not at 100%. Some candidates think that showing up sick will communicate their level of interest in the position. However, that might not be how the hiring manager or those you come into contact with might see it. There's a good chance they'll see this behavior as either being desperate for the job or that you lack concern for others in the workplace. Either one of these is a major negative in your quest to get the job. Any good hiring manager will accept this explanation, as long as it's done in a reasonable time frame before the interview. This doesn't mean that you call 5 minutes after the interview was scheduled and ask to reschedule due to illness. Regardless of your actual condition, this approach will not be received well.

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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
- Wright-State University / Wright Patterson AFB area
- Miami University
- 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.

