

Fake Resume Guide

<http://www.fakeresume.com>

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Introduction

Are you tired of applying for jobs and never getting a response? Are you frustrated because employers won't contact you for interviews? Do you feel overwhelmed about your job search? Are you tired of wasting hours signing up with online job boards with nothing to show for your efforts or money?

Guess what....Over 53% of job seekers lie on their resumes. Over 70% of college graduates admit to lying on their resumes to get hired. Can you afford not to know the techniques, tricks and methods they use?

Chances are you're sick and tired of the job hunt and not getting call backs for interviews. You KNOW you can do all the things listed for the jobs that you apply for but for whatever reason you get ignored. There's something on your resume that's missing or that immediately gets your resume tossed in the trash. As an executive recruiter for years, I've read literally thousands of resumes and learned what things hiring companies look for in resumes and MORE importantly what things will get you excluded! Do you know what glaring weaknesses exist in your resume that you could beef up?

You may be saying to yourself, that that adding things to your resume is wrong and unethical. Now in this post Enron, post World Com era it sure doesn't seem like corporate America is too concerned with ethics. Every week yet another corporate scandal erupts on the front page of the news. People's retirement plans are wiped out after having worked almost 20 years. Just recently I read how one large Airline renegotiated the pension plans of their flight attendants. When the dust settled someone who was told they were going to get \$1,800 per month was told that they'd now be getting less then \$900. The executives that were interviewed didn't seem too concerned about the lack of ethics they displayed in cutting out the guts of the retirement of loyal employees that worked thousands of hours based upon a promise made to them.

How about all the people that work overtime UNPAID and then get laid off right before the Holidays?!?! Perhaps you're one of those people that have worked more hours then you needed to and have handled more job responsibilities then what you were originally hired for? How many wedding anniversaries have you missed, how many Little League games have you missed, how many birthdays did you miss because you were being a loyal ethical employee putting in the extra time to help the company. Then you were laid off or passed over for the big promotion you were expecting.

How ethical is it for companies to expect you to work like a slave and then treat you like dirt? Perhaps your loyalty should be to yourself, your family and your friends that look out for you and take care of you. Gone are the days when you could put in your time and count on having job security. The 21st century is all about cost cutting, outsourcing and quarterly profits.

Sorry but you and I don't fit into the equation other than as a method to squeeze out even more work out of us like a juicer squeezes every last bit of juice out of an Orange. Have you ever seen what an Orange looks like after it's been put through a high powered professional juicer? Let me tell you, it's NOT pretty!

What toll is your current job taking on your health? Do you realize the toll on your health that staying in your job is taking on you? Consider these facts:

- * "25% of employees view their jobs as the number one stressor in their lives." (Northwestern National Life)

- * "75% of employees believe the worker has more on-the-job stress than a generation ago."

(Princeton Survey Research Associates)

* "Problems at work are more strongly associated with health complaints than are any other life stress factor--more so than even financial problems or family problems."

(St. Paul Fire and Marine Insurance Co.)

* Researchers have identified something called the Black Monday Phenomenon. More fatal heart attacks occur on Monday morning at around 9:00AM than at any other time of the week. No other living creature dies on one day more than another, but we humans seem unhappy enough with our work that it literally breaks our heart. Research shows that sudden death occurs at the beginning of the work week not only because of the extra physical exertion that comes from the stress of transitioning from the weekend couch to the Monday rush hour but because of the emotional distress of returning to a job that brings and gives too little happiness.

Hiring Managers Think You're Lying Anyway! The majority of human resources managers assume that EVERYONE embellishes, exaggerates, puffs up and basically lies to some extent on your resume. So if you're being totally honest you're being penalized because they're going to assume that you embellished your resume to a certain extent!

As an executive recruiter (Headhunter) for several years I would read literally hundreds of resumes each week in hope of finding the "perfect" candidate for my client. As time passed I was amazed at how many people I caught in outright lies on their resume. Ranging from blatantly NOT having the required skills needed to lying about have a particular college degree. Personally I found it fool hardy to lie about something you can't figure out how to bullshit your way through. For example, don't lie about having knowledge of some particular software programming language if you're not well versed in it. Now, if you're familiar with it and can get up to speed rapidly once you have the job, by all means go ahead and pad your resume.

It's amazing how rigid and myopic employers can be about their job requirements. Many times I had the ideal candidate who didn't have the required experience listed on his/her resume despite the fact the candidates previous history was relevant enough for him/her to do the job in a very competent fashion. As my experience grew, so did my ability to deduce that many of my smarter applicants were lying on their resumes to get the job. They were smart about the way they lied in that they only lied about things they could back up.

Your resume might not get you the job but it can certainly lose it for you. You've Got Less Than 10 seconds To Make the Cut! From the Forbes.com web site: "Many job listings generate hundreds of resumes, and the initial screen is keyed to selected degrees or job titles. It's done manually or by computer, and up-or-down decisions are often made in a few seconds. Candidates without the needed key words or titles on their résumé land in the reject heap." Either your resume is a PERFECT match with what the hiring manager is looking for or you IMMEDIATELY end up in the trash can! NOW do you think adding the RIGHT key words and degree might make a difference to getting the job you want? The other question to ask yourself is if you do add the magic words, selected degrees or job titles, do you know how to do it without getting caught?

Here are some of the secrets you will learn in this powerful guide!

