

# INTERVIEWING SUCCESS



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## LAND THE JOB YOU WANT

Collection of Articles on Industry Tips and Tricks Suggested by  
“Interview Doctor” Les Segarnick &  
The Philadelphia Area Great Careers Group



## Introduction

This booklet contains suggested reading of relevant successful interviewing techniques from “The Interview Doctor”, hiring recruiter Les Segarnick as well. His suggested readings have been compiled together to share with people like you by the Philadelphia Area Great Careers Group.

The Interview Doctor, formally known as Leslie Segarnick is a Recruitment Expert, & Retired President/Owner of Action Employment Services. Les is an accomplished recruitment expert, volunteer and instructor. He has established himself as a well-respected adviser to professionals seeking new job opportunities. Since retiring as President and owner of a national recruiting firm that he owned and led for more than three decades, Les has focused his efforts on sharing his knowledge and expertise in the areas of interview techniques and job search strategies through a wide array of volunteer activities. He is currently serving as a facilitator of multiple career development and job search workshops in Montgomery County, PA, and regularly spends time conducting one-on-one practice interviews with people in job transition, at no charge.



Les has also lectured in a variety of classroom settings on such topics as elevator pitch, resume critique, interview techniques, job search strategies, networking, and the importance of using key words . Recently spoke to Juniors and Seniors at the Fox School of Business at Temple University on job and internships searches.

Through his experience as a hands-on owner of a national recruiting firm, Les was personally involved in more than 3,500 job placements and over 1000 practice interviews. His company specialized in engineering, sales, and marketing, and successfully placed professionals throughout Western New York and around the country. Known as the "The Interview Doctor," his motto is "Ask Me How I Make a Difference."

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## ADDITIONAL LINKS FOR REVIEW:

Best Websites for 2020 Job Search	<a href="https://careersherpa.net/best-websites-for-2020-job-search/">https://careersherpa.net/best-websites-for-2020-job-search/</a>
Your All-in-One Interview Prep Guide	<a href="https://www.themuse.com/advice/your-allinone-interview-prep-guide">https://www.themuse.com/advice/your-allinone-interview-prep-guide</a>
Strategic Information Interviewing	<a href="http://insights.valeriesmithconsulting.com/wp-content/uploads/2016/01/Strategic-Information-Information-Interviewing-final.pdf">http://insights.valeriesmithconsulting.com/wp-content/uploads/2016/01/Strategic-Information-Information-Interviewing-final.pdf</a>

### 1. Adaptability

**Best question: Tell me about a time when you were asked to do something you had never done before.**

**How did you react? What did you learn?**

69% of hiring managers say adaptability is the most important soft skill they screen for. And it makes sense – people who are adaptable are likely to be your best hire, as they will be able to grow and move into bigger roles at your company as it changes.

Asking candidates the above question for adaptability gives you insight into how they have approached doing something new to them in the past. Did they embrace the challenge and find a way to get things done? Or did they balk? This will show you just how adaptable they actually are.

### 2. Culture Fit

**Best question: What are the three things that are most important to you in a job?**

Research shows that employees who are a good culture fit have greater job satisfaction and superior job performance. And, making sure that a candidate will mesh with the company culture means that they are more likely to stay longer and have a lasting impact.

Asking the above question on culture fit tells you what the candidate believes is most important in a job. And, you want their answer to align to your company values. This doesn't mean you want everyone to give the exact same answer - you don't want to hire clones.

### 3. Collaboration

**Best question: Give an example of when you had to work with someone who was difficult to get along with. How did you handle interactions with that person?**

The phrase “two heads are better than one” has been used for centuries for a good reason - we are often able to come up with the best solutions by collaborating with others. And today, collaboration between employees is essential to the success of any business. In fact, 97% of employees and executives believe that a lack of team alignment directly impacts the outcome of a task or project.

### 4. Leadership

**Best question: Tell me about the last time something significant didn't go according to plan at work. What was your role? What was the outcome?**

Research shows that organizations with high quality leaders are 13X more likely to outperform their competition. Clearly, having people who can guide and drive change will be essential to your company's success.

## 5. Growth Potential

**Best question:** Recall a time when your manager was unavailable when a problem arose. How did you handle the situation? With whom did you consult?

According to LinkedIn research, if an employee leaves, it costs your company 1.5X that employee's salary to replace her. So if you'd prefer not to shell out some serious coinage, hiring people who have the potential to grow with your company is key. Not to mention, it saves you a lot of time.

## 6. Prioritization

**Best question:** Tell me about a time when you had to juggle several projects at the same time. How did you organize your time? What was the result?

Hiring someone who isn't able to effectively prioritize can mean that key due dates and project timelines fall through the cracks, ultimately hurting your business. You want an employee who can differentiate between which tasks are urgent, and which ones can wait.

Asking the prioritization question shows you how the candidate copes when they have a lot on their plate. Are they able to describe the steps they take to avoid feeling stressed and logically decide which tasks are essential? You need someone who takes the time to plan out their workload so they can save time completing it and be more productive overall.



Source:

<https://business.linkedin.com/talent-solutions/blog/interview-questions/2016/the-most-popular-interview-questions-to-reveal-key-soft-skills>

## 15 Ways to Hack an Interview

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By Lou Adler  
February 23, 2015

1. **Spend 8-10 hours becoming fully prepared to handle any oddball situation and present yourself in a professional manner.** A job interview is as important as any major presentation. These take at least 8-10 hours to get ready and rehearse. Spend as much time trying out these ideas below.
2. **Do your homework about the company.** Read the LinkedIn profiles of those who will be interviewing you. Look at all of the related open jobs that are posted. Read about the company on business sites, Glassdoor.com and read the latest press releases. You'll use this info to generate great questions.
3. **Own your strengths and weaknesses.** List your top 6-8 strengths on a piece of paper and include an example of an actual accomplishment to prove each one. Interviewers will remember the example, not the hyperbole. Do something similar with weaknesses but in this case demonstrate how you've grown or changed as a result.
4. **Prepare a write-up for two accomplishments for each of your past few jobs.** Be prepared to discuss in detail one major individual accomplishment and one major team accomplishment for each of the last few jobs over the past 5-10 years.
5. **Use the universal answer to any question.** Here's an article describing how to answer any question. Here's the video version. The key is to present a detailed example to prove any general statement and you need to do it in about one to two minutes. No more. No less.
6. **Clarify real job needs early in the interview.** Ask the interviewer to describe some of the challenges in the job, the focus of the job, the team issues and things that need to be addressed, improved or fixed. You'll use your accomplishments to prove you've handled similar challenges.
7. **Ask forced-choice questions.** Is (skill) important for success in this position? Ask this question if the skill is one of your strengths, you know it's part of the job, and it hasn't been addressed yet. Then give your two-minute answer with a great example. This is a great technique to make sure the interviewer covers all of your strengths.
8. **Ask great questions via a needs analysis.** Ask about problems, resources, timeframes, bottlenecks and people challenges. Then give examples of past accomplishments in which you have successfully handled comparable situations. The quality of these questions demonstrates true insight regarding actual job needs.

9. **Prepare a one-page job proposal.** If you can roughly describe how you'd plan and solve the biggest challenge the hiring manager is facing you'll become a finalist. 1-Page.com offers a great way to practice this. Preparing it ahead of time might even land you an interview.
10. **Reverse engineer the Performance-based Interview.** Here's a complete interview template I've extracted from my book, The Essential Guide for Hiring & Getting Hired. If you go through it and prepare answers for each of the questions, you'll be in good shape when it comes time to be interviewed.
11. **Insist on a phone screen to overcome a less than stellar first impression.** A phone screen focusing on general fit and a review of the candidate's most significant accomplishment increases objectivity by minimizing the impact of a weaker first impression.
12. **Prove you're not overqualified.** Despite your competency to handle a job, you are over qualified if you haven't done the work that needs to be done somewhat recently. Hiring someone is more about determining their motivation to do the work. That's why you'll need to prove motivation by demonstrating recent accomplishments.
13. **Expect to be nervous.** You will be less nervous if you practice all of these ideas, especially the two-minute egg timer exercise described in this post. Even if you are a bit nervous, asking a question will force the interviewer to answer it, giving you a few moments to recover.
14. **Ask about next steps.** At the end of the interview tell the interviewer you're interested, but would like to know the next steps. If the interviewer is vague, ask if there is something in your background of concern and then attempt to overcome it with your best two-minute example.
15. **Neutralize all negatives, aka "No Surprises."** Don't try to hide problems like too much turnover, being fired, no degree or being too non-perfect. Instead, anticipate the problem and address it up front by describing how it's enabled you to become a stronger or more dedicated employee. An end-game negative surprise will end the game.



Source:

<https://mplicjob.wordpress.com/2015/02/24/15-ways-to-improve-the-odds-youll-be-interviewed-correctly/>



## 30 Behavioral Interview Questions You Should Be Ready to Answer

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By Lily Zhang  
The Muse



Interview prep 101 dictates that you should have your elevator pitch ready, a few stories polished (for the behavioral interview questions you'll probably be asked), and a good sense of what you have to offer. So, how do you get there? Lots of practice, ideally aloud.

To help you better prepare for your next interview, here are 30 behavioral interview questions sorted by topic (in addition to over 40 [common interview questions](#) that you should be more than familiar with).

Behavioral interview questions require candidates to share examples of specific situations they've been in where they had to use certain skills. [According to the Society for Human Resource Management](#), the answers "should provide verifiable, concrete evidence as to how a candidate has dealt with issues in the past." In short, it's a way to let your past work performance prove what you're capable of doing in the future for this potential employer.

Not sure how to answer these [questions from your interviewer](#)? Here's a quick guide on how to craft job-landing responses using the [STAR interview method](#).

### Teamwork - Behavioral Interview Questions 1-5

For questions like these, you want a story that illustrates your ability to work with others under challenging circumstances. Think team conflict, difficult project constraints, or clashing personalities.

1. Talk about a time when you had to work closely with someone whose personality was very different from yours.
2. Give me an example of a time you faced a conflict while working on a team. How did you handle that?
3. Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?
4. We all make mistakes we wish we could take back. Tell me about a time you wish you'd handled a situation differently with a colleague.
5. Tell me about a time you needed to get information from someone who wasn't very responsive. What did you do?

### Client-facing Skills - Behavioral Interview Questions 6-10



If the role you're interviewing for works with clients, definitely be ready for one of these. Find an example of a time where you successfully represented your company or team and delivered exceptional customer service.

6. Describe a time when it was especially important to make a good impression on a client. How did you go about doing so?
7. Give me an example of a time when you did not meet a client's expectation. What happened, and how did you attempt to rectify the situation?
8. Tell me about a time when you made sure a customer was pleased with your service.
9. Describe a time when you had to interact with a difficult client. What was the situation, and how did you handle it?
10. When you're working with a large number of customers, it's tricky to deliver excellent service to them all. How do you go about prioritizing your customers' needs?

### **Ability to Adapt - Behavioral Interview Questions 11-15**

Times of turmoil are finally good for something! Think of a recent work crisis you successfully navigated. Even if your navigation didn't feel successful at the time, find a lesson or silver lining you took from the situation.

11. Tell me about a time you were under a lot of pressure. What was going on, and how did you get through it?
12. Describe a time when your team or company was undergoing some change. How did that impact you, and how did you adapt?
13. Tell me about the first job you've ever had. What did you do to learn the ropes?
14. Give me an example of a time when you had to think on your feet in order to delicately extricate yourself from a difficult or awkward situation.
15. Tell me about a time you failed. How did you deal with the situation?

### **Time Management Skills - Behavioral Interview Questions 16-20**

In other words, get ready to talk about a time you juggled multiple responsibilities, organized it all (perfectly), and completed everything before the deadline.

16. Tell me about a time you had to be very strategic in order to meet all your top priorities.
17. Describe a long-term project that you managed. How did you keep everything moving along in a timely manner?
18. Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?
19. Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?
20. Give me an example of a time you managed numerous responsibilities. How did you handle that?

## Communication Skills - Behavioral Interview Questions 21-25

You probably won't have any trouble thinking of a story for communication questions, since it's not only part of most jobs; it's part of everyday life. However, the thing to remember here is to also talk about your thought process or preparation.

21. Give me an example of a time when you were able to successfully persuade someone to see things your way at work.
22. Describe a time when you were the resident technical expert. What did you do to make sure everyone was able to understand you?
23. Tell me about a time when you had to rely on written communication to get your ideas across to your team.
24. Give me an example of a time when you had to explain something fairly complex to a frustrated client. How did you handle this delicate situation?
25. Tell me about a successful presentation you gave and why you think it was a hit.

## Motivation and Values - Behavioral Interview Questions 26-30

A lot of seemingly [random interview questions](#) are actually attempts to learn more about what motivates you. Your response would ideally address this directly even if the question wasn't explicit about it.

26. Tell me about your proudest professional accomplishment.
27. Describe a time when you saw some problem and took the initiative to correct it rather than waiting for someone else to do it.
28. Tell me about a time when you worked under close supervision or extremely loose supervision. How did you handle that?
29. Give me an example of a time you were able to be creative with your work. What was exciting or difficult about it?
30. Tell me about a time you were dissatisfied in your work. What could have been done to make it better?

