

INSIDE THE MINDS OF HIRING AUTHORITIES

It can be very frustrating when you are not scheduling interviews or getting hired. Have you ever wondered what hiring authorities are really thinking? We deal with hiring authorities daily and will share what we've learned in order to help you in your job search.

GREATEST PET PEEVES OF HIRING AUTHORITIES - TOP SEVEN

1. Candidate is not prepared

Hiring authorities expect job seekers to conduct research prior to an interview. In fact, they expect job seekers to conduct research prior to submitting their Resume or CV. Inadequate knowledge will result in you being screened out throughout the interview process.

2. Candidate is not dressed properly

Hiring authorities assume that the best they will ever see you dressed is at your interview. When in doubt, dress one level above what you feel is appropriate. If you are advised to dress casual, remember you need to dress to impress.

Grooming, cleanliness, clothes pressed, appropriate jewelry and cologne, hair styles and shoes polished all count toward the first impression projected. An appropriate handshake is also an extremely important aspect of making a great first impression.

Extra Tip: You cannot smell of smoke.

3. Candidate is negative

It is never a good idea to say anything negative about a past job, employer, co-worker or client. The hiring authority will begin to wonder if the problem was them or you. Stay positive and provide positive reasons for your job history.

4. Candidate just restates their Resume or CV

Employers do not want to hear you repeat your job description including duties and responsibilities. They want you to focus on why you were *better* than someone who held the same job. They want to hear accomplishments and the impact of your accomplishments. They also don't want answers that sound like they came from a book. During an interview they want to sense authenticity, sincerity and honesty.

5. Candidate does not understand employer's priorities

Job descriptions are often outdated and don't necessarily project priorities of the employer. This is where your network and social media are invaluable. Talk to past or current employees to learn about the goals, objectives and company culture.

During the interview, the hiring authorities will provide clues if you listen carefully to the questions they ask. If you are unable to determine priorities prior to an interview, it is appropriate for you to ask the hiring authorities what is most important to them.

6. Lack of enthusiasm, interest or energy

Most employers react strongly to individuals who show a very high level of confidence and interest level in working for their company. You need to show interest, enthusiasm and

knowledge of their company and their opportunity. Stress what benefits they will enjoy as a result of hiring you. When it comes down to who to hire, often the employer will hire the candidate who they feel showed the highest level of confidence and interest.

7. Questions are self-serving

Questions show if the candidate is prepared, informed and focused on what's important to the employer. Employers almost always eliminate candidates who ask self-serving questions.

These questions include:

- What are the benefits? What is the cost to me?
- How many vacation days do you provide?
- What other bonuses or incentives do you offer?

The kiss of death is not asking questions. That is interpreted as a lack of interest.

WHAT EMPLOYERS ARE REALLY ATTEMPTING TO ACCOMPLISH

1. Employers have defined what they specifically want done by this new employee. Often the hiring authority that has the pain or problem as a result of this position being opened is the best person to determine who has the potential to do the job well.
 - **Hire someone who can solve their problem**
2. Every company has salary ranges that control the offers that can be extended to candidates. Hiring authorities prefer not to hire at the top of their range, because it limits raises that can be given in the future. Often, employers will eliminate credentials requested, if they realize these skills represent job seekers above their budget
 - **Hire the best talent within their salary range and budget**
3. Companies realize the importance of selecting the correct people to be included in the interview process. There is a trend to involve three or less to expedite the process. The most important person in this process is the direct report for each opportunity.
 - **Involve key people in the decision making process**
4. Hiring authorities realize the importance of selling not only the opportunity, but their company. They are aware that the war for top talent will continue to be more competitive in the future.
 - **Sell the opportunity and company**

5. Hiring authorities want to keep the process moving which can be a challenge when this involves coordinating busy schedules. It is also a challenge to interview the correct number of candidates, not too few or too many.

- **Hire by the targeted date to fill the position**

6. Once a hiring decision is reached, there is the challenge to extend a compensation package that will be accepted by the selected candidate. There is also the challenge of beating out any other offers a candidate might receive.

- **Extend an offer that will be accepted**

7. Hiring authorities prefer to have more than one candidate of interest because of the competitive job market.

- **Back up candidates if offer is rejected**

8. Hiring authorities are judged on their ability to hire a candidate who will become an asset vs. liability for their company.

- **Hire a candidate who will make them look good**

WHO GETS HIRED AND WHO IS SCREENED OUT

The candidate who expresses the highest level of confidence, interest, energy level and credentials has the best chance of being hired. The hiring authority will review those areas but when it comes down to making their decision they will strongly consider the following:

- Who will solve the problem posed by this position?
- Who will fit into their company culture?
- Who is the best talent that will accept their offer?
- Who do they like?
- Who will provide the greatest ROI and make them look good?

Once you have a greater understanding of what hiring authorities really think you can position yourself to be the candidate they hire!