- * How to fill the gaps in your employment history
- * Fool proof methods to add experience to your resume
- * The best way to get fake references
- * Why the amount you can lie and get away with is tied to your age
- * Why even if you don't lie hiring managers will assume that your resume is exaggerated

- * The 4 things Human Resources departments can LEGALLY ask
- * The main reason good liars get job offers and honest people don't!
- * How to get College transcripts from ANY University with any GPA you want!
- * How to determine when you should NOT lie!
- * Things you must never put in your resume!
- * Why most cover letters get your resume trashed before it ever gets read!
- * Why you should NEVER divulge your salary history to a prospective employer
- * What to do if the job you're applying for requires your past W-2's
- * Interview mistakes that will kill your chances of getting the job
- * How to rig your resume so it gets picked by the new automated Human Resources systems
- * Why you should never fax or mail your resume
- * The 3 types of job hunters and which one usually gets the job (It's not the one that you think)
- * Why you should lie on your resume but NOT on a job application (hint: it's a legal reason)
- * Why you can't afford not to lie on your resume

The Fake Resume Guide can help you get the great high paying job you want by helping you lie on your great resume. Everyone else is doing it, shouldn't you?

1) Why Fake Your Resume?

Have you ever been passed over for a job despite the fact you KNEW you could've done the job in a stellar fashion? Are you frustrated because you never got a college degree yet do the EXACT same job as someone who does and you get paid thousands of dollars less? Have you been hampered from moving up in the professional world because you lacked the "right" job title despite the fact your employment experience was exactly what the job description listed? If this describes you then perhaps it's time you wrote a fake resume.

What exactly is a fake resume? Basically, a fake resume is one in which a specific alteration of your employment history is made in order to deceive a human resources person or hiring authority in order to get hired. This means that the fabrication is in the resume itself as well any supporting documents that you include with the resume, cover letters, salary information and references.

Why write a fake resume? There are many legitimate reasons for writing a fake resume. Perhaps your current job title didn't properly convey all the duties or responsibilities that you had. Maybe you were unemployed for a period of time. Everyone knows that doesn't look good on your resume. Did you assist a manager who was incompetent and you made them look good on the job? Better yet, YOU did their job but for whatever reason, perhaps because of nepotism you could never get promoted to their job. Out of frustration you quit but now you CAN'T put that fools job title as your own despite the fact that YOU did his/her job! Worse yet due to jealousy or animosity because you quit and now for the first time they HAVE to do their own work they won't give you a good reference.

Can this be considered lying? Perhaps, but don't you deserve a shot a job you know you can do? What about your prospective employer's honesty? How open and honest are they to their employees and future employees? Anyone who's read the newspaper or watched the evening news has witnessed the lack of integrity that runs rampant in today's corporate world.

In my experience very few employers will fully reveal any unpleasant details affecting the positions they advertise. I had a candidate that lived in New York and I recruited for a startup in California. He and I were both assured that this start up was financially stable and had enough cash flow at the current burn rate to stay in business three years. I personally spoke with the Chief Financial Officer to question him about the long term stability of the client. I wasn't about to have a person give up their life and move away from family and friends for something that wasn't reasonably stable. Based on the assurance given me and my candidate by the CFO, he accepted the job, gave up his rent controlled apartment in New York and moved to California. About 12 weeks later he and half of the company were unceremoniously laid off. I couldn't begin to explain how devastated I was when I learned of this disaster. After all this man gave up his life due in large part because I convinced him to move all the way across the country for the job. He ended up suing the company but I never learned what happened or heard from the man again. After that debacle I never again looked at corporate America in the same manner.

Perhaps your future boss or co-workers are complete bastards. Perhaps they know that the division you'll be working for will soon be eliminated, or perhaps the entire corporation is in financial trouble and will soon be laying off large numbers of employees. In cases like these, you can bet that the hiring corporation will seldom let issues like fairness and morality get in their way--they need to fill the job and get on with their business. It's a sad fact that corporations are seldom completely honest when it comes to the information that an applicant needs to make an intelligent decision about the desirability of the position. It seems very hypocritical for a prospective employer to insist on applicants being

entirely honest while they regularly conceal relevant job details.

Perhaps you read a help-wanted ad and the job seems perfect for you. You seem perfect for it too. You have got all the qualifications they're asking for. Oh, wait. What does that say? Hmmmm. They want someone who has experience with that. "Well, I can do that," you think to yourself. "I just haven't done it before. But, I'm sure I can learn." Most of us have had thoughts like this float through our minds. However, each of us may choose a different course of action. Let's take a few examples:

* Job Searcher A says: "Oh well. I guess I don't qualify for this job." He or she moves onto the next help wanted ad.

* Job Searcher B says: "O.K., so I don't have the experience they're asking for. I can just make something up. After all the last company I worked for isn't in business anymore. This new one will never find out what I did or didn't do there." Job Searcher #2 is just a few keystrokes away from adding fictional responsibilities to his or her resume.

* Job Searcher C says: "It's obvious I don't have the experience they want but I do know I can easily pick up the skills I need to do the job. The only thing I can do is take a chance and apply for the job anyway. I'll use my cover letter to explain that I don't have the required skills but I am willing to do whatever is necessary to acquire them. I'll explain that I do have related skills. What have I got to lose anyway?"

You have 30 Seconds to Grab Their Attention! Resumes are all about presentation. Some hiring manager is going to scan your resume and make a determination in about 30 seconds or less, whether or not you're qualified. After all, if you don't get to the interview, you can't possibly land the job, right?

The bottom line is if you know you can do the job, then why shouldn't you fluff up your resume a bit? We all know many people who have held jobs that they were not qualified to have. Yet there they were day in and day out collecting big paychecks while other people corrected their frequent mistakes. This guide will teach you how to take your real life experience and embellished on them so you get the job you deserve.