Source: <https://www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer>

## 51 Interview Questions You Should Be Asking

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by The Muse Editor  
The Muse

### Questions to Ask About The Job

*First, make sure you have a handle on exactly what the day-to-day responsibilities of the job will be—both now and in the future.*

1. What does a typical day look like?
2. What are the most immediate projects that need to be addressed?
3. Can you show me examples of projects I'd be working on?
4. What are the skills and experiences you're looking for in an ideal candidate?
5. What attributes does someone need to have in order to be really successful in this position?
6. What types of skills is the team missing that you're looking to fill with a new hire?
7. What are the biggest challenges that someone in this position would face?
8. What sort of budget would I be working with?
9. Is this a new role that has been created?
10. Do you expect the main responsibilities for this position to change in the next six months to a year?

### Questions to Ask About Training and Professional Development

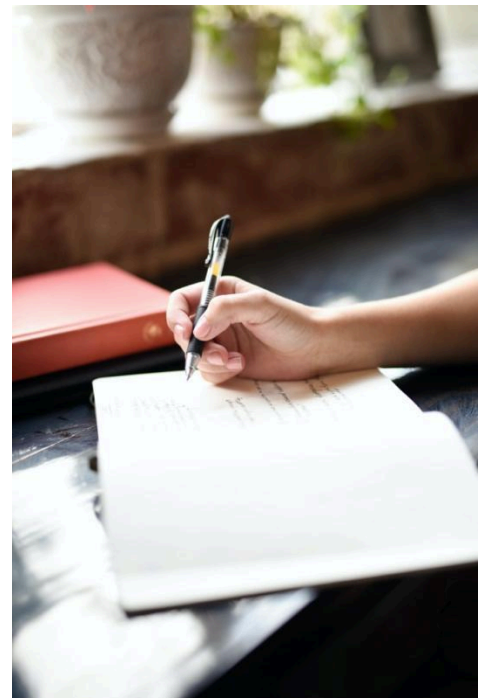
*Think of each new job not just as a job, but as the next step on your path to career success. Will this position help you get there?*

11. How will I be trained?
12. What training programs are available to your employees?
13. Are there opportunities for advancement or [professional development](#)?
14. Would I be able to represent the company at industry conferences?
15. Where is the last person who held this job moving on to?
16. Where have successful employees previously in this position progressed to?

### Questions to Ask About Your Performance

*Make sure you're setting yourself up for success by learning up front the goals of the position and how your work will be evaluated.*

17. What are the most important things you'd like to see someone accomplish in the first 30, 60, and 90 days on the job?



18. What are the performance expectations of this position over the first 12 months?
19. What is the [performance review process](#) like here? How often would I be formally reviewed?
20. What metrics or goals will my performance be evaluated against?

### **Questions to ask About the Interviewer**

*Asking questions of the interviewer shows that you're interested in him or her as a person—and that's a great way to build rapport.*

21. How long have you been with the company?
22. Has your role changed since you've been here?
23. What did you do before this?
24. Why did you come to this company?
25. What's your favorite part about working here?

### **Questions to Ask About the Company**

*Because you're not just working for one boss or one department, you're working for the company as a whole.*

26. I've read about the company's founding, but can you tell me more about \_\_\_\_?
27. Where do you see this company in the next few years?
28. What can you tell me about your new products or plans for growth?
29. What are the current goals that the company is focused on, and how does this team work to support hitting those goals?
30. What gets you most excited about the company's future?

### **Questions to Ask About the Team**

*The people you work with day in and day out can really make or break your work life. Ask some questions to uncover whether it's the right team for you.*

31. Can you tell me about the team I'll be working with?
32. Who will I work with most closely?
33. Who will I report to directly?
34. Can you tell me about my direct reports? What are their strengths and the team's biggest challenges?
35. Do you expect to hire more people in this department in the next six months?
36. Which other departments work most closely with this one?
37. What are the common career paths in this department?

### **Questions to Ask About The Culture**

*Is the office buttoned-up conservative or a fly-by-the-seat-of-your-pants kind of place? Learn the subtle, but oh-so-important, aspects of company culture.*

38. What is the company and team culture like?
39. How would you describe the work environment here—is the work typically collaborative or more independent?
40. Can you tell me about the last team event you did together?
41. Is there a formal mission statement or company values? (Note: Make sure this isn't Google-able!)
42. What's your favorite office tradition?
43. What do you and the team usually do for lunch?
44. Does anyone on the team hang out outside the office?
45. Do you ever do joint events with other companies or departments?
46. What's different about working here than anywhere else you've worked?
47. How has the company changed since you joined?

### **Questions to Ask About Next Steps**

*Before you leave, make sure the interviewer has all of the information he or she needs and that you're clear on the next steps by asking these questions.*

48. Is there anything that concerns you about my background being a fit for this role?
49. What are the next steps in the interview process?
50. Is there anything else I can provide you with that would be helpful?
51. Can I answer any final questions for you?



Source: <https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>

## When an Interviewer Thinks You're Overqualified

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By Phyllis Mufson

March 27, 2014

(This article previously appeared on [Job-hunt.org](http://Job-hunt.org).)



Are you getting passed over for jobs and told it's because you're overqualified? If so, are you wondering if that's polite wording for "too old?"

Or, are you a boomer looking for a job with less stress and responsibility but concerned because you've heard you won't be considered because you're overqualified?

To a job seeker, the idea that you wouldn't be chosen for a job because you have more education or experience than the job requires just doesn't make sense. Why not hire the most experienced person?

(MORE: [Convincing Firms You're Not Too Experienced](#))

But hiring managers or recruiters often look at candidates loaded with education and experience differently. When they see higher-level qualifications than the job demands what they're concerned about is:

- You won't be challenged and will quickly become bored by the job.
- You're going to expect a higher salary than is budgeted.
- You're only considering the job because the job market is tight. When things improve, you will leave for a job that is a better fit.
- Your manager, who may be younger or less experienced than you, will have a difficult time supervising you.
- You've been a manager or executive, and you won't adapt well to taking orders.

### Concerns About Older Candidates

Some employers looking at your job application as an older candidate wonder if:

- Your skills may not be up to date, particularly your technical skills.
- You may not have the physical and mental fitness to keep up with the stresses and hours needed to do the job successfully.
- You may not have the flexibility to adapt to working with others who may be as young as your children.

### Neutralize the Concerns

If you are, in reality, overqualified, here's how to neutralize employer concerns:

**Research the opening and company thoroughly, and then tailor your resumé to the position.** Elaborate on roles that are relevant to the job you are applying for, and deemphasize the rest. This is particularly important if the experience was linked to greater authority and responsibility than the position you are now applying for.

(MORE: [The 5 Resume Rules to Ignore](#))

**In your cover letter, present the reasons why you are interested in a job that requires a lower level of education or experience than you possess.** If you don't, the employer may make the assumption that you just didn't read the job description carefully and don't understand what it's looking for. Then, you may not get the opportunity to interview.

Possible explanations to include in your cover letter: I'm interested in moving back into providing direct service to clients because that is the position I found most gratifying. Or, I'm comfortable with accepting a lower salary if it means doing work that is meaningful to me. Or, while I'll still give 100 percent when I'm on the job, I've decided that at this stage of life I want the flexibility to be able to spend more time with my family. Therefore I'm interested in a part-time role.

**In the interview, take the initiative to expand on the reasons why you are interested in a job where you have more skills and experience than are required.** Don't wait for the employer to raise the question. Even if the interviewer doesn't say "you appear to be overqualified," he or she may be thinking it. It's your job to reassure the hiring manager that you will not be bored, that you have the curiosity and drive to keep learning new skills, that you are comfortable being supervised by someone younger and that you will not become dissatisfied with a lower salary.

**Once you've allayed employers' doubts, stress the advantages you bring.** Will your experience allow you to "hit the ground running?" Do you have the good judgment and superior interpersonal skills of a seasoned professional? Have you amassed a rich network of connections in your field? Do your qualifications enable you to perform additional functions that someone without your background could not? Have you informally mentored younger workers?

Tell the interviewer, and illustrate your answers with personal anecdotes.

Follow these steps and you may be pleasantly surprised by the positive reception you receive from employers.

**Source:** <https://www.nextavenue.org/what-do-if-interviewer-thinks-youre-overqualified/>

This article previously appeared on Job-hunt.org



# Build A Proactive Job Search Strategy

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By Hannah Morgan  
Feb 12, 2020

So you've finally mastered your pitch and your resume is done.

Now it's time to do the really hard work of putting all the pieces together and developing your job search strategy. But not just any job search strategy, a proactive job search.

Your proactive job search strategy has lots of moving parts. You may even feel like there aren't enough hours in the day to do everything you need to do. But with some planning and keeping your eye on the end result (getting conversations with people who can potentially hire you), you'll be able to work your plan.

## Only A Small Number of New Hires Comes Through Job Boards

Hiring managers prefer to hire people who are referred to them.

Your chances of writing a resume that makes it through the ATS are slim. Plus there's a lot of competition. However, your odds of getting a conversation with HR or a hiring manager are quite good if you are referred. This is often referred to as the "hidden job market." It's not really hidden. The job openings exist, they just haven't been publicized.

Being an early candidate gives you the advantage.

## 3 Lists You Absolutely Must Have

In order for your plan to work, there are three lists you must make (and update).

1. 25 STAR stories
2. 50 companies that could potentially hire you
3. 100 people you know well

Your STAR stories will be used when you have conversations with people, when you have job interviews and are embedded on your resume. Identifying these stories ensures that you know your strengths and the value you offer.

Your list of 50 companies will change. It's a starting point. As you learn more about these companies, some will be deleted from your list and new companies will appear. Consider these companies as potential leads.

You know more than 100 people, but start with those you know well. And yes, you really need to record this list somewhere – Word, Excel, notepad or whatever.

## Work Your Contacts



Your list of 100 contacts is a mix of people you know and who know you.

Begin with the safest, easiest conversations first. This will build your confidence.

1. Reach out to 5 contacts every day to touch base.

Update them on your search and ask what they know about some of your target companies.

DO NOT send a mass email to your contacts. That's impersonal and will not generate results!

2. Add new referral names to your list

Ask this simple question at the end of each conversation with your contacts and your list will continue to grow!

"Who else would you recommend I speak with?"

### **Work Your Target Company List**

Your target company list is just a list of companies that seem interesting or meet some of your criteria as a place you may want to work.

1. Invest time researching the company on LinkedIn.

Identify your first and second degree connections who work there. Keep a list of all your first and second level connections inside target companies so you can contact them. These are people you will reach out to and ask questions. An informational meeting with insiders helps you understand the company better and whether you would be interested in working there. Company insiders can serve as referrals if there are openings inside your target companies. Reach out to insiders early and often. You want them to remember you when they learn about an opening.

2. Follow each target company on LinkedIn.

3. Set alerts on the corporate career page.

Go to the career page for each target company and set alerts for jobs you are interested in.

4. Follow the company on social media.

Follow the active company accounts on Facebook, Twitter and Instagram, especially those related to career news.

5. Watch for news about any of your target companies

Monitor the news about your targets so you can share on social media and mention when you reach out to insiders.

### **Attend Networking Events**

Always be on the lookout for networking events, conferences, industry presentations or any event where people from your target companies or desired industry will be meeting.

Ask past colleagues what events they are attending or recommend you attend. These colleagues work in your industry so they may know of events or happenings.

Also be on the lookout for events where employees from your target companies will be presenting or attending.

### **Check Local and National Professional Associations**

Professional associations host professional development events, information sessions, and networking events. These events may be in person or virtual. Associations also often have private or semi-private job listings just for their members.

Not only will you meet people from your industry, but you will also be upping your industry knowledge.

Check the member directory to see if people from your target companies belong to professional associations you are interested in. You can also check the LinkedIn profiles of employees at target companies to see which associations or groups they belong to and use those organizations as a way to build relationships with employees you want to meet.

### **Reconnect With Your College/University**

No matter when you graduated, check your school's alumni resources. They may offer networking events, a job board or have other services for alumni.

There's a special bond you share with each and every alumni from your school. Don't underestimate that connection.

Also pay attention to alumni who may work in target companies. It doesn't matter what year they graduated/attended, you still share the school experience.

### **Connect with Local Job Clubs**

In almost every city around the country, you'll find job clubs. These are networking groups specifically designed for job seekers.

Many who find themselves unemployed don't know about job clubs until they start asking around. These groups offer you a way to connect with other job seekers and help one another through rough times. They often have guest speakers.

### **Investigate Staffing Agencies and Contract Houses**

If you are staying in the same field/industry/occupation, then third party recruiters may be a viable option.

Staffing agencies or contract houses do not find you a job. They work for their clients. Their primary mission is to find qualified candidates for jobs companies have asked them to fill. Therefore, if you have the exact experience and skills they are looking for, they may be interested in you.

Just make sure you are using every source to uncover hidden job opportunities!

### **Schedule Your Time**

If you aren't used to working unsupervised, then you may find the lack of structure and accountability challenging. Having a system to manage your time will help greatly! Try the suggestions in Structure Your Week During Job Search

### **Proactive Means You're In Control**

Rather than the feeling you are chasing jobs, a proactive job search gives you a sense of power and control. With each conversation you have, you are creating awareness of your skills and talents so that the right opportunities find you! Or at least you learn about them before they are posted on any job board.

### **Be Findable**

It's extremely important that when someone, anyone, uses a search engine like Google to look you up, that you show up! And not just your name and address, but your LinkedIn profile, positive mentions in the news, awards, recognition...just the good stuff!

