

**We Have The Job.
Now Make It Yours!**



1. Preparation

A. Generate a Strong Resume

Your resume is a crucial piece of presenting yourself to a future employer. Each resume should include some variation of the following information:

Contact Info

Start with your name followed by: phone, mail, and email information. Make sure your voicemail for the phone number you list sends a professional message. A casual voicemail may leave the employer thinking you are unprofessional, and not worthy for the available position.

Objective

Listing an opening career objective statement is a risky move. Although it is risky, listing your career objective can be a good move depending on the employer and your career situation. At HotFoot Recruiters we enjoy seeing your career objective, so we know the details of your career intentions. Before we setup the interview with the actual employer, you may want to tailor or remove your career objective depending on the position you are interviewing for.

Summary of Work History

Your summary should be concise and to the point. Include the following:

- Title, employer, location, and time frame you were employed with them
- List any skills you developed while employed at each company that are relevant to the current position of interest
- Express your positive traits and personality attributes that make you a fit for the job
- List each job ascending in reverse chronological order

Example: Graphic Designer, Design World, Phoenix, AZ

1/13 – 12/13

- Successfully managed the logo design for “John Doe Business” through a two week project requiring innovative skills and timely completion.
- Efficiently.....

Summary of Education

Secure a chunk of the resume explaining any education accomplishments you have: high school diploma, undergraduate/graduate degrees, certificates, licenses, technical skills and language fluencies.

Service and Personal Information

List any community service or volunteer work you feel is relevant for the position. Include any awards and honors that express your credibility for the position. Exclude any personal information that may give the employer an opportunity to show bias.

B. Other Important Documents

Write an appropriate cover letter for you each job you're interested in. Include both the skills that make you a fit in the company, and why the company will be a great fit for you. The length should be no longer than one full page, and include any contact information they may need.

Contact each of your references to confirm that they are okay with you listing their name and contact information. Ask each reference about their availability and preferred form of communication to be included on your reference sheet.

C. Making an Impression

Making a strong first impression may be the deciding factor in landing your next job. Making sure your impression is strong through social networks, online, and in the interview is the key to landing the job.

Professional Email

Professional emails are short as possible, and don't include any unprofessional words. Try and limit the email address to some variation of your full name if possible.

Your Online Image

- It is important to “Google” yourself to review any information people have spread regarding your name. Sometimes people may write negative comments about you for the world to see. If you know what is available for the public to view, you will be prepared to defend yourself and explain any negative information future employers may come across when searching your name.
- Social networks are often used to evaluate future employees. It is important to update and polish your LinkedIn profile to portray the best version of yourself. Some employers may view your Facebook profile as well, so make sure you remove any comments or pictures that don't send employers the right message.

Learn a New Skill

If you are unemployed or only working part-time, this might be a perfect opportunity to take a course, or read publications in your industry of choice. Opportunities to learn a new skill or strengthen an existing one should be utilized. This will strengthen your resume and provide confidence in interviews to come.

D. Job Search

Utilize a Recruiter

Seeking a recruiter can lighten the burden of job search, while ensuring you will find the right fit. HotFoot Recruiters has multiple recruiters who specialize in various industries. We will get to know you as a person and find out exactly what you want in your next job. It is vital to have a perfect fit between both the employer and the employee. Our goal is to set you up in a position that will exceed your expectations.

Use HotFoot Recruiters to find your next job:

Post a resume at: www.hotfootrecruiters.com

Contact us using social media:

www.facebook.com/hotfootrecruiting

www.twitter.com/hotfootjobs

www.linkedin.com/company/hotfoot-recruiters



E. Interview Preparation

Company Research

Educate yourself on the company you are interviewing with. Aside from learning what you like about the company and how you will be an asset, the interviewer may ask specific reasons why you want to work for their company. If you know the company inside and out, you may be able to tell the interviewer how you will help solve one of their current problems creating a lasting change for the better.

Questions

Interviews are an opportunity for an employer to ask questions, but also an opportunity for candidates to ask relevant questions about the company. Questions for the interviewer should hold the theme of “what can I do for this company”, instead of “what can this company do for me”. You will learn about salary, benefits, and vacation in the official offer. Reserve questions promoting positive intentions for your interview.