2) How widespread is fraud and lying on resumes

Were you ever beaten out of a job because a competitor padded his resume?

Let's go to the stats:

- * In a poll of 150 hiring executives at large companies, the execs estimated that nearly 30 percent of all job candidates fudge on their résumés.

- * Patricia Gillette, a San Francisco lawyer who has investigated hundreds of resumes while defending companies against former employees says, "Probably 90 percent of the time, people lie on their resume. We figure that means 60 percent of the job force lies and gets away with it."

- * Surveys by Edward Andler, author of "The Complete Reference Checking Handbook", indicate that as many as one-third of all resume writers exaggerate their accomplishments, while up to 10 percent "seriously misrepresent" their background or work histories.

- * "Hire Right" statistics show that 80 percent of all resumes are misleading, 20 percent state fraudulent degrees, 30 percent show altered employment dates, 40 percent have inflated salary claims, 30 percent have inaccurate job descriptions, 25 percent list companies that no longer exist, and 27 percent give falsified references

- * Some statistics state that if you reviewed 100 resumes, a whopping 75 percent of them would reveal a "fib, fallacy or some outright lie."

3) How a prospective employer sees your resume

Questions that reviewers and screeners ask as they review your resume - You would be well advised to review this list and amend your resume accordingly.

1. Did the applicant tailor his/her resume for this position, or does the applicant seem to be sending out mass mailings?
2. Is the applicant's education relevant and sufficient for position?
3. Is the applicant's educational background relatively current?
4. Throughout his/her work experience, has the applicant enriched and updated his/her education and work experience with additional classes, retreats, seminars, workshops or conferences?
5. Does the applicant have sufficient background experience to qualify for position?
6. Has the applicant bounced from school to school or from job to job?
7. Does the applicant's resume cover all of the job requirements mentioned in the job announcement?
8. Is there anything that the applicant has left out?
9. Has the applicant included any items on his/her resume that demonstrate that the applicant is a self-starter, shows future promise or initiative?
10. Has the applicant proven through past experience and education his/her competency in the required focus of this job?
11. Has the applicant listed all required licenses or certificates?
12. Has the applicant been inconsistent in the format of his/her resume? Are there omitted dates, descriptions, references, etc., for some positions but not for others?
13. Has the applicant stressed irrelevant abilities? (Example: applicant stresses management skills when position requires engineering skills)?
14. Does the applicant have gaps in his/her job history that are unexplained?
15. Has the applicant been involved in community, school or volunteer activities? (Important for employees entering the job market for the first time or those who have been out of the job market for a while).
16. Does the applicant's resume reflect both depth and variety of experience?
17. Is the applicant's resume neat and complete?
18. Does the applicant appear to be over qualified?
19. Is the resume believable or does the applicant appear to be padding his/her accomplishments?

26 things that will raise red flags and trigger questions - The way information is conveyed, or not conveyed, can send up certain "red flags" to the employer that indicates that something may be amiss. While discovery of a red flag may not warrant passing-over an applicant, the prudent screener will generally ask additional questions before making a final decision on the application.

1. A dated employment that all starts and ends on exact beginning of the multi year why January 1st December 1st so on so forth.
2. You can take a company that has recently merge with another big company and say that you're applying records were lost in the merge which is very common occurrence. When companies merge, many personnel departments that maintain the records are laid off and keeping things together as a result can get confusing. Therefore if you can write down that your previous employer merged with another corporation, and there's been some delay in getting your records or verification, you can buy yourself sometime.
3. Another good way of putting down that you had experience is to saying that you are a volunteer somewhere. That way you don't have to produce any paychecks or W-2s. Call around town to

volunteer organizations and find out if there are any departments that might have people with skill sets that you're interviewing for. The American Red Cross has a history of using computer programmers. It's highly likely that you can put them down on your resume that you did work there. It's an easy way for you to add some experience on your resume but powerful because you did the work for free makes you look like a damn good person.

4. If you're going to write down that you're self-employed don't get too carried away about all the skills the job you had all a wonderful experience. Remember, if they feel that you're too good to be true their red flags will pop up into my start to dig deeper or doubt your whole resume. If you write that you were self-employed keep it basic, and keep it believable.

5. On the older jobs you held, feel free to put down references and positions that are completely made up, since many people do retire often out of the older companies.

6. Make sure that the company that you say you worked for in the past it is similar business of the line that you're hiring for now are trying to get a job for and now. Human resources people generally prefer hiring prospective candidates that came from a similar industry from similar companies even competitive companies preferably. Therefore if you're making up a company that you supposedly worked for, make sure that you pick a company that they feel is similar to the one you're interviewing for.

7. Don't be too carried away in use references or supervisors that no have forwarding address or aren't reachable. Human resources people will smell a rat and start digging deeper into your resume. Try to avoid doing this if at all possible. If you're going to use bogus references, it's OK to have one or two who are no longer reachable. Preferably, have a few friends in place who will give stellar recommendations for you.

8. Carefully examine functional resumes. Functional resumes can be used to hide gaps in employment because they do not tie skills learned to specific jobs. The functional resume is often used to mask someone who is jumps from job to job or has a difficult time holding on to a position.

9. Are suspected salary needs comparable to the job? Based on the applicant's background, will he/she have salary expectations that are substantially higher than your organization may be able to pay? Would the applicant be taking a big pay cut? Why? Would the new position be a great leap in pay? If so, can the candidate justify it by his/her qualifications?

10. Lookout for clutter. Some applicants may try to pad or embellish their resume or application with incidental hobbies, activities and experience not related to the position being applied for, to cover deficiencies in their work record.