Source: <https://careersherpa.net/build-a-proactive-job-search-strategy/>

# Accomplishment Stories - Your Most Powerful Tool to Get the Job Offer

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By Ford R. Myers

In today's work-world, with high unemployment, limited job openings, and a challenging economy, it is critically important to learn how to articulate your value. You've got to "sell yourself" to the employer and differentiate yourself from other candidates. The best way to do this is to tell compelling stories that highlight tangible, measurable results. And the best "tool" to use for this purpose is the Accomplishment Story. The information below will give you a clear idea of how to develop and use your own Accomplishment Stories for interview success.



## Accomplishment Definitions

Each accomplishment you use should satisfy at least 2-3 of the following criteria:

- \* A work-related task or event about which you feel proud
- \* A situation where you went "above and beyond" the job's responsibilities
- \* An example of taking personal initiative
- \* A time when you may have received special recognition or praise

Select 5 or 6 work-related examples from any time in your career, and answer the following questions to complete the "stories." Each of your answers should constitute its own paragraph on the page (so each full story will be written in 5 separate paragraphs). Give a short title to each story, and type it at the top of each respective page.

1. What was the problem, need or challenge?
2. What did you do about it? (Not the team or department – YOU).
3. How did you do it, specifically?
4. What positive, tangible results did you produce? (Quantify if possible)
5. What skills did you demonstrate?\* (List 3-4 skill words for each story)

\* Skill words include the following. Use only the words below; selecting 3 to 4 maximum per story, to answer question #5 above.

Management, Observation, Communication, Leadership, Presentation, Persuasion, Analysis, Innovation, Team-Building, Problem-Solving, Follow-Through, Organization.

A Checklist to Help Jog Your Memory about Your Accomplishments:

**Was there ever a time when you ...**

- \* Managed teams, departments or projects?
- \* Saved money for your department or company?
- \* Achieved greater results with limited/fewer resources?
- \* Received special recognition, awards, or letters of commendation?
- \* Implemented new systems, processes or procedures?
- \* Opened new client accounts or expanded an existing one?
- \* Increased your company's productivity or profitability?
- \* Solved an unusually challenging business problem?
- \* Increased sales revenue?
- \* Were promoted or given more responsibility?
- \* Achieved something that had never been done before at your company?
- \* Designed or developed something unique?
- \* Wrote papers or reports, or conducted presentations?
- \* Trained or mentored employees?
- \* Increased efficiency or speed?
- \* Recognized challenges before they became real problems?
- \* Improved safety standards?
- \* Brought-in projects under budget and before deadline?
- \* Exceeded expectations of the boss?
- \* Organized and carried-out new initiatives?

## Putting Your Accomplishment Stories to Work:

By asking probing questions, you can uncover the "pain" of the interviewer and discover the company's/department's/boss's biggest problems and challenges. Then, you can tie your relevant Accomplishment Stories directly to those pressing problems and challenges. When you can do this effectively, you will often receive a job offer! This is also how you can successfully differentiate yourself from all the other candidates. The process goes like this:

Candidate asks probing questions to get at the challenging issues/problems of the company. Candidate listens for, identifies, and confirms the specific need or gap, in the form of the skill words (Communication, Organization, Follow-Through, Analysis, etc.) Then candidate says, "Ms. Smith, it sounds like you have a challenge in this department with Organization, is that right?" (Or whatever the appropriate "skill word" is). Employer says, "Yes, we do." Candidate says, "Well, I have very strong Organizational skills. In fact, I'd like to tell you a story about a time when I leveraged my Organizational skills at my last company, to generate exceptional business results in a similar situation. Would you like to hear it?" Employer says, "Sure!" Candidate tells the full Accomplishment Story in the five-part sequence (just as it's written). Candidate concludes the Accomplishment Story by saying, "So as you can tell, Ms. Smith, the skills I demonstrated in this example include Analysis, Problem-Solving – and most importantly, Organization!"

If you develop and use your Accomplishment Stories in this manner, there will be a high likelihood that the employer's will response will be, "Great! When can you start?"

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### Author's Bio:

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### Source:

<https://www.selfgrowth.com/articles/accomplishment-stories-your-most-powerful-tool-to-get-the-job-of-fer>



## How to Add Achievements and Measurements Into Your Resume

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By Adrienne Tom

August 12, 2018

If I had a dollar for every job seeker who has told me “*I don’t have anything special to add to my resume*” – well! And yet, every single one of these individuals was wrong.

Everyone has plenty to share – it’s just a matter of identifying the right content.

A modern resume needs to be loaded with value, answering every employer’s primary question of “*why should I hire you over someone else?*”. This means resume content should be heavily focused on specifics and results, not basic job duties. You have to [provide proof of the skills and capabilities you claim to possess.](#)

Regardless of role, industry, or career length you have value and you’ve excelled at something. So how do you unearth strong content for your resume?

To start, one must know thyself.

This may sound implied, but it often isn’t. A good many of my clients know their work and their jobs really well, but they lack awareness of personal skill sets and unique strengths. Deep analysis and careful pondering are required to identify what sets one apart.

Questions I often use to prompt my clients on personal strengths include:

- What distinguishes you from another applicant with the same experience?
- What are five characteristics that best describe you when you are at work?
- What is the biggest return on investment that an employer will get from you?
- What have you consistently achieved during your career? What are you best known for?

These questions can help you identify the *message* you want to get across in your resume. A value proposition (who you are and what you are excellent at) should be formed and then supported throughout the file.

Next, conduct a deep dive into past positions to identify examples that support your value. Carefully consider career exploration questions like the following:

- What initiatives have you developed and implemented that helped your company increase revenue, profitability, or return on investment?
- Did you generate new business, bring in new clients, or forge profitable affiliations?
- Did you save your company money or increase your company’s competitive edge?
- Have you increased safety, performance levels, productivity, or customer satisfaction?
- What was the largest team, budget, or project value you managed?

From these questions, essentials form and strong statements take shape. To pump up the value even more, I urge the inclusion of supporting metrics. Can you address “*how many, how much, how often?*”? I understand that not all results are numbers based. Some job seekers feel frustrated because they can’t measure results with hard figures, percentages, or dollar amounts. This is ok. Consider ways that your work was valuable and share results in a generalized way. Perhaps outcomes were

‘improvements’, ‘increases’, ‘best’, ‘time-savings’, or ‘top’.

**For less number-focused results, consider these additional exploration questions:**

- How do you coach, motivate and develop a winning team and develop loyalty in your staff? Have people you mentored gone on to do well?
- How would you describe your leadership style? What was the greatest achievement of a team that you directed?
- Have you won awards or received special recognition by superiors, peers, or customers?
- Did you get promoted in record time?
- Have you assumed additional responsibilities or willingly assumed tasks outside your job description?
- Have you worked internationally, across multiple industries, or within highly recognizable organizations (Fortune 500)?
- Did you complete specialized training or education?
- Did you complete projects on time and within budget? How consistently?

**Now, form value-enhanced statements from your answers.**

Make sure each statement in your resume demonstrates *specifics*, even if there are no numbers or hard results attached to it. You might be surprised that you can measure results more than originally thought, and if you can’t – make a note to start capturing these quantitative details on a more regular basis for future resume development.

To demonstrate the difference between basic statements and value-enhanced statements (often with quantifiable details) compare the following:

The valued-enhanced statements above leave fewer questions unanswered and provide greater impact.

Lastly, ensure resume content (and results) focus exclusively on details and skills that *relate* to the targeted job posting. For example, if you are targeting a sales job, but have loads of experience and achievements as a mechanic, don’t fill the resume with trade-specific content.

Be strategic with what you include in your resume; only your best and most related examples need to be shared in each application.

Basic Resume Statements:	Value-Enhanced Resume Statements:
Managed teams.	Managed multidisciplinary teams of up to 200 people.
Developed new business lines.	Developed two new business lines projected to gross \$215 million per year in the first three years.
Reversed negative revenues.	Reversed negative revenues of \$150,000 to positive \$350,000 in two years by overhauling manufacturing operations.
Directed several projects.	Directed 16 oil & gas projects in 2018, with budgets up to \$4M. Delivered each on time and within budget.
Answered the phone.	Answered a busy switchboard, fielding up to 100 calls each day for an office of 500 people.
Processed financial statements.	Processed financial statements each quarter, never missing a deadline in the past two years.
Generated new revenue stream.	Generated \$9 million revenue stream by transforming 15 global real estate holdings into productive entities.
Sold products to customers.	Sold 25 new appliances in one month, valued at over \$200K, to customers all across North America.
Decreased IT resolution time.	Decreased IT issue resolution time by 50%, restructuring service desk team with cross-training and efficiency enhancements.
Initiated numerous process improvements.	Initiated numerous process improvements and efficiencies which increased month-end closing efficiency 5%.
Standardized financial procedures.	Standardized monthly reconciliations and working papers, lowering monthly close times from 15 to 5 days.

Source: <https://careerimpressions.ca/how-to-add-achievements-into-your-resume/>

## Have You Ever Tried This Winning LinkedIn Strategy?

Most people have been using LinkedIn for about ten years, and yet I still run into way too many people who haven't found consistent ways to use LinkedIn to grow their business, brand, or land a great job opportunity. Thus, I'm going to dedicate my first five weekly articles of 2020 to helping you create an overall LinkedIn strategy that will get you the professional results you deserve.



### LinkedIn Winning Strategy #1:

#### You are the Welcome Wagon (Advanced People Search and Search Alerts)

**Overview:** Even though LinkedIn has over 660 million people in its database, you're most interested in the people who can help you achieve your business and professional goals. By using LinkedIn's Advanced People Search function, you can laser focus your search for those people—and then set a search alert so LinkedIn will notify you when it discovers new people who meet your search criteria.

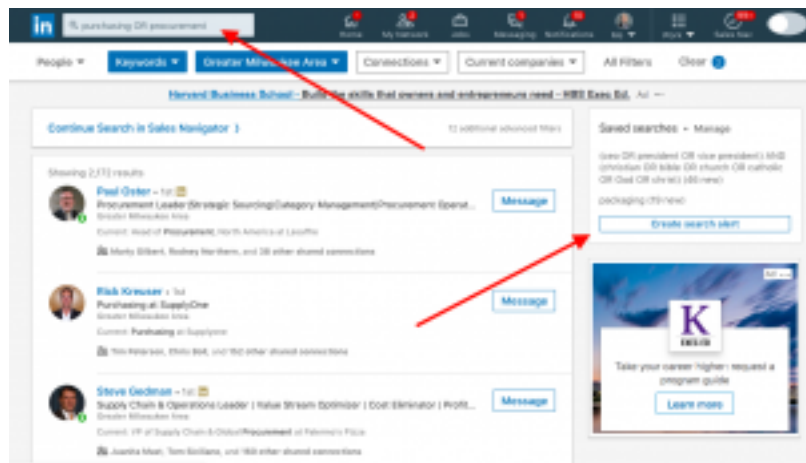
In other words, LinkedIn will serve up the perfect list of targets (and I use *targets* in the most positive way). This could be customers, vendors, donors, employees, strategic partners, future employers, and experts, to name only a few of the endless possibilities.

### Step-By-Step Instructions

1. Click your cursor into the big white search box in the top toolbar, and then select *People* in the dropdown menu.

2. When the white toolbar appears just below the top toolbar, select *All Filters* on the far right of the toolbar.

3. You will then be taken to the *All People Filters* page, where you can select up to fifteen different search filters or any combination of those. You can choose job titles, company names, geographic areas, etc., anything you think your targets would use to describe themselves on their LinkedIn profiles.



4. Review the list of people your search uncovers, making sure they actually look like people you'd like to meet, and see which of your connections already know these individuals. Then strategize about whether your next step should be an invitation to join your network, a referral, or some other form of traditional way to reach out (email, phone call, personal visit, etc).

5. To set up an automatic weekly alert so LinkedIn will let you know when new people meet that search

criteria, type one bit of information from any of the search criteria you used (location, title, industry, school, etc.) into the white search box in the top toolbar.

When the search list reappears, possibly in a different order but it is the same list, the *Saved searches* box will be on the top right next to the search results. Click *Create search alert*, hit the *Save* button, and then LinkedIn will notify you via email of the new entrants to your list.

You can have a maximum of three saved search alerts working for you at any one time with a free LinkedIn account. Also, keep in mind that these types of searches, although available for free LinkedIn users, may be [limited on a monthly basis](#).

6. The next step is where the Welcome Wagon part kicks in. Once you're notified of new people on the list, you can welcome them to your town, congratulate them on their promotion or starting a business or changing companies, etc., keeping in mind that you want to move this new relationship forward. Obviously, the information you receive from LinkedIn will depend on the filters you used to set up your search.

This step can be done with either a LinkedIn invitation to join your network (always include a personal note with the invitation) or an InMail if you have a premium account. You can also do your Welcome Wagon "reach-out" with a phone call, email (if you have the person's address), or by mailing something or dropping it off at their office. Whichever technique you choose, just think how impressed they'll be with your thoughtful message and proactive step to begin what could be a fruitful relationship for both parties.

There you have it, LinkedIn Winning Strategy #1. Do a good job of creating a targeted search and setting a search alert, and LinkedIn will keep filling your virtual room with just the right people for you.

Source: <https://www.powerformula.net/16922/have-you-ever-tried-this-winning-linkedin-strategy/>

## How to Respond to “Walk Me Through Your Resume”

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When you begin any job interview, your interviewer is likely to start the conversation with some sort of introductory question. Because of this, “Tell me about yourself” is one of the most common interview questions in any job search. But your interviewer may also begin by saying, “Walk me through your resume.” Here’s why interviewers will ask you to do this and how to respond the right way.