Employment Applications

Whether you fill out an application before the interview or with your recruiter, you need to have a resume supplement that lists specific dates for your work history. You must be able to properly fill out the employment application or the interviewer won't seriously consider you.



2. The Interview

A. Best Practices

First Impression

Interviewers usually make up their mind about a candidate in the first 30 seconds after meeting them. It is your job to win their approval in this window of time. When you introduce yourself, smile, offer a good hand shake, and most importantly act energetic! These three actions go a long way in starting off the interview.

The Good

- Arrive at least 10 minutes early, if you're late it shows you don't value their time.
- Dress appropriately, to show professionalism
- Answer the interviewer's questions specifically, and stay on topic.
- Specifically explain your qualifications that are relevant for the job.
- Make eye contact, smile and show good posture.
- Anticipate questions about your weaknesses, and prepare a response that shows them as potential strengths.
- Ask the interviewer relevant questions, it gives them an opportunity to explain why you should choose them.

The Bad

- Don't give an answer they aren't looking for. Ask the interviewer to clarify questions if you don't understand.
- Don't ever interrupt, listen to the interviewer.
- Don't wear perfume or cologne to the interview, it is distracting.
- Don't ramble, concise on point answers are impressive.
- Don't respond with negative comments towards anything.
- Don't write "see resume" on applications. Fill out the application and prove that you can follow directions.
- Never lie. Truthful answers are always the best option.

B. Closing the Interview

As the interview is ending, evaluate how it went. If you feel like you nailed it, then express your interest in the position to the interviewer. Make sure to make a statement letting them know that you have evaluated their company throughout the interview and you feel that it is a correct fit for you. Before you leave, make sure to clarify why you are interested in their company and what assets you bring to the table. Also, get the interviewer's business card so you can write them a thank you letter.



3. Following the Interview

A. The Follow-Up

Following up after an interview is a vital part of the hiring process. Make sure to write down the important topics covered in the interview. The “thank you” letter must be written no later than 24 hours after the interview. Also, it is crucial to follow-up with your recruiter after the interview to discuss how it went and where to go from there.

B. Is It The Right Opportunity?

When you get home from the interview, spend some time evaluating the interview and how promising the position is for your future. Write down your immediate thoughts on the positives and negatives of the interview. If you quickly see a long list of negatives, this may not be the best opportunity for you.

If you have applied to several other positions, write down and compare the positives and negatives of each position. It helps to write down the comparisons so it will better represent the magnitude of the differences.

Consult in your family members and the appropriate people in your professional network to learn their opinion on your situation. Although it is important to value their opinion, the decision is ultimately yours.

C. Resign Formally

After you have landed the perfect job, you have probably told your family and friends. Before you tell any of your colleagues at work, it is best to formally resign. If you properly resign, you will be the first person to tell your employer you are leaving. Taking this approach may lead to a smoother resignation experience, and hopefully your employer will support you in your decision.

It is a good idea to write a resignation letter for presentation to your supervisor. The letter should be short and not personal. If your supervisor asks what company made you the offer, let them know that you must keep that information confidential until the company releases your hire announcement internally.

Suggestions

- Give your notice in person if possible.
- Thank your supervisor for any skills you have learned and the opportunity to work for them.
- Ask for a letter of recommendation if appropriate.
- Present a specific last day you have in mind, and be flexible to stay longer if necessary.
- Ask if you can train the new hire for your position. Any training and relevant information you can pass along to the new employee will make the transition process easier.

D. Analyzing the Counter Offer

It is natural to be tempted by the counter offer. Before accepting and staying with your current employer, make sure to be aware of some possible repercussions.

Think of the following:

- Will your job responsibilities be expanded
- Will the extra money place you in a career with no room for growth
- Will you appear trustworthy and loyal to the company
- If the company experiences future cutbacks, is your position going to disappear
- Is the increased salary a result of getting your bonus for next year early
- Will you have any future promotion opportunities now that you've tried to leave
- Is the counter offer simply a quick fix to avoid short-term inconvenience

Although the counter offer may seem worthy of you staying, it is unlikely that all of the employer's promises will be kept. Make sure that you effectively communicate all your needs, and explain that you will be forced to leave if the promises in the counter offer are not kept.

Stay confident, trust your abilities, and go get that job!!