11. Watch out for neatness and completeness. If an applicant does not take the time to make sure that his/her application is complete and without mistakes, it may indicate that he/she will not be attentive to details on the job either.

12. Does the applicant take too much credit? Watch out for applicants who assume full credit for a project that was probably undertaken by several staff people.

13. Does the applicant use vague generalities to describe his/her work or does he/she tie statements to specific verifiable projects?

14. Watch out for an inconsistent career path. Has the applicant made many of lateral moves, changed professions several times or stayed at his past positions for short periods of time? What reasons are given for leaving previous positions?

15. The lazy way to match your resume to the job description for the company is in a bulleted list of experiences. Don't just sit down with the job description and copy it directly into your resume. If you're bloated list doesn't match your previous job experiences were job history you will raise many red flags. It is anything that doesn't make sense in your resume make sure you explained it in your cover letter.

16. Job responsibilities and can be faked easily. Keep in mind that the larger the company you worked in the more specific you're job description will need to be. If you were to smaller company perhaps a startup, then it will be believable that you held down many responsibilities and had to experience to multiple tasks.

17. Many times a prospect of employer will determine you're level responsibility based upon your salary compensation. So before you put yourself as a manager, or supervisor, make sure you do some research on the salaries for the positions for the level of responsibility in your geographical area. Salary.com is just one of the great many sites where you can get an exact salary compensation guide based on job skill set and the zip code.

18. Many managers pride themselves on using gut intuition or instinct to determine if you're lying or telling the truth whether it is on a resume or during your interview. This is why your resume should be fanciful. You're responsibilities should be close or match exactly your job description or title. Your salary should be in line with your title.

19. Take time to learn the common terms or buzzwords of the industry or company that you're applying for. Sometimes just knowing the right terms and job specific terminology is enough to make it past the interviewer. Of course this wouldn't apply to being a plastic surgeon or engineer. However, if you know the proper terminology, and had the educational background to match what they are looking for, you will ace the interview.

20. Make sure that your experience and educational background makes make sense. Certifications, degrees and other training must correlate to whatever experience you claim to have.

21. You may be asked for documentation, which proves what qualifications, licenses, course, completions, certifications, diplomas or job evaluations you may have. Your prospective employer may called your former employer directly and ask about the accuracy of the claim to the documents you have. A smart prospective employer will asked to see the original of any documentation have as opposed two copies. With a good laser printer you can forge just about anything you need.

22. Licensing information such as a real estate license can be verified by checking the licensing agency. Don't forge any paperwork or document it can easily be verified. You are just asking to be caught if you do.

23. Here are a few of the things that companies may ask for.

- * Paycheck stubs.
- * Employment contracts.
- * Business cards.

- * Income tax returns.
- * Letters of employment.
- * Work documents from the company you worked for describing what you did for them.

24. Sometimes human resources people will ask the names of your co-workers who might be able to verify that you worked at that particular company. In some extreme circumstances human resources might ask these people to verify what documentation their company requires for hiring.

25. You might be required to show your knowledge required to do the job.

- * They will give you a written test asking questions pertaining to your particular skill set experience level that you should have. So be ready for it.

- * Many times a company will have a technical interview on the phone with you, to determine if you actually have the knowledge of the skill sets necessary.

- * Very often human resources people will speak to people in the same profession who how the skill set that are interviewing for.

26. If you're interviewing for a manager position, you'll probably be asked questions about the projects and responsibility that you held as well as your previous accomplishments. This is not the time to brag about how awesome you are. Now is a time for you to build more credibility and show how you would add value to the company based on your previous successes. If you write in your resume that you were part of particular project for a division, make sure that you have your details straight. You'll need to know in-depth knowledge of the project, how many people were on the team, what the budget for your project was, what division as well as whether or not it was a success and why. If you are vague, and lack any details in your management experience, suspicions will arise. Make sure you have knowledge of why the project was successful, did save money, did save turnover, did improve procedure, and anything like that. The more details you how, the more convincing you'll sound. Make sure that if you are taking credit for something that they can't look it up in any public records, press releases, or any other documentation available to public. Sometimes companies will call your previous employer and ask them and details about your responsibilities and your successful projects.

4) Fine tuning your resume

What is tuning? Tuning happens when the job seeker changes their resume to reflect a closer match with the job description. One "tunes" the resume to reflect the desired skill set or a closer match to the desired skill set. Tuning can also be described as "reaching". This is where a person takes on the persona of someone one level higher. Since the individual is familiar with the responsibilities and lingo of people one level higher in the organization, it is common practice for the resume to reach and represent a skill set one notch higher. "Shading" is another synonym for "Tuning". The truth for many people is the color gray versus black or white. One example of Shading is when "six months" of experience turns into "almost a year" of experience.

Computer industry tuning examples:

- * One scripting language experience is turned into another - Perl turns into Java script/VB Script, since "scripting" is all the same - NOT (also refer to the article called - The cost of covert on-the-job training)

- * SAP skills turning into Peoplesoft or Baan skills and vice versa

- * Sybase skills turning into Microsoft SQL

- * 5 out of 6 skills are real, but one skill is padding

- * The opening is for a senior level - a person with six months actual experience talks their way through the interview process as a person with 2 years experience, but can't deliver the results

- * New technology buzzword trap - the interviewer needs competence in the skill to find out the candidate's competency. If the knowledge is something cutting edge, the chance that one would get found out is limited. For example - XML experience is still quite rare, so tests might not be out yet that cover that space and it is guaranteed that engineering management would not have the hands-on XML experience!