(And if you’re still looking to apply for jobs so you can land more interviews, you can find open roles right here on The Muse!)

### Why Interviewers Say, “Walk Me Through Your Resume”

When interviewers ask you to walk them through your resume, they’re looking to quickly learn about your work history as well as your ability to communicate your “story” as it relates to the job you’re interviewing for, says Muse career coach and former recruiter Jennifer Smith, founder of Flourish Careers. “In essence, this question brings your resume to life,” Smith says, by adding a human element to a list of experiences, skills, and qualifications. It gives you an opportunity to connect all the pieces in your resume together to form a coherent narrative—one that hopefully leads seamlessly into this position.

Interviewers want to know about the skills and experiences you have that qualify you for the job you’re trying to land. And particularly if you have a work history that doesn’t directly relate to the position you’re interviewing for, it can be difficult for the hiring manager or recruiter to connect the dots on their own, Smith says. But an opening like “Walk me through your resume” can get them an overview of your qualifications right off the bat and help them decide what parts of your past they should ask more about. “This question can also provide background info for resume gaps,” Smith says. And it can give your interviewer a sense of your communication skills. “Is the candidate able to highlight their value in a succinct way or do they ramble for 30 minutes?”

When Smith asked this question as a recruiter, she says she “always liked to hear why candidates made the decision to enter a particular field or role.” When candidates showed they were passionate about the industry and/or the job, it signaled to Smith that they might stay in the position longer and be more fulfilled by it.

But how is “Walk me through your resume” different from the classic interview opener “Tell me about yourself”? The truth is, it’s not too far off. “Both are such tried-and-true ways to start an interview,” says Muse career coach Tara Goodfellow, owner of Athena Consultants. You can answer both questions in similar ways and include a lot of the same information.

The slight difference lies in the framing: “Tell me about yourself” is more of a career summary that focuses on what qualities make you the best fit for the role, Goodfellow says, so you might choose to lead with how many years you’ve been a manager, what industries you’ve worked in,



or a big career accomplishment. In other words, it's a slightly more open-ended question that allows you to talk through your roles one by one but also leaves room for you to highlight themes first and foremost—whichever you think will make a better case for you as a candidate. Meanwhile, with “Walk me through your resume,” the interviewer typically expects a more structured answer that lays out your qualifications grouped by what job gave you those qualifications.

“I'd definitely suggest being prepared to answer both,” Goodfellow says. But you'll almost certainly end up getting only one or the other in any given interview.

## **7 Tips for Answering “Walk Me Through Your Resume”**

When you're answering this question, your ultimate goal is to be seen as a future colleague and to be memorable, Smith says. Here are a few pointers for achieving those goals as you prepare to answer this question in your next interview.

### **1. Keep It Quick**

“Walk me through your resume” is often the first or one of the first questions in an interview, so you want to make sure your answer is concise, giving your interviewer the foundation they need to continue the conversation without taking up too much of your allotted time. “Avoid spending longer than five minutes responding to this question,” Smith says. She once had a candidate spend 25 minutes of a 30 minute phone screen on it. They didn't make it to the next round.

### **2. Tailor Your Answer**

If you're wondering how you're going to cram everything on your resume into a few minutes, don't stress. “There's no reason to share your entire life story,” Smith says, so “avoid a word-for-word explanation of your entire work history.” If you're decades into your career, Goodfellow says, “Please don't start with your first job out of college. Just stick to the past 10-15 years.” However, as a new grad, you might consider touching on all your experiences to date.

“Hit the highlights as [they're] related to the job or company you're applying for,” Smith says. This question is an opportunity for you to share your career story and showcase the value you bring to a company, so your answer should focus on these aspects of your past experiences.

Before any interview, take some time to carefully read the job description. Ask yourself which of the experiences and skills that you bring to the table are most important for this position and this company. But also think about how you can emphasize your enthusiasm and excitement for the company or role, Smith says. For example, if you're interviewing for a front-end software engineering role for a fintech company that makes budgeting software, you should definitely highlight any programming work you've done using the same coding methods or project management frameworks this team uses, but you could also (briefly) talk about how you're passionate about finance and budgeting to the point that you were the treasurer of a club during college.



### 3. Go Beyond the Bullets

When you're walking your interviewer through your resume, you shouldn't just name your job titles or recite your resume entries. "Do not just read through the bullet points," Goodfellow says. Instead you can connect each job to a skill or experience directly needed for the job. "You can share, 'There I really honed my problem resolutions skills...' and share an example, or, 'After only 6 months, I was promoted to assistant manager...'"

If you're making a career pivot or you're an entry-level candidate, you'll want to focus on highlighting the transferable skills you gained in one context or past experience that apply to another.

### 4. Choose the Right Structure for You

The format of this question lends itself to the linear retelling of your work history (or recent work history if you've been in the field for more than a few years). And starting with your furthest back experience is one way you could go—particularly if you have a strong, memorable experience in your past that led you on your career path. But that's not the only way you can order your answer. "Personally, I love the 'present, past, future' framework to respond to this question," Smith says. This is a format where you start by describing your current position before recounting past jobs and tying them both to the future.

When deciding which order works best for you, keep in mind that an interviewer, like any listener, is "typically most engaged at the very beginning and toward the end," Goodfellow says. So choose whichever structure will make your answer both begin and end in a way that shows you bring value to the company.

### 5. Share the Right Information

Regardless of how you choose to order your answer, you'll have to talk about your past, present, and future, and connect them to the job you're interviewing for. Here's how to talk about each phase, according to Smith:

- **Past:** Mention roles from your past and explain how they contributed to your qualifications for this role. Here is where you can talk about your education and/or training if it's within the past 10-15 years, but unless you're a recent graduate, you shouldn't spend too much time on it.
- **Present:** This is where you talk about your current role and highlight key accomplishments from this job in a way that makes it clear how they're relevant to the job you're interviewing for.
- **Future:** Tie your past experiences and current role to what you're looking to do next and why you're a great fit for this job. This is especially important if you're making a career switch.

## 6. Acknowledge Gaps in Your Resume

If you have a significant gap in your resume that might raise questions or red flags for your interviewer, you should acknowledge it in your answer. “If you skip it, the interviewer might assume you’re hiding something,” Smith says, “and they’re probably going to ask anyway.”

You don’t need to hide your gaps. “Everyone has a story,” Smith says, and the story around your gap could be what makes you unique and memorable. For example, Smith says, “I once had a gentleman tell me a story about how he took a year off work to travel the U.S. He had photos at the most northern and southern points in the U.S. How cool is that?” Or maybe you can connect your story to your career. For example, if you’re a graphic designer who spent time touring Europe and seeing every art museum you could, you might talk about how you plan to apply what you learned to your work.

Even if you don’t have an exciting story, you should still fill in the gap for your interviewer. You can read more about how to explain some common reasons for resume gaps here. And don’t feel the need to overshare, Goodfellow says. Transparency is good but you want to focus on why you’re the right person for the job.

## 7. Practice Your Answer

Since “Walk me through your resume” is a common interview opener, it’s especially important to practice saying your answer out loud—whether to a friend or family member or just to yourself. “This needs to come across strong and polished,” Goodfellow says. “If you don’t practice, most tend to ramble and it’s not a great first impression.” Remember, it’s best to keep your answer short and sweet.

### Sample Answers

So what does all this advice look like in action? Here’s an example:

*“I’m currently a digital marketing analyst for ZZZ Sporting Co. We sell a wide range of products, and I excel at making connections between past campaigns and current campaigns that might not be related at first glance and applying the data to new scenarios. For example, when our marketing department was conceiving of the strategy for marketing a new line of fitness trackers aimed at older consumers, I brought together data from not only past fitness tracker campaigns but also all our campaigns aimed at this age group and figured out that the best platform for a heavy ad push would be Facebook. The resulting campaign exceeded sales goals by almost 30%. I’ve also been taking online courses in different data visualization tools to help me communicate my analyses in a more digestible way.”*

*“Before this job, I was a social media coordinator at Ball Co., where I learned a lot about social media strategy, but also really fell in love with the numbers side of things. During my first year, I took on the project of analyzing all our social media marketing campaigns from the last decade and presented my findings to senior management.”*

*“Even as an undergrad I was drawn to digital marketing strategy. I was a communications major, but took a number of marketing classes and was also responsible for advertising events to students and people in the local area for a fundraising group I was part of. With a very small budget, I figured out how to draw more than 200 people to a fundraising event we held.*

*“As I continue to hone my data analysis skills, I’m really looking to find a role that puts this at the forefront of my day-to-day work while still keeping me immersed in the marketing world. The marketing data analyst role at your company feels like a perfect next step for me.”*

## How To Negotiate Effectively

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Contributor Martin Rand

I cover how leaders can increase value through effective negotiations.

- For less experienced negotiators, it may be tempting to try to outsmart the party across the table with clever tactics or to focus on claiming rather than creating value in a negotiation. But aggressive, heavy-handed maneuvers rarely generate the outcome people hope they will. Successful veteran negotiators know that the key is mastering the basics of negotiating first, preparing effectively ahead of time in order to gain a deep understanding of their counterpart and focusing on developing a rapport.

Here are the must-haves for a good negotiation, followed by some tips for more complex tactics.

### **Prepare Ahead of Time and Know Exactly What You Want**

Every sound negotiation guide emphasizes the importance of preparation. However, anyone who has ever tried to prepare for one knows it's more tricky than it seems because it's nearly impossible to imagine every potentiality that may come up in a quickly changing situation.

#### **PROMOTED**

To best prepare without getting overwhelmed, follow this to-do list:

- Define your jackpot, not the likely outcome. Rather than focusing on the terms you think the other party will accept, identify what success looks like for you so you don't set the bar too low.
- Define your walk-away point. Some trade-offs will simply be unacceptable to you or your organization and those should be crystal clear ahead of time.
- Define your interests. Know your priorities and what and how much you can trade off to achieve them.
- Define the issues or terms you can use during the negotiation and think about new factors you can introduce.

Ideally, you should know the weighted value of each term you are negotiating. Would you trade, say, 1% of a growth rebate for \$340,000 worth of co-marketing allowance? It's best to identify specific metrics for success. Of course, if you were to consider every negotiable term in a complex negotiation, you might end up dealing with millions of possible combinations. But you should at least look at the top items on your list, figure out your time value of money, and create

sales and other estimates to inform your process. This will help minimize psychological effects and help rationalize the decisions for both sides, increasing the likelihood of acceptance.

Once you've made your own list, define each item in the list above for the other party as best you can. If you spend more time thinking about the needs and wants of the other side of the table than you do your own, you'll be far better prepared going into the negotiation.

### **Focus on Expanding the Pie**

Negotiating, as opposed to bargaining or haggling, can create new value rather than just distributing it. New value is created by trades—asking for something you want and giving something in return. Having several negotiation issues to trade helps ensure that you can enlarge the pie rather than cutting ever-thinner slices of it during the process.

### **Establish Trust and Openness**

At the beginning of every negotiation, reveal your priorities and ask the other side to be open about theirs. This sounds counterintuitive; many people don't want to share that information because they're afraid that the other party will abuse it. There is some research that suggests total transparency can lead to manipulative tactics. However, revealing your interest can signal cooperation and elicit reciprocity. If the other party offers information, too, you should feel empowered to share more. Your counterpart's priorities will give you important information that you might not have gained during preparation and can lead to the discovery of potential trade-offs and concessions.

This is often overlooked in negotiations because both sides tend to think they want to get a better price and focus only on that. To generate the optimal outcome, don't talk about price at the beginning of a negotiation. Leave the toughest item(s) for last.

A good negotiation starts with building rapport with the other party. "Trust is absolutely key," says Jeanne Brett, Professor Emeritus of Management & Organizations at the Kellogg School of Management at Northwestern University. In her research, Professor Brett divided international negotiations by the level of trust and openness associated with them. Trust is a very human trait and great negotiators work to establish ground rules regarding openness and trying to find mutual gains. If a negotiation starts to go awry, you can always refer to the objectives stated at the beginning of the process as a way to decrease tension.

### **Know How to Diffuse Attempts at Bullying**

At some point in your career, you'll likely encounter a negotiator who tries to claim value in a hostile way. The person may try to bully you and may even use threats. When that happens, fear typically kicks in and the prehistoric part of the brain called the amygdala takes over, shutting down the creative parts of the mind and preparing you for fight or flight. You'll need to buy yourself time to get out of this state.

By using simple, go-to tools such as questions, you can start guiding the conversation and regain your ability to think clearly. For example, if the other side says, “This delivery schedule is unrealistic!” it can be helpful to take the last few words of the statement and turn it into a question. “The schedule is unrealistic?” Even if you’re scared stiff in the moment, your counterpart will now have to explain. That gives you time to recuperate.

Labeling is another effective method you can use in these kinds of fraught moments. “I sense some heightened emotions,” you might say about an attack or when someone raises their voice. That can help deescalate the situation by prompting the counterpart to end their tirade and start explaining.

## **Advanced Negotiation Tactics**

If you get the basic negotiation approaches above right, you’ll be more effective than 80% of negotiators. Once you’ve mastered these basics, including knowing how to build trust and rapport, you can focus on some advanced tactics, like the three below. Although these can be effective ways to gain an advantage, you should use them with caution.