- * C++ turns into Java - a person is hired at \$125/hr as a Java programmer. Well it turns out that the person is actually a good C++ programmer, but puffed up the resume to appear like there were Java skills and got through the interview process without being detected, since the candidate had read a book on Java programming. Now this person is trying to get the job done, but isn't delivering at the speed expected for the wage being paid. In this instance, if the resume had been time stamped and stored in a central repository, it would have been obvious that there was no Java expertise, but strong C++ expertise. The hiring company could then have decided to provide the overt training for the individual, but not at the \$125/hr fee, but at say a more reasonable \$80 per hour fee.

Savvy job-seekers load their resumes with keywords designed to get them through the computerized screening process. The phrases SAP R/3, Java or Windows NT usually trigger a response. Yet recruiters and hiring managers sometimes end up interviewing a person with no hands-on knowledge of high-demand applications

Take a hard look at your resume and see what places you can tune up. Double check to make sure once you've gone through it that it flows and everything makes sense. Then once you think you're ready send it off and go for it.

5) Increasing the level of your experience

How Much Experience Do You Really Have? When a person says they have ten years experience, do they mean they have ten years experience, or do they have one year of experience repeated ten times? Many times the company is trying to hire for a position requiring at least three years of experience in a particular skill set. The question is, do they need someone with three years experience or will some one with one-year experience repeated three-times suffice? A few of the ways a company might try to figure out your true level of experience, is to ask you a few questions like the following:

- * Your previous salary history
- * A detailed job description.
- * What kind of qualifications you had before experience.

Human resources personnel will check your experience in several ways.

1. They will give you a written test asking questions pertaining to your particular skill set experience level that you should have. So be ready for it.
2. Many times a company will have a technical interview on the phone with you, to determine if you actually have the knowledge of the skill sets necessary.
3. Very often human resources people will speak to people in the same profession who how the skill set that are interviewing for.

If you're interviewing for a manager position, you'll probably be asked questions about the projects and responsibility that you held as well as your previous accomplishments. This is not the time to brag about how awesome you are. Now is a time for you to build more credibility and show how you would add value to the company based on your previous successes. If you write in your resume that you were part of a particular project for a division, make sure that you have your details straight. You'll need to know in-depth knowledge of the project, how many people were on the team, what the budget for your project was, what division as well as whether or not it was a success and why. If you are vague, and lack any details in your management experience, suspicions will arise. Make sure you have knowledge of why the project was successful, did it save money, did it save turnover, did it improve procedure, is anything like that. The more details you have, the more convincing you'll sound. Make sure that if you are taking credit for something that they can't look at out in any public records, press releases or any other documentation available to public. Sometimes companies will call your previous employer and ask them for details about your responsibilities and your successful project.

Need More Job Experience?

If you have put in some years in your field but find that employers want even more experience, you may want to try this little ploy. Say you worked for your last employer for two years and the employers are looking for three to five years, here is a way to add some years to your resume in an untraceable manner. Leave the employment dates of your last employer unaltered. (you'll have to as they can be easily verified with a simple phone call) Insert employers before your last one and show that you worked for them for the additional years you need. Of course, your work there was in the same field so you now have a total between the two employers of as many years as you like in your chosen field. If you can, try to add a reference from a firm in another state that went out of business as this would render that reference entirely untraceable. Chances are excellent that if your last employer provides a positive reference, a prospective employer will be satisfied.

How not to arouse suspicion

Hiring managers will sometimes be suspicious if your job description or titles are an almost perfect match to the one that they described in at or job board posting. Most people know that if it's too good to be true it probably is. Therefore, if the job description has some keywords which you know for sure are hot buttons for the hiring manager, than make sure to pepper in those keywords in your resume, so long as it isn't too blatantly obvious.

When a prospective employee calls a previous employer, they will most likely ask your previous employer the job title that you held. Sometimes they'll ask what other titles you might have held at the company. Again, if your resume matches word for word the job description from the job board posting, you will raise their suspicions. Sometimes they will look for a consistent writing style. Since many people just cut and paste the job description and put it in their resume, Human Resources people are used to busting people that are too lazy to make the key words blend in smoothly. Make sure that you take a time to reword as well as you keep the keywords were the hot button where it's in your resume.

If you chose to include career accomplishments on your resume, they must be specific. Vague or inexact accomplishments are worthless and will certainly lead to a detailed discussion. Be careful with accomplishments, as you must be prepared to answer detailed questions.

Hard-core hiring managers may ask references of your references. Sometimes this can trip up your friend trying to do you a favor. It's not likely to this might happen, but beware of it.

You have to use some common sense in "fudging" your resume. For example if you're saying that you had experience as a Java programmer, don't write that you have XX years experience programming Java when Java of has only been around for YY years.

Customizing Your Experience

There are many ways to customize your previous experience to sound as if you're the perfect candidate for the job. Suppose the position you're applying for requires experience in management. Some resume cheats create false references that are difficult to check. Dan Jensen a former high tech professional found a way to do this when a computer company he worked for went belly up. "About a half-dozen of us stood around the parking lot and agreed to act as supervisors to give references for each other," he recalls. Jensen always gave a fellow conspirator a call before a recruiter was going to call, to make sure they had their story straight ("Dan was a model manager, although he tends to put in too many hours...").

Filling in the Holes - Say you spent two years "trying to find yourself" (in other words, mooching off your parents). You can mend the gap by claiming to have worked for a small company that is out of business or for a now shuttered division of an existing firm. On the other hand, he suggests, look in business and trade magazines for obituaries of executives, one of whom you can claim to have had as a boss. If your employment gap is only about six months, resist the urge to tack three months onto the end of the previous job and three onto the beginning of the next, because past employers gladly dole out exact years, months, and days of employment. Rather, the best cheaters concoct a good lie. "If you take time out for family reasons, most companies are understanding," says Patrick Boyle, a resume writer in Costa Mesa, California, who in no way advocates lying. So you can tell potential employers, "I left work for six months in 1996—family reasons. My grandfather, God bless his soul." They'll back off.

Adjusting the length of time on the job - Most jobs are of a repetitive nature--after the first three to six months, you're doing the same thing repeatedly. So in essence, it may take you those three to six months to get a feel for a job. Again, we're not talking here about a job as an engineer, a surgeon, or a 747 pilot. Obviously, those jobs require specialized and intensive training. Therefore, length of time on the job is a good place for you to stretch the truth.

Part-time experience - If you worked 15 to 20 hours a week as opposed to 40 hours a week, you still have to have proficiency on the job. So for any part-time work, put down that you had been working there full-time.

Merging job experience - Sometimes you worked in the same industry but held different jobs. Let's say you are three months on one job and three months on another job, doing the same kind of work. Since employers hate people who job hop, you should merge those two jobs, so that it shows that you spent six months at the same company. Which company should you choose to write that you were there for six months? Choose the one where if your prospective employer calls for a reference you have a good inside person to lie for you. Sometimes you should do the same thing if you held a job that was not in the same industry as the one you are applying for now. Let's say you had several jobs in the required area but somewhere along the line, you had a job that had nothing to do with the one you are applying for now. Change the job that is not appropriate and tack on the time to one of the other jobs.

Old job experience - You've been in the job force over 20 years, you have the experience your prospective employer needs, but it was ten years or more ago and the prospective employer will immediately rule you out if your relevant experience is too dated or old. What do you do? Put down experience that they're looking for as being more recent than it is.

6) Faking your college education

When claiming a bogus degree always remember to leave enough time in your resume to allow the required college attendance. Degrees just don't happen instantly, they require long years of work. In addition, you claim that you attended college while you worked, you'll have to allot an even longer period. Be well prepared to explain how and when you earned your listed degree. Also, keep in mind that your job title and listed salary must be in line with your claimed academic qualifications. Be sure that your salary after earning your degree reflects the expected increase. If not, it'll raise a red flag.

Please be very careful to avoid using these techniques to go after a job that's obviously over your head. Don't get intoxicated with the idea of earning a huge salary. Believe me, this is a formula for disaster. Unless you're absolutely sure that you possess the skills and experience necessary to be successful in your new position – stay within your capabilities.

If you can, visit the campus of your new alma mater. Stroll around, taking particular note of the streets and bars in the immediate vicinity. Get a copy of the school's catalog and study it carefully. Commit to memory two or three of the more prominent professor's names and faces.

College transcripts are extremely easy to forge. Simply get a copy of someone else's legitimate transcript and a copy of the college catalog for the period you'll claim you attended (larger libraries usually have past school catalogs). Make as good a copy of the real transcript as you can, use cover up strips to block out your name and other personal information. Then use a computer or typewriter to replace the previous personal information with your own. You can plan to spend an entire evening working out the details of your new/old degree and creating a believable copy of your transcripts. Moreover, be sure to include that all-important raised seal.

You may also want to know that several of the larger Universities are international in scope. They maintain locations both here in the US and overseas. One of the largest of these is one that's located in the state of Maryland.

There's also the question of a completely new spectrum of degree programs, which due to long-distance learning, don't require physical classroom attendance for a set number of years. Many of these video, web or long-distance programs can be quite legitimate, such as The University of Phoenix, now recognized as the largest university in the U.S. because of its aggressive marketing of distance learning. The stigma of distance learning is rapidly disappearing thanks to the Internet so even if you claim that you got your degree from a web based school you're still going to be credible.

If you claim a degree from one of these international schools and your future employer should experience problems when they attempt to verify your degree, you could claim that the university has so many different operations that the verification process is rather unreliable. I've known several people who have successfully used this approach. It's a common and therefore believable story. Never forget that those friendly folks who run mail drops will gladly open a box for you through the mail. See the list of mail drops at the end of this report. You can then use this new box as the college's official mailing address. This means that the degree verification form will be sent directly to you so that you can then provide the verification yourself.

7) Creating airtight references

Every company I interviewed reported that, according to well-established written rules, they are required to perform mandatory employment reference checks on every single applicant. However, when I discussed the subject with a dozen hiring managers in a bar after a few drinks, an entirely different story emerged. Every one of them admitted that checks are often either skipped or only partially completed. Today's managers live in a very rushed environment so many managers simply can't find the time to place the repeated phone calls and mail out the reference requests. They also know that should they make a mistake during a check it could get them into hot water so they're more than a little intimidated. Then, there's that certain macho attitude that they, and they alone, can confidently extract the best employee from a crowd by "gut feel" because they're such a "good judge of character" and so have no need for further data. Several managers with extensive hiring experience admitted that they had yet to perform their first reference check! Just be aware that for whatever reason, many checks are never made.

This leaves a great deal of room for exaggeration or, if necessary, even outright fabrication. The specific job duties or responsibilities can be rather freely expanded as can your former salary. You might also get away with some minor extension of the period of employment should you wish to cover up a gap in your employment history. In addition, less background checking is being done. Checking all applicants is rather expensive these days hence the overall reduction in investigations.

Still, you must plan on each of your references being contacted by your prospective employer. In order to be more convincing you should include at least one former supervisor, one peer, and one customer or client. Make sure you know EXACTLY what each reference will say during the call. You can't afford to be blind-sided by them saying something you weren't prepared for. If you can't find people willing to lie on your behalf, then at least call each reference you have listed yourself to find out what is being said about you. At the end of each call, ask the reference to recommend someone else to contact. You can't afford to let any "wild card" references to be thrown into the mix. Again, you must cover ALL angles.