### **Anchoring**

Even though anchoring, or establishing a reference point for the negotiation, seems like a simple tactic, it should be used carefully. It can work on even on the most seasoned negotiators, but it can also backfire. If you’re wondering whether you should make the first offer or let the other side go first, a good rule of thumb is that the party who has more market information should go first. If that’s you, should your ask be realistic or should you ask for a lot more than you expect and meet in the middle? An unrealistic anchor can cause the relationship you’ve been carefully building to deteriorate, generate hostility or force your counterpart to walk away. But I’ve participated in many negotiations where the other party asked for much less than they could have had, which is also a costly mistake.

Also, you need to be able to dislodge an unrealistic anchor and you should definitely avoid making an immediate counteroffer, as you would have to anchor unrealistically as well in the moment. That can destroy the good rapport and alignment you’ve established. If you’re presented with an unrealistic anchor, it’s best to communicate that it is a nonstarter and ensure both sides realign on strategy before making another offer.

### **Naming the Game**

Calling out a tactic is another highly effective way to put a stop to it. I once negotiated company options for an advisory role. The negotiations didn’t progress very well because my counterpart across the table kept repeating, “How can I do that?” This tactic was described by Chris Voss in his book *Never Split the Difference*. I gently mentioned that both parties in the negotiation had read the first 10 pages of the same book, and by doing so, immediately ended the stalemate.

### **Deploying MESOs**

If you have prepared well by listing all of the items you can use in your negotiation along with their value to you, you can then plan what are known as multiple equivalent simultaneous offers (MESOs). For example, in a salary negotiation, you might offer an executive job candidate two options, one with a lower salary but more stock options or vice versa. If both choices are of equal value to you and the job candidate chooses the one she values more, you've created new value in the negotiation. This also gives you information about the candidate's priorities that you can use as you negotiate subsequent items in the person's employment contract, such as vacation, travel expectations and retirement benefits. Using MESOs in complex negotiations can be tricky, but they can be a helpful tool for pros and an effective way to signal cooperative intentions.

The basis of a good negotiation is having a genuine interest in the other party and their priorities and coming up with new issues to negotiate over to expand the pie. Rather than being tempted to try to outsmart or intimidate the other side with threats, prioritize preparation and use the time-tested principles discussed above to generate better negotiation outcomes.



## The Ultimate Interview Framework

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We welcomed guest speaker Jeff Altman who spoke on "The Ultimate Interview Framework." Highlights include:

- Typical interview scenario, job description is provided, but it is usually outdated and not accurate, flip the interview, start with the end
- **First question to ask during the interview**
  - Thank you for having me, can you tell me about the job and how you see it or I spoke with X about the position, can you tell me more about it or if you're talking with a phone screener, can you tell me about the job you're recruiting for
    - Ask this question first so you can talk about what matters to them
    - They want to know you're hitting on the points they are interested in
    - Understand what they are looking for
    - You can say, "I'd like your opinion on the role," get the best information at the beginning of the conversation, so you're addressing the right questions
  - We live in an ADHD culture, it's important to get their attention right away◦ Every great entertainer practices, yet people don't practice for interviewing, you have to review your responses out loud
- **Second question**
  - Tell me about yourself
    - For Managers you should respond in under 1min 15sec, for staff 45sec
    - Respond with "I've been in the field for X years, worked for X, Y, Z companies (now use the bridge phrase), but what's probably most relevant with my background is my experience with..."
    - Repeat it out loud and time it, if you think it's too short, you can always say "would you like more detail," usually they won't
  - Time is important, thus practice is important, don't talk on and on, you need to engage the interviewer
  - Make it easy for them to want to continue talking to you, the goal is to always foster engagement
  - Classic behavioral questions, prepare 3 stories 1min to 1min 15sec
    - STAR – Situation, Task, Action, Result  
So, what I did was....with the result being...the system was developed on time and under budget, or use a % improvement
    - SOAR – Situation, Objective, Action, Result  
I stepped into a situation where I inherited a project from a coworker who left the role, I was charged with delivering the project on time and within budget and the result was money was saved, we

delivered 3 days early and we had happy customers

- PAR – Problem, Action, Result

- What suggests self-confidence during an interview

- your eyes exude self confidence

- smile

- your energy is contained on video, you can pick up if the person likes their job, demonstrate that you love what you do, show it in your behavior as you talk

- you are a performer

- with a phone call, your only sales tool is your voice, it's the easiest interview, because you can have your notes in front of you, but it's also the most difficult

- with a video interview, have post it notes around your monitor, near the camera...without blocking your camera, put your opening question on a post it, "I recall the position description, can you tell me about the job how you see it?"

### • Third part of the Interview

- Do you have any questions for us?

- Disconnect between the way they described the job and the questions they asked

- Ask clarifying questions (if needed)

- I recall what you said about the nature of the role, but you asked questions around X, how do they relate?

- What will success look like for me in this role, rather than this, say "Let's say you hire me, what would your expectations be for me the first 3, 6, 9 months?" or "Let's say you hire me and it's a year from now and you're happy with my accomplishments, what would I have done?" "What will I have accomplished over the year to make you happy with me," you are getting them off the script

- Hiring managers embellish the truth, candidates embellish the truth, recruiters embellish the truth

### • Fourth Question

- When will I hear back from you about next steps? There are 3 responses

- Next week

- When hell freezes over

- I'll be in touch with HR

- When they are more precise, the better

- Pushback also gives you information

- You can say, "If I haven't heard from you by Wed/Thu can I follow up with you?"

### • Fifth Question

- When you start to notice their impatience, when they ask, "Is there anything else?" you respond with "Is there anything that you heard that gives you any reason to hesitate with my qualifications?"

- Eliminate indecision that may eliminate you as a candidate
- When you're working with the decision maker in front of you
  - They are looking for competence, self-confidence and charisma, they all add up to trust, they think you will fit in
  - They want to see who you are as a person, your manner can suggest connection
  - For video interviews, be aware of your background, you want to stand out from what is behind you, occupy a lot of space in the camera, small doesn't project self-confidence, be on center stage of the performance
  - In person interview, while in the lobby, sit where you can see all entrances, when you see your interviewer, size them up, what are they like, when you sit for the interview, you speak first
  - No need to ask about WFH, you're talking with someone who may not have the authority to provide the best answer
  - If standing during an interview, make sure you are eye level with your camera
  - Jeff uses the Logitech Brio camera, he also uses it for his podcasts
  - Rule out reasons you're disqualified
  - Rule in reasons you are qualified
  - End the interview with "I want you to know that I am interested in the role"
  - Final interview, you're usually up against 1-2 other candidates, remember how your earlier interviews went, were there any rough parts, practice and proactively address it, otherwise they will use it as a way to eliminate you
  - Rehearsal doesn't mean you think the answer, you speak it

Contact information for Jeff Altman:

- **LinkedIn:** <https://www.linkedin.com/in/thebiggamehunter/> (look here for additional podcast information)
- **Email:** JeffAltman@TheBigGameHunter.us
- **Phone:** 646.374.8656
- **Website:** [www.JobSearchCoachingHQ.com](http://www.JobSearchCoachingHQ.com)

## 33 Best Job Search Websites To Use In 2021

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By Hannah Morgan  
April 7, 2021

### Table of contents

- The Best Job Search Websites
- Niche-Specific Job Boards
- How To Use Job Search Engines Effectively

But before you start rapid-firing your application and resume to hundreds of job postings, take some time to think about where you want to work, what you want to do and what salary you want to make.

Once you identify the right jobs, you'll be able to use these job search websites to find them more easily. In other words, you won't be blindly applying to jobs or spending endless hours trying to find exactly the right jobs.

And when you apply for the right types of jobs, you're more likely to see interviews happening.

### The Best Job Search Websites

With so many job search websites out there today, it's easy to feel you may be missing out on opportunities if you aren't checking them all.

But with technology and smart, targeted job search strategies, you can operate smarter and save yourself time.

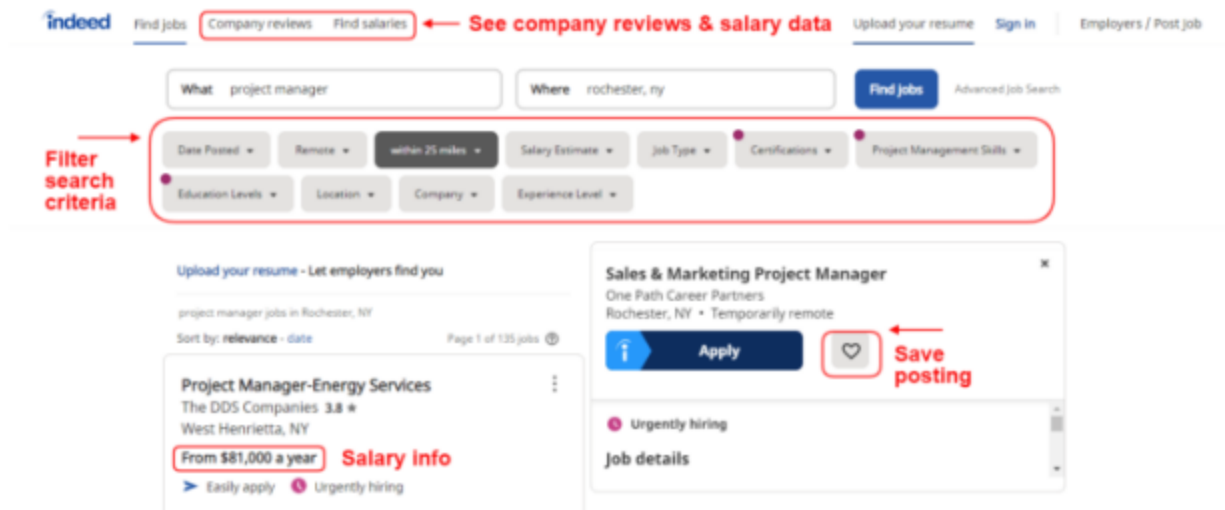
Rather than list every job board or job search site, I've focused on those that provide the most useful information, have good filtering options and return a large number of jobs (from multiple sources). These should make the best use of your time and energy.

You'll also find a list of specialty or niche job boards to help you refine your search. Using niche job search websites allows you to focus more narrowly on jobs that are in your industry or occupation.

Companies post jobs on different job search websites. Sometimes this is because they have a preference or are loyal to the job board, other times it's mandated by the company. With so many job posting options, it's hard to know where to look. But you don't need to. The sites listed below should help you discover all the jobs, wherever they are posted.

These are the best 33 job search websites for job seekers to use.

## 1. Indeed



Indeed has been recognized as the top job search board for several years. You'll find all levels and categories of jobs on this mammoth job board making it one of the best options for almost every job seeker.

**Types of jobs:** All levels of jobs and industries covered.

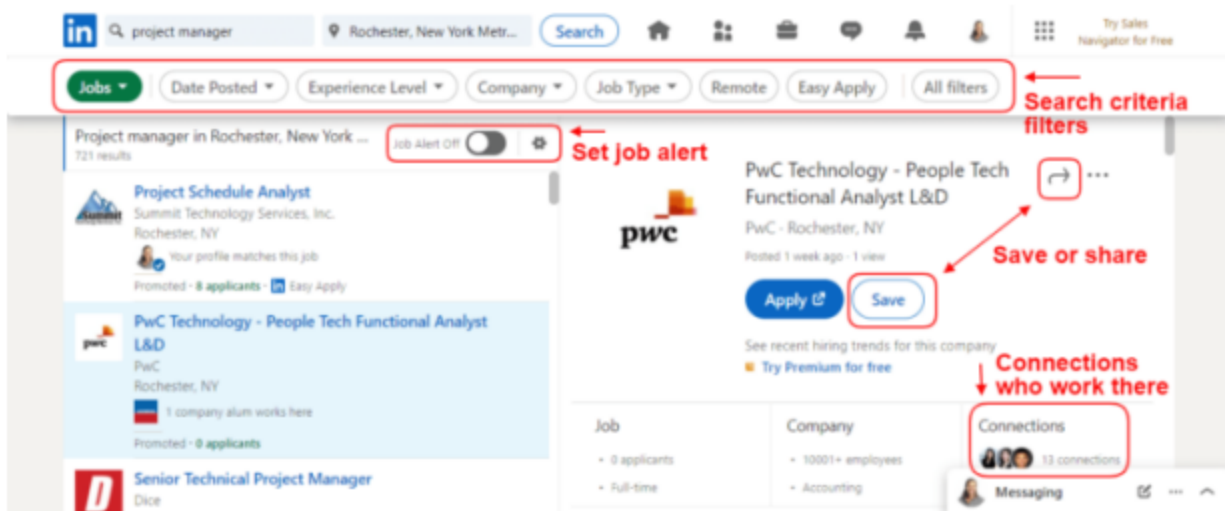
**Features:** It offers robust search options such as the ability to search for remote jobs or internships. You can also search for freelance and part-time positions.

Indeed also shows salary information when provided and company reviews when available. You can also search by company to see what jobs are posted.

You can easily save a job posting for later and create alerts when you create a free Indeed account. Your resume can be uploaded and shared either for a specific job posting or for recruiters to search.

**App:** Indeed is available through a mobile app.

## 2. LinkedIn



LinkedIn, known as a place to network, also provides access to job postings. For professionals who are already using LinkedIn, you realize how important it is to have a complete profile. A profile is required to have access to jobs posted by employers on LinkedIn at no cost. You will find many of the same search functionalities as the other job boards.