Legally, HR can only ask a few basic things:

- * Confirmation of employment: "Yes, he worked for us."
- * Dates of Employment: He worked for us from (start date) to (end date)
- * The job title of the most recent position held.
- * Would you rehire this person? If they answer no- you're done!

Due to the oppressive legal environment in which we live, this is where most references will end. There's one more bit of information an astute caller may request however—your rehire status. Did you leave the firm on good terms – positive enough that they would consider hiring you back at some point in the future? About half of the firms we interviewed said they would cooperate and provide this additional piece of information. Given the inability of the caller to get the full story, if the rehire status comes back negative, he'll understandably assume the worst. As a result, a negative rehire status is therefore the proverbial "kiss of death". This explains why it's so important to confirm your rehire status before you leave an employer.

Your references may be asked open-ended questions, such as the following, to evaluate your past and future performance:

- * What level of management is the candidate capable of attaining?
- * Which professional and personal skills will the candidate need for your position?

- * What are the candidate's management style, strengths and weaknesses?
- * What is the candidate's reputation with his or her superiors, peers, subordinates and clients?
- * Does the candidate communicate well both orally and in writing?
- * What are the candidate's problem solving, planning and implementation skills?
- * What is a fair description of the candidates' work ethic?
- * How will the candidate handle the transition to a new job, company, or location?
- * How does the candidate perform under stress?

If you're not sure exactly how one of your former employers will respond to a reference call – call them yourself! Pose as a hiring manager, and ask for a reference on yourself and see what they say. Whatever they say, probe them and ask for more information. If they sing your praises or at least give you the standard positive reference, you're all set. Nevertheless should they say anything that is at all negative, promptly write the personnel director a personal letter. Say that you were disappointed to learn that they had given out a slanderous reference that recently cost you a lucrative position. State openly that you're consulting with legal counsel and infer that any further negative comments will result in immediate legal action. It's standard procedure in most personnel departments to place a copy of such a letter right on top of your file so that anyone pulling the file in the future will immediately be confronted with your letter and will be forced to avoid any negative comments.

Should you indicate that your last employer is a firm right down the road, it's very likely that a prospective employer will go ahead with a check. But by simply listing a firm in another state, you somewhat reduce the odds that a prospective employer will either actually go ahead with the check or get the reference check back (via mail) in time to be used in making a decision regarding a job offer.

If you provide a slightly altered address for your former employer, the mail may go astray. If the address is a PO Box, simply switch two digits of the PO Box number. Otherwise, you might try incorrectly abbreviating the town name and switching two digits of the zip code. This may only serve to delay the arrival of a reference letter, but there's always the chance that they won't even bother to follow up with a second attempt.

Using Mail-Drops and PO Boxes for Reference Checks - Another way to create nearly uncheckable references from large companies is to use mail drop—such as a rental box at a Mail Boxes Etc.—that accepts mail addressed to massive organizations. AT&T is a favorite because it is so large, decentralized, and hard to track down. A cheat gives a recruiter the mail drop and the name and number of a fictitious supervisor. If the recruiter calls the given reference, a "secretary" he's set up (a friend who can act on the phone) says the company's policy is to respond by letter only. Mail sent to the fictitious supervisor is forwarded to the cheater, who then writes his own recommendation. People believe paper documentation. The Society for Human Resource Management study found that only 30 percent of all people hiring verify the authenticity of references in letters provided by candidates.

After a hire, most employers won't have the time to look through resumes to do reference checks all over again. Such a review might be triggered if an employee isn't working up to the level the resume suggests.

8) Surviving the employment background check

Many "facts" of your resume can be easily checked:

- * Dates - Background checks easily confirm your first and last date worked, as well as your position, your salary and even your bonus.
- * Responsibilities - Were you really a manager? Did you coordinate research projects, or just participate in them? Fact-checkers will know.
- * Education - Education verification agencies can confirm within minutes your college, degree, grade-point average and even attendance.
- * Additional Activities - A simple phone call or Web search can easily confirm whether an organization exists, and whether you "volunteered" there.

How do HR Managers Check the Truth in your Resume? A survey by the New York Times Job Market research team identified the following techniques used by hiring managers to verify job candidates' claims made on their resumes:

Checking of references	47%
Evaluating candidates during the interview process	30%
Checking of past employers/schools listed on resumes	17%
Asking questions of candidates to see how specific their answers are	6%
Evaluating new employees once they are on the job	4%
Requiring samples of candidates' work	2%
Requiring candidates to complete tests during the hiring process	2%

The most common ways for a company to spot holes in your resume are the following:

1. Your potential employers will probably call your previous employers. It may be just to get information for transferring your insurance policy or because the two bosses feel like schmoozing. Once the schmoozing is done, you'll get busted.
2. Even though you're changing jobs, you're probably not changing industries. Companies in the same industry often attend the same conferences and conventions, workshops and fund raisers. Employers often belong to the same professional associations, or have networks that reach out to various other companies. One offhand mention that you were the errand boy, not the Director of Distribution, and you'll be cleaning out your desk.
3. If you lied about your school or degree, your company may check your school's alumni list. Or someone at your new company will really be alum, and they're going to bust you.
4. If you get really creative and invent previous experience or employers, modern day information retrieval networks, web browsers or the Lexis/Nexis system make discrediting and humiliating you quick, easy, and cost effective.
5. Lie about the languages you speak, or exaggerate your proficiency and you will be asked to utter a few words in that tongue. Sometimes interviewers will conduct part or all of an interview in the language you claim to know, especially if it is directly related to the position. Your monkey-like gibberish will accompany you out the door.