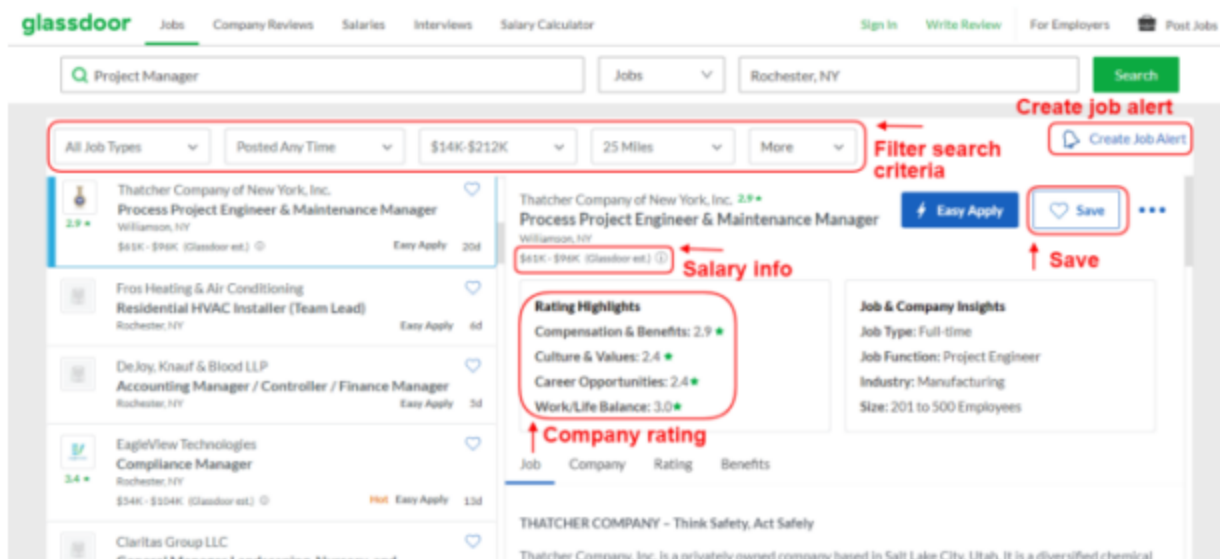
**Types of jobs:** LinkedIn's job board is best for white-collar jobs. Most industries are well represented however, you will not find a lot of jobs posted for teachers or those in medicine.

**Features:** There are a couple of things that make LinkedIn's job board unique. First is the ability to see if you have connections who work for the company. Second is being able to see how many people have submitted applications.

LinkedIn's Easy Apply allows you to apply in just a couple of clicks by using just the information in your LinkedIn profile.

**App:** LinkedIn's app allows you to search and apply for jobs from your mobile device.

### 3. Glassdoor



Glassdoor is known for its anonymous company reviews and interview questions. It also produces an annual list of best places to work. And its job search functionality combines this data to help you learn more about a company before you apply. With over 11 million jobs posted on this site, you'll find it offers a unique perspective and helpful information.

**Types of jobs:** Glassdoor has a full range of job opportunities across many industries. If finding the right company culture is important to you, Glassdoor may have the most helpful information. Many (not all) companies have been reviewed and a summary of review/company ratings is easily viewable from the job posting.

**Features:** Glassdoor offers all the search features and filtering options as the other job boards – full-time, contract, part-time, and entry level. It also allows you to search for work-from-home opportunities. But what makes Glassdoor unique is its company reviews and summary of benefits. Salary information tends to be more frequently available in these job postings as well.

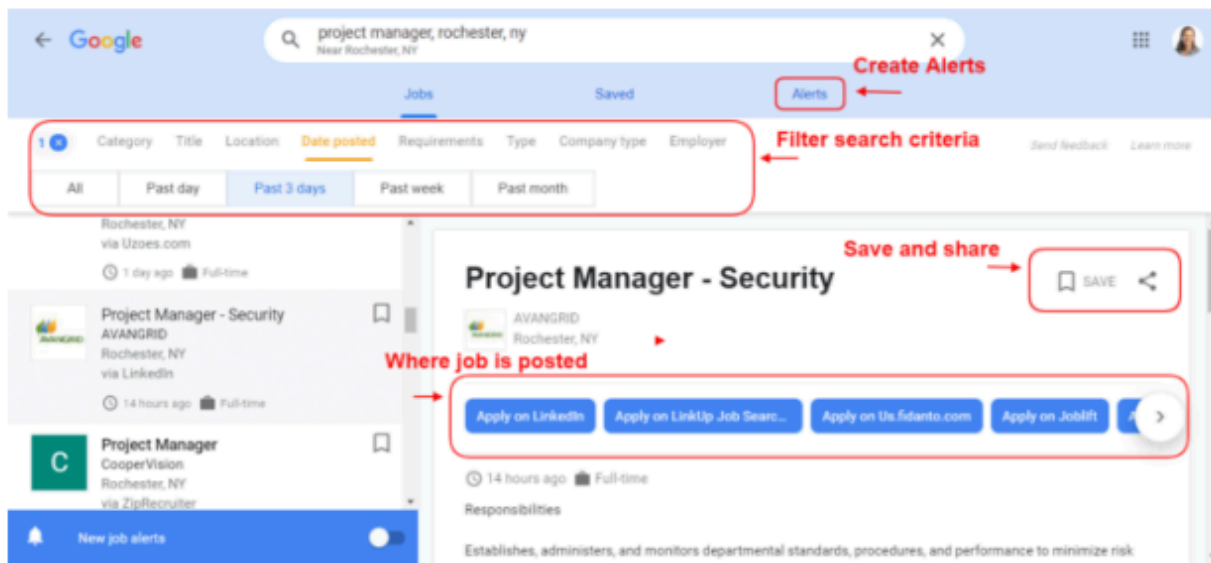
“Easy apply” allows you to simply apply directly through Glassdoor, without needing to leave their site as long as you have a profile set up.

Glassdoor does not offer a resume database for employers to search, however, it does allow you to upload multiple versions of your resume which can be attached when you choose to use “Easy Apply.”

**App:** Yes, there is an Glassdoor app for your mobile device



## 4. Google for Jobs



Google pulls jobs directly from company websites, staffing agency job listings, and partners with many job boards. This job search engine has been selected because of its ability to find job postings posted almost anywhere (directly from employers and career sites across the web). It's probably the most efficient use of your time and energy when searching for a job and replaces the need to search each individual job search website.

Using Google for Jobs is as simple as typing the desired job title (and city if desired) into Google's search bar. The results are near the top. Or search "Jobs Near Me" in your Google search bar.

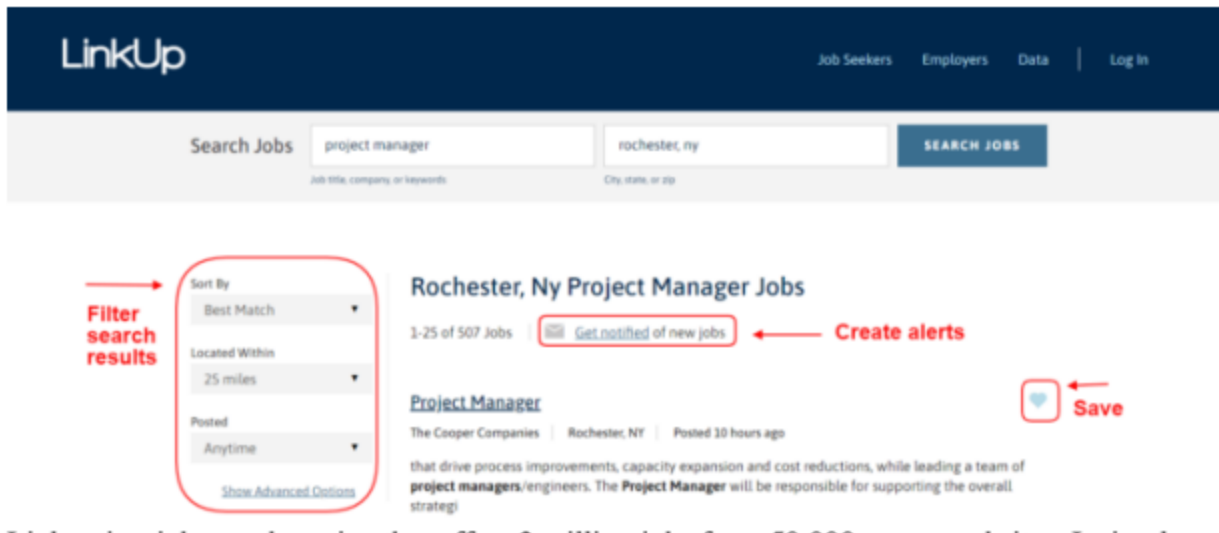
**Types of jobs:** Google searches the web for jobs based on the job title and location you enter. It will show all levels of jobs across all industries

**Features:** Google Jobs includes the same filtering options even though it is not a job board per se. It aggregates/compiles job postings from other websites (technically making it a job search engine). When applying for a job, you will be taken to the site where you can apply. New college graduates can search by area of study, and transitioning military can find civilian jobs to match your military skills using your military occupational specialty code.

Google Jobs does not offer a resume database.

**App:** While Google for jobs is easily accessible from your mobile device, there isn't a dedicated app.

## 5. LinkUp



Linkup is a job search engine that offers 2 million jobs from 50,000 career websites. It simply aggregates all these jobs on one platform to easily search job opportunities. Some jobs may never be posted on job boards, which makes LinkUp a smart option to easily find available jobs that have only been posted on the company's career page.

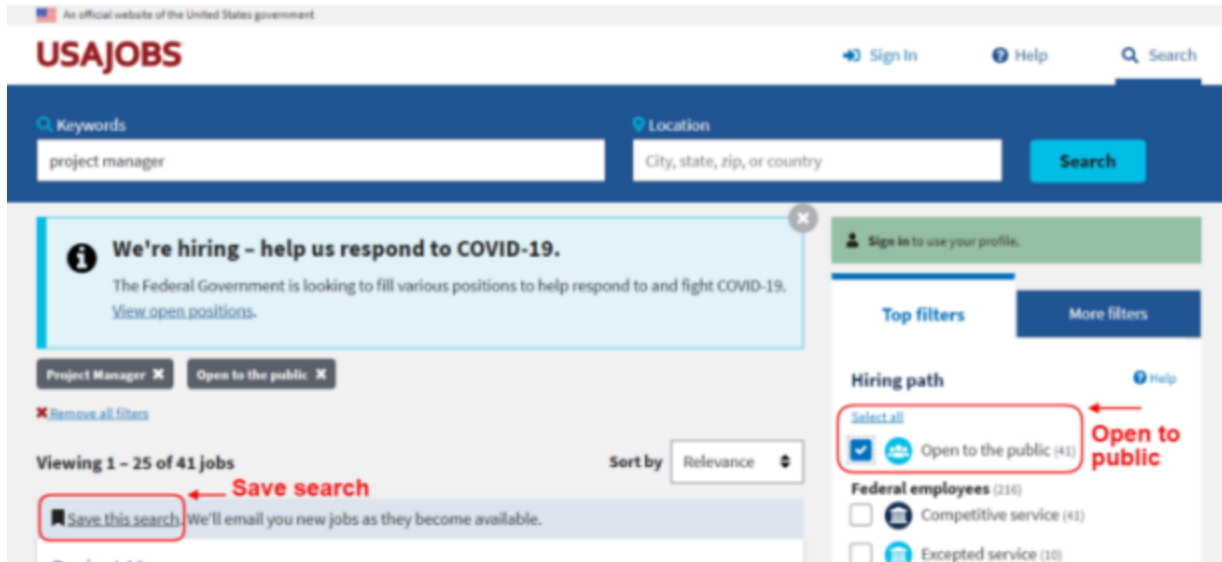
**Types of jobs:** You can search for any job title, keyword or company.

**Features:** There's nothing overly fancy about LinkUp but it's value is potentially uncovering jobs you may not find posted elsewhere. You find a job listed here and then you're sent straight to the employer's site to apply. You will not find the ability to filter by remote or virtual work and pay information isn't usually provided. However, the value to this site is that it allows you to find jobs that may never be published on other job boards.

You can create a free profile which allows you to get saved job alerts and save jobs in your LinkUp profile so you can apply later.

**App:** There is an iOS app only available in the app store.

## 6. USAJobs.gov



USAjobs is the official site used to fill jobs across all United States government offices. You will find jobs throughout all departments and agencies such as the Department of Transportation and General Services Administration. These jobs are located across the United States and abroad. There is a learning curve involved in applying to federal jobs, but the options and availability of these jobs is worth it.

**Types of jobs:** Jobs listed as “open to the public” are available to any US citizen across all federal agencies. If you have never worked for the government then you may be surprised to see the range of occupations. It’s very important to review all the information in the job postings before you apply to ensure you meet the qualifications.

**Features:** The “More filters” lets you search by telework (remote), part-time, full-time, security clearance, and other job categories. You can also filter by department or agency. Because these are federal jobs, you will see salary information for every job listed.

There is a resume database available and you must create a free online profile to apply to these jobs.

The job posting requirements and application process for federal jobs is slightly different than the private sector. It’s important to thoroughly review who is eligible to apply for a job. The documents required and resume often referred to as KSA also vary from the private sector. You can find resources to help you with this on the USAjobs website.

**App:** There is no app for this job search website.

## Other Job Search Websites

If you have a favorite job search website that isn't listed, that doesn't mean you need to drop it or switch. There are hundreds of sites that post jobs and I haven't listed.

Sites like [CareerBuilder](#), [Monster](#), [ZipRecruiter](#) and [Craigslist](#) can be helpful. But the reason I haven't listed them is that they don't offer features or benefits that are better than the ones shown. Using Indeed or Google's search engine will still help you find jobs posted on other websites and job posting boards.

I wanted to focus on the best job search websites that offered you the best functionality and ability to discover jobs.

What I can tell you is that some employers chose to use a job posting website because of corporate policies or just because it's what they've always used.

## Niche-Specific Job Boards

You can easily go down a rabbit hole and find specialty job boards for the type of work you are looking for. New ones are created all the time.

If you are looking for remote work, an internship or want to work for a non-profit, you'll find specialty job boards.

It's a good idea to add a couple of these niche job boards to your list along with several from the above list.

### Here's why:

Recruiters want to find exactly the right type of candidate and often will invest money and time to post a job where they know they can find the specific type of candidate they are looking for- niche job boards.

This list of niche job search websites includes jobs by specific industry, occupation, level of job, those that specialize in freelance or remote work and other diversity and inclusion areas.

### Job Level

[Handshake](#) – Internships and entry level jobs for college students and recent graduates

[Ladders](#) – Professional jobs paying over \$100,000

### Type of Work

[FlexJobs](#) – Vetted remote or flexible job opportunities

[Freelancer](#) – Freelance jobs

[UpWork](#) – all types of gig work or projects

[We Work Remotely](#) – All types of remote work jobs

## Industry/Occupation

**Angellist Jobs** – Jobs at startups

[Dice](#) – Technology jobs

[eFinancialCareers](#) – Jobs in accounting, banking and the finance industry

[HealtheCareers](#) – Healthcare and medical jobs

[HigherEdJobs](#) – All levels of Jobs at colleges and universities

[Idealist](#) – Non-profit and social impact jobs, internships and volunteer opportunities

[IEEE jobs](#) – Engineering and technical jobs

**LegalStaff** – The Association Career Network Legal Jobs

[Poached](#) – Jobs in restaurants and hospitality

[SnagAJob](#) – Hourly/Essential worker jobs

[StackOverflow](#) – Programming jobs

[TalentZoo](#) – creative roles, including advertising, marketing, design and other online tech jobs.

## Diversity

[iRelaunch](#) – Women returning to work

[WorkplaceDiversity.com](#) – All levels of Jobs for black and minority candidates

[Pink Jobs](#) – LGBT Gay friendly job roles from pro-equality partners

[RecruitMilitary](#) – Opportunities for veterans

[RetiredBrains](#) – Part-Time or remote work for older candidates

## How To Use Job Search Engines Effectively

Eager job seekers often believe that applying to hundreds of online jobs will land them interviews. That's not necessarily true.

It's up to you to diversify your job search strategies to include job boards, networking, recruiters and direct company contact. This will ensure you've covered your bases and are less likely to miss out on suitable opportunities.

These are some ideas and best-practices to help you use job search engines more effectively.  
Your Overall Job Search Strategy

- Avoid the impulse to apply to every job you come across. Chances are you won't get an interview for each of those jobs, so your time is better spent focusing on fewer jobs for which you truly believe you are well-suited and making sure you have a strong resume and cover letter tailored for those jobs.
- Always follow the instructions listed in the job posting. This requires you to thoroughly review the posting before you apply.
- When you do find a job you are interested in apply quickly, within 24 hours. Employers respond to recently-active users first.
- Easier isn't always better. Don't rely only on automatic job applications or one-click-apply. Remember, your resume should be customized to every opening you apply to.

- Create a list of 40-50 companies you would like to work for. Then use your list and sign up for alerts on the company career pages. Follow the company page on LinkedIn (and other social media channels), and find people you can speak with to learn more about the company.

**Do the Two-Step.** Find a job online, and then find someone who works inside the company to refer you. Use LinkedIn or other social networks to begin a conversation.

## **Efficiency**

- Research shows that while job search websites receive large numbers of candidates (200+ per opening), few of these candidates are hired for the jobs they apply to.
- Most job search engines allow you to set up a profile at no cost. Once you've created a profile, set up alerts for multiple job titles and/or keywords and perhaps companies.
- Don't spend all your time and energy relying on job search websites.
- If you aren't finding enough jobs (or any) try using different job titles or keywords.

Seldom are job titles universal. Learn what else companies call what you are looking for.

Invest time seeking out and having conversations (informational meetings) with people in your industry and who work inside target companies. This will help you learn and possibly discover upcoming job openings.

## **Tracking**

- Keep a record of the jobs you apply to by saving a copy of the job posting. Either use a screenshot or copy and paste the posting into Word so you always have access. Once a company's job description has expired or is taken down, you may not be able to see it.
- Also keep track of when and where you applied so you can follow up if you don't receive notification from the company.

It is up to you to follow up with the company to make sure they received your resume/application and to ask where they are in the hiring process. Check in weekly unless told otherwise. Persistence shows interest.

## **Resumes and ATS**

- Make sure that your resume is formatted in a way that is clearly read by applicant tracking systems.
- It's also important to tailor your resume to include relevant keywords from the job posting. Research best practices for formatting your resume for an ATS.

## **Security and Privacy**

- Posting your resume on sites can invite spamming. For this reason, it's important to create a dedicated email you use just for job search. You can also set up a Google Voice number you can dispose of if you need to.

- When posting your resume on any job board, be sure your contact information is not included. You only want recruiters who have access to your confidential profile information to contact you. Often scammers will scrape resumes from job boards and use the contact information they acquire.
- If you do choose to post your resume, be sure to update it or refresh it weekly so that it will show up in search results when recruiters search for new resumes.

### **Temp or Contract Jobs**

- Don't overlook or dismiss temp jobs. Sometimes temporary or contract jobs can lead to a regular or "permanent" job. These short term jobs serve several purposes for you as a job seeker. They keep skills fresh, give you something meaningful to do and give you exposure to a new company. Plus these jobs provide an income.
- While there are some national companies providing these services, each metropolitan region has local agencies or contract houses that offer short-term jobs. To locate these agencies or temp jobs, you can use Google Job and search for "temp jobs" [insert your occupation] [city, state]. Or search for the job title you are interested in, [city, state] and select "contract" from the search filter option "type."
- It's also important to note that some agencies specialize in certain occupations or industries. This is usually specified on their website.

### **Closing Thoughts**

To make the most of your job search activities, stick to this list of the best job search websites, in conjunction with your other job search activities. Spend your time involved in networking activities, looking at company career sites and engaging with recruiters who specialize in your area of expertise.

This diverse strategy will help you uncover more opportunities and get hired!



## Long-Term Unemployed? 5 Options to Bridge That "Employment Gap"

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By Jeff Lipschultz

If you have been unemployed for more than six months, an issue you might run into during your job search is the "Unemployed Bias."

Employers sometimes prefer to hire people who are currently working because the assumption is that these people have the up-to-date skills that an employer values.

If you have a long gap between jobs, fill that time with productive activities and include those activities on your resume and LinkedIn Profile.

These activities show employers and recruiters your interest in your work and that you are demonstrably up-to-date.

### 5 Options to Fill the Gap in Employment

Here are five possibilities for addressing employers' concerns.

#### 1. Contract work

There is value in continuing to work, even if you don't have a permanent, full-time engagement.

**Contracting is a great way to keep your skills sharp and get exposure to new tools or industries (even if it's short-term).**

If you can't get a contract through a recruiter, consider contracting directly with former colleagues, former clients, or former partners, a site like FlexJobs, or even friends.

The only hitch in this approach is when the engagement is not a "real project." Recruiters tend to sniff out bogus resume fluff, and drop candidates very quickly. Remember, their reputation is on the line with each candidate they present. If they are serious about their career, they tend to be very thorough. So make sure you can represent yourself well with regards to your contract jobs—have a lengthy project description and results to discuss.

On your resume, you should list these engagements like you would any other. The company name might be yours, but it should be an official company (i.e., LLC) to present it as legitimate. The same bullets on deliverables and results should be included.

Don't treat this engagement as any less important than the others listed or it will appear less substantial. In reality, you may have learned more in six months working for yourself than any other opportunity in your past. Those accomplishments should be included.

[**MORE:** How Contracting Battles Unemployment (/IT-job-search/contracting-battles-unemployment.shtml) and Freelancing When Unemployed (/freelance-contractor-jobs/freelancing-when-unemployed.shtml) (/freelance-contractor-jobs/freelancing-career-change.shtml).]

## **2. Temporary work**

Temping is another alternative where the projects are shorter, but at least there's a company representing you and can act as a reference stating all your temp jobs went well. This is important as "short-stints" on a resume can sometimes raise a yellow flag with recruiters concerned with your ability to stick with a company long-term.

**It's important to list these temp jobs in a group under the company representing you so it's clear they are all part of one overriding contract.**

{**MORE:** Job-Hunt's FREE Guide to the Temporary Work Option (/temporary-work/temporary-employment.shtml).}

## **3. Volunteering**

Volunteering is another option.

**Focus on volunteering in a job that is related to the field of work you are pursuing.**

For example, if your field is marketing, try to help a non-profit with their marketing materials, strategies, planning, or process.

Some companies are offering non-paid internships that may lead to a permanent position. These need to be weighed carefully. Ask what percentage of interns become full-time, paid employees (and why some haven't).

## **4. Write and/or speak**

Some colleagues I know, who are experts in their field, fill the unemployment gap with guest speaker and writing engagements. They give seminars on all types of subject matter for which they have a strong reputation.

**This can pay a few bills and build credibility. And of course, lead to valuable networking and/or contract engagements.**

## **5. Get more training**

**During unemployed periods, it is also advantageous to attend training courses or classes you've been meaning to take -- especially in areas that would expand your expertise in new, but related elements of your field.**

Although, getting up to speed on the latest revision of a software tool may be valuable, it doesn't

add another dimension to your resume. Getting certified (like a PMP for project managers) can also add much-needed credibility and differentiation to your resume. Before you invest in a certification or degree, scan the job openings on a site like Indeed.com to see how often it is mentioned or, even better, required for some jobs.

### **When the Gap Is Family-Related**

One other question that arises regarding gaps in employment: leave of absence to care for a seriously ill family member.

**When you are taking care of a family issue, it is better to list it in a short entry on your resume / application or LinkedIn Profile to account for the time.**

That notation addresses the obvious question that arises when it's not listed, "What were you doing during that time period."

When interviewed, you might be asked about it, but most interviewers stay away from the topic. You should be ready to make it clear that the situation is very unlikely to arise again. Keep in mind this can be an unspoken concern that creeps in if not addressed—the question of will you leave your employer again.

### **Bottom Line**

Continuing to work, whether as a contractor, a volunteer, or a temporary employee, keeps your skills up-to-date, expands your network, and fills a gap on your resume. Remember, in this economy, it is not uncommon to hit a bump in the road during your career. How you handle it is what makes the difference going forward.

For more of my tips on handling this situation, see [Overcoming the "Unemployed Bias" \(overcoming-bias-unemployed.shtml\)](#).

### **More About Beating Unemployment:**

Job-Hunt's [Guide to Beating Unemployment \(/unemployed/unemployment.shtml\)](#)

[Overcoming the Unemployed Bias \(/recruiters/overcoming-bias-unemployed.shtml\)](#) by recruiter Jeff Lipschultz

[Hiring Manager Tips for Escaping Unemployment \(/unemployed/manager-unemployment-escape-advice.shtml\)](#)

[Best LinkedIn Title When You Are Unemployed \(/linkedin-job-search/linkedin-job-title-when-unemployed.shtml\)](#)

[Managing Employment Gaps on Your Resume \(/resumes/employment-gaps-strategies.shtml\)](#)

[Explaining Your Gap in Employment in Job Interviews \(/job\\_interviews/answering-employment-gap-question.shtml\)](/job_interviews/answering-employment-gap-question.shtml)

Job-Hunt's Working with Recruiters Expert Jeff Lipschultz (/recruiters/working-with-recruiters-expert.shtml) is a 20+ year veteran in management, hiring, and recruiting of all types of business and technical professionals. He has worked in industries ranging from telecom to transportation to dotcom. Jeff is a founding partner of A-List Solutions, a Dallas-based recruiting and employment consulting company. Learn more about him through his company site [alistsolutions.com](http://www.alistsolutions.com) (<http://www.alistsolutions.com/>). Follow Jeff on LinkedIn (<https://www.linkedin.com/in/jefflipschultz/>) and on Twitter (@JLipschultz (<https://twitter.com/JLipschultz>)).

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**Working w/Recruiters Expert:**

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## What are the Top 8 Job Interview Questions in 2022, and how should you answer them?

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1. Can You Tell Me A Little About Yourself?
2. Why Do You Want To Work Here?
3. Why Should I Employ You?
4. What Are Your Strengths?
5. Where Do You See Yourself In 5 Years?
6. What Are Your Weaknesses?
7. What Are Your Salary Expectations?
8. Why Do You Want To Leave Your Current Job?

### Great interview questions

1. Why should we hire you?
2. What is most important to you in a role or work environment?
3. What are you hoping for in your next role?
4. What do you know about the company?
5. Who is the smartest person you know personally? Why?
6. Describe your relationship with your current colleagues.
7. What is the most recent thing you learned?
8. What are you most proud of in your professional life so far?
9. What do you enjoy doing outside of work?
10. How would your former managers and coworkers describe you?

### Strategic interview questions

31. Describe a time when you proactively identified and addressed an issue at your company.
32. Describe a time when you failed to achieve your goals and had to follow a different approach. What happened?
33. Describe a time when you had to measure the success of a workplace change or campaign. What were your steps and ultimate findings?
34. Imagine that you receive \$50,000 and have one month to implement a major organizational change. What project do you choose and what approach do you employ?
35. You ask for \$5,000 to solve a problem, but upper management only allocates \$1,000 for your solution. What is your plan of attack?
36. Describe a time you failed and had to alter course and adopt a new approach. How did you know change was necessary? What actions did you take? What was the result?
37. Walk me through your time management system.
38. What do you think are the most important elements to consider when making a decision in our industry?

### **Hard interview questions**

41. What is the most difficult lesson you have had to learn thus far?
42. What piece of critical feedback do you receive most often?
43. If you could redo your career, what would you change?
44. What have been your most positive and negative management experiences?
45. Walk me through your approach to workplace conflict.
46. Talk about a time when you had to work with someone whose personality was very different from yours.
47. What is the farthest out of your comfort zone you have been while on the job?
48. Give me an example of a time when you had to think or react quickly in response to a delicate situation.
49. How do you deal with failure?
50. Walk me through a time when you had to adapt to major change within your organization.

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## LBRY Second Interview Q & A

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01

### What are your career goals?

"I want to continue to grow within the technology industry. By the end of this year, I want to be certified in Adobe Creative Suite, Python, and R programming languages. In the next five years, I want to take on a management role and manage larger projects that develop websites, applications, and user interfaces for clients."

Interviewers ask this question with a single intention: to find out if you plan to grow in their company or if you will use the position as merely a stepping stone. The latter is not ideal for most companies. Therefore, don't mention future plans for moving to another city or going back to school. Interviewers want to feel secure that you will spend time maturing in their company and climbing the ranks. They also want to know that your career goals fall in line with the work you're doing. The best method for answering this question is by stating that you want to achieve executive levels in the industry you are applying to. Your answer should highlight direction and focus.

02

### Why did you want this position?

"I want to work here because I admire your firm's work and adaptability. I spent time looking through your current client list and found clients across multiple industries. I also looked at the social media accounts you managed and I was impressed with your ability to create a distinct voice for each client. I am about the prospect of learning the creative process that determines a client's voice and brand aesthetic."

This question gauges your true interest in the company and company fit. Obviously, salary and benefits make up a good percentage of why you're applying for any position. Those details are not what employers are looking for. You should not state that as the reason you want to work at a company. They want to see the passion for the work you will be doing and the company you will work for, especially when the job becomes more difficult. Are you excited about the clients the company serves? Are you excited about the functions of the job? Does the company align with your values or passions? Ensure that your answer is company-specific. Use information about the company you're applying for to support your answer.

03

### What is your ideal work environment?

"I thrive in environments that value collaboration and honesty. I firmly believe that diversity of thought and experience makes for a better environment. But I also think it is important to remain honest to ensure collaboration does not lead to echo chambers or groupthink. From your website, it seems like you value those concepts as well; I would be excited to work with a company that upholds my values."

This question measures your relative fit. In short, they want you to answer the following:

1. Do you like working in teams or working alone?
2. What kind of companies do you like to work in? (Scrappy startup versus big corporate firm)
3. What is your work style? Are you an organized, linear thinking, and analytical worker? Or, do you prefer controlled messes and short sprints of deeply focused work?
4. When answering these questions, ensure your answers align with the company's culture. Again, your research could help inform this answer.

05

### **What would you want to accomplish in your first 30 days at this company?**

"Within the first 30 days at this company, I hope to formalize the sales process; I remember you all mentioning that was a pain point within the company. I plan to begin by getting a pulse on individual sales team members' processes. Using that qualitative information, I will work on a plan that serves all team members. I will also consult with a few sales applications and platforms to find the best way to optimize our sales process. I also help to hope to set a precedent of open communication channels by implementing biweekly meetings where team members inform the team of their work. "

This question is likely the hardest question in the interview. Interviewers want to know that you have thought extensively about the position and its expectations. They want to see that you will bring new, fresh ideas that won't keep the status quo but change it. You want to prove to them that you not only have ideas to improve the company but you have a plan to get there. Perform an audit of the company. Identify a few weaknesses and create feasible solutions to fix them. Don't worry if you're making assumptions about what can and can't be done at the company. They aren't expecting you to fully understand all of the processes that take place within the company. Instead, they are expecting to see your creativity, innovation, and initiative.

07

### **Can you provide an example of a time you worked with a coworker you didn't get along with?**

In my last position, my boss partnered my coworker Sarah and I together to work on a project. We often disagreed on how much time and detail we need to devote to aspects of the project. I realized Sarah had a different approach than I did so I allocated time for us to sit down with one another and get to

the heart of our differences. Once I understood our strengths and weaknesses, we were able to more efficiently allocate our time. We collaborated and assigned tasks based on our strengths.

How you answer this question helps employers identify signs of a bad coworker. It's likely you won't like every single person you work with. Employers want to know that you can still be professional and respectful even when you're working with someone you don't like. Much like the previous question, be diplomatic in your response. Focus on the positives and don't take too much time explaining the flaws of a previous coworker. Provide examples of effective conflict resolution. Use examples such as honest open communication, acknowledging your own flaws, and finding compromises. Ensure your answer has a positive response and highlights your empathy and willingness to work through difficult situations.

08

### **How do you respond to stressful work environments?**

When I'm stressed, I become very quiet and hyper-focused. I am usually a very jovial employee. But in stressful moments I am more likely to focus all of my energies on finishing a project. For example, in my last position, my manager asked me to take on a failing project and turn it around in a matter of two months. At first, I wasn't sure how I could execute such a task. I became a very quiet employee because I was trying to maintain a deep-work focus. I informed my coworkers that I was busy and needed time to work. They were very understanding and gave me the space I requested. Within two months, I improved the project team's productivity by 53% and saved the company \$40,000.

Every company wants employees that can work well under pressure. Stressful situations are unavoidable. It is important that employees know how to deal with them in a calm, collected manner. Start with a general answer about your stress habits and move into a more specific example. With this in mind, you can highlight your strengths in your answer.

09

### **Is there anything you want to revisit from your previous interview?**

In the first interview, we touched on the types of clients you typically serve. However, afterward, I did some research and found a few companies that fell out of your "typical" client list. How did those relationships develop and how do these accounts differ from your regular account?

## What skills make you a fit for this position?

The answer they provide will reveal if they can raise the effectiveness of the team they would be working with as well as if they understand the skills necessary for the role.

## What is your management style preference?

This line of questioning will give insight into the type of managerial style they prefer working for and if it matches your current manager's personality type and workflow. Remember just because they may prefer a laid-back management style doesn't mean they wouldn't succeed under a more demanding [type of manager](#).

## What interests you about our industry and why?

This answer should be easy to give if the candidate has done their homework. Great candidates will have researched the industry heavily at this point if they have not already worked in your specific niche. Do they show genuine interest? Or does it seem they are just telling you what you want to hear? Hopefully, depending on their answer you will be able to read between the lines and weed out any candidate that is just looking for a paycheck and will move on the first chance they get.

## Elaborate on your ideal next role

This will question helps extract what type of role the candidate is really after and if it aligns with the opening they are interviewing for and if they have the right enthusiasm for the job.

## What type of impact did you make at your last job?

You can gain insight into the candidate's way of thinking, by learning if they are more process-oriented, people-oriented, or results-oriented.

Perhaps they describe a system they created and put in place to order to achieve company goals in a process-oriented fashion.

Do they use numbers and data to describe their impact in a results-oriented fashion? Or are they more people-oriented describing how the company and team have grown as a whole?

## Now you know more about this job, why do you want it?

Highlight your suitability and fit with the job.

- focus on areas where you feel you have the edge over other candidates

- point out the challenges and opportunities that you are well prepared to meet

This is your opportunity to clarify any areas of concern they may have about your work ethic and your interest in the job.

## What aspects of this job are you most concerned about?

Having no concerns about the job opportunity shows that you have not given it a lot of thought. This is not asking what you don't like about the job but what you would like to discuss further.

Talk about aspects such as training and coaching and performance measurement rather than the actual job tasks.

## What is your impression of the company?

Be specific in your answer. Highlight a couple of positive aspects that you have learned about the company.

This question may be asked near the beginning of the second interview or at the end.

## Have you thought of any questions since the last interview?

Have a couple of prepared questions ready, such as:



**Have you  
thought of any  
questions since  
the last  
interview?**

## **5 Smart Questions to Ask in your Second Interview**

1. What are the performance expectations for the first six months in this job?
2. How is job performance in this role measured?
3. How do you think a person in this job could most impact the company?
4. How do you see this role developing over time?
5. Is there anything that concerns you about my fit for this job?



## LBRY 8 COVID Interview Questions

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Standard interview questions like “Where do you see yourself in five years?” and “Tell me about a time when you had to overcome a challenge” have taken on new meaning after going through the pandemic. For many of us, the collective experience has provided a new perspective on what we want out of a job, where we want to work, and with whom.

The pandemic has also given recruiters new information they want to pull from candidates. If you’re searching for a job, prepare to hear one of these eight questions that came out of the pandemic:

### **1. HOW DID YOUR COMPANY COMMUNICATE AND MANAGE EMPLOYEES DURING COVID?**

With remote working arrangements, communication methods had to be more intentional. Tom Gimbel, CEO of the Lasalle Network, a job recruiting firm, asks candidates to describe the experience.

“After they tell me, I ask, ‘What did you do in addition to what your leadership team did to communicate with your team?’” he says. “I want to see if somebody took ownership of their department and communication from where the executive team stopped. If they think the company didn’t do enough, did they step up and do more?”

### **2. WERE YOU AFRAID OF LOSING YOUR JOB?**

Many employees were laid off or furloughed, and Gimbel wants to know if a candidate was afraid of being in that group. If they answer “yes,” he asks, “If your company took care of you by keeping you on board, why are you leaving them now?” While it sounds like a trick question, Gimbel says there are good answers. For example, “I am loyal, but they let go of my boss. How I was managed changed, and I didn’t have the [same] relationship with my new boss.”

### **3. WHAT DID YOU DO WHEN YOU WERE LAID OFF?**

Employers are interested in finding out how candidates react when they face hardships or setbacks,” says Jill Panté, director of the Lerner Career Services Center at the University of Delaware. “They want to see that you worked on your professional development and growth including learning new skills, building your network, and volunteering,” she says.

What employers don’t want to hear is that you sat around for months and binge watched TV, says Panté. “Of course, we all need time to recover when we experience a disappointment,” she says. “However, we need to practice resilience and keep moving forward.”

### **4. WHAT ARE YOUR PREFERRED METHODS OF COMMUNICATION IN WORKING REMOTELY?**

Communication can be more challenging when teams are working remotely. Hiring managers will want to know that candidates are willing to try new tools, says Panté.

“Asking this question can ensure that a new employee is familiar with the different options out there, such as Zoom, Teams, or Slack,” she says. “It also helps you understand if they would fit well in your team. If the candidate prefers to only talk over the phone and you lead your team through video conferences, that may not be a great fit.”

## **5. DID YOU HAVE PREVIOUS REMOTE WORKING EXPERIENCE?**

People who were used to working remotely pre- pandemic came with a set of skills that a lot of the workforce did not yet have, explains Brianne Thomas, head of recruiting at Jobvite, a talent acquisition service provider.

“Being able to leverage these skills from candidates familiar with a remote environment helped us to shift quickly and stay on track with productivity of typical new hires,” she says.

## **6. WHAT DO YOU DO DIFFERENTLY NOW?**

Most employees had to make large adjustments to their workflow during the pandemic, and Thomas says candidates are often willing to be honest about how the last year has gone.

“Understanding how they have adapted to change is very transferrable to other work,” she says. “Being able to speak to how their individual remote work processes have evolved shows an ability to be self-aware, to adjust when things aren’t working, and to learn from situations as they go—all critical and transferrable skills in the new marketplace for talent.”

## **7. HOW DO YOU CLOCK OUT?**

One of the hardest things for employees in the last year has been figuring out how to balance where your normal world has been so disrupted, says Thomas.

“You may never leave your house to go to work, and your typical family and community support systems were all but eliminated,” she says. “It’s important that employees in the new marketplace understand how to take responsibility for balance. If someone is just keeping their foot on the gas at 100 through the last year, we know they are going to burn out.”

Thomas says companies have seen some of the devastating impacts of the last year on overall mental health and wellness. “We want to provide the support systems at work for employees to have balance, but we also need future employees that take ownership over taking advantage of those programs—that know how to put work to the side and find time for family, rest, and personal activities,” she says.

## **8. WHAT MAKES YOU EXCITED TO GET UP IN THE MORNING?**

“It can be tough to stay engaged and motivated on Zoom,” says Shane Driggers, vice president of global talent acquisition and talent operations for ServiceNow, a digital workflow platform. “We’re looking for people who want to make an impact and find purpose in what they do.”

This question also helps Driggers understand employees’ goals and aspirations, so they get the right learning and development opportunities from the start, especially if they’re working remotely. “That way, we’re not just attracting the best candidates, but setting FOLLOW