Many resumes are carefully written to conceal that the individual does not have work experience in the United States or is not authorized to work in the U.S. A number of people fashion their resumes so that

internships, school projects and volunteer [work are presented as] actual work experience. Other flags are gaps in employment history, inflated salary histories and overstated experience. And although "we rarely see someone [falsify] certification, we do see premature postings of that certification," says Adam Shandrow, senior technical recruiter at Manpower Technical in Cypress, Calif. Ironically, even though electronic resumes may be easier to rig, some recruiters prefer them because they are easier to process and track. Electronic resumes also distinguish the players from the wannabes. "It's highly improbable that we would hire from a resume sent by fax or regular mail," Wonder says. "A fax tells us the candidate doesn't have the technical skills for the job. Mailed resumes are the last candidates to get jobs."

IT professionals who submit resumes electronically to the city of Orlando, Fla., still fill out an application on-site, says John Matelski, assistant director of technology management for the city. "I don't care if all the information is in the resume," Matelski says. During the interview, he compares the resume with the application and asks questions to see if the candidate's oral explanation of his credentials matches the written version.

The most common resume "inaccuracies" are claiming false degrees, inflated salary and honorariums, and disguising periods between jobs by stretching the dates. "It's hard to believe in this day and age when people can verify information on you in seconds that people still do it," said one HR Manager I spoke with. "And it's equally hard to believe in this day and age that employers don't use resources readily available to screen applicants more carefully."

Still, in these times of tight budgets, most employers are cutting back on background investigations. Many employers have replaced systematic background checks with spot-checks that only check a fraction of the information on your resume/employment application. And then they act so amazed when someone slips something past them.

Previous and current employers

Prospective employers are always going to want to check on where you worked in the past. You could say that you worked in another country--checking your previous employment locally is a lot easier than checking another state or another country. One of the easiest ways to deceive a prospective employer is to put down the work for company that went out of business. Don't be too obvious about this--if you write down that three of your six past employers are out of business, some red flags will pop up. They'll know right away either you're a liar, or you jinx companies. Another approach is to list your real employer, but list a different division department or section. Putting a grain of truth in your resume and makes it less likely that you will be caught.

"Do not contact my current employer" - When filling out a job application, always check the little box that requests that the prospective employer not request a reference from your current employer. Even if you're not, this will make you appear more valuable as a currently employed prospect will always be more desirable than one who is unemployed. Hiring companies just love to think that they're "stealing" you away from another firm. Most of the hiring managers we spoke to revealed that they seldom bother to follow up with an employment reference with your last employer after you're on their payroll. (Though you have to consider this possibility if it's stated on the application).

Saying that you're self-employed is another easy to get around an imperfect past since your prospective employer can't check your references. However, the prospective employer can still ask for business licenses, income tax returns, and other documents to verify your self employment.

Previous job responsibilities

Puffery is very common on all resumes. We all slant our resume to make them sound as if we have more experience than we do. The trick is to do in such a way that it is believable. Make them whenever you have to, to match the background responsibilities that they are looking for, as long as you can back it up. If you are going to talk the talk, you had better walk to the walk.

One of the red flags that human resources people look for is weighing whether you held more responsibility and then your title would make sense. The job title that you say you held in the level responsibility that you held must match, and make sense. Otherwise, you open yourself up to a lot more further investigation. For example, if you were an assistant sales manager why would you be doing all the details of the job of the actual sales manager? A logical explanation would be that the actual sales manager was sick, contains an out-of-town, or some other similar reason.

Everyone knows that sometimes, people can end up with more responsibility than their job implies. Make sure that your resume content makes sense or you will arouse suspicion. Which usually leads to a bunch of questions you may not want to answer.

Negative work history

If you leave your job under negative circumstances, can your ex-employer reveal it during employment background checks? If you're not sure what a background check might reveal about you, then be proactive and do one on yourself just to be safe.

In some U.S. states, most of what rightfully belongs in your personnel file is not confidential. For example, in California, only medical information (e. g., physical exams) is confidential. Additionally, you might have signed a release form when you hired on, authorizing your employer to give out employment-related information about you, without consequence. Even if you didn't sign such a form, it might be in a policy manual and you likely agreed in some way, shape or form to abide by company policies. (Some states consider policy manuals as binding, implied contracts.) Similarly, your prospective employers might require you to sign releases authorizing them to collect information about you during background checks. As if all that isn't enough to put you on edge, states are starting to pass laws that allow employers to speak more candidly during employment background checks, without the risk of defamation lawsuits.

Still, you might be able to relax. It's not so much what employers can say, as it is what they're willing to risk saying. In many states, the laws related to employment background checks allow you to sue, if your ex-employer intentionally states false or misleading information that prevents you from landing a job. However, employers are still hesitant to even state the truth, because former employees might try to sue anyway. It's a burden of proof thing and it costs employers to go to or stay out of court. Even if employers are in the clear, they risk worker-bee juries siding with the "little people" against the "big, bad, corporate giants."

Not every employer has legal eagles on staff who can correctly interpret the laws. Therefore, they shy away from the complexities or are just plain naive about what they can legally say. There are plenty of nightmarish lawsuit myths and rumors floating around. As a result, all but the bravest employers play it safe and try to avoid background-check legalities in the first place.

If your ex-employer plays it safe, they will give out only scant information, such as your name, rank and serial number. The typical equivalents for employment background checks are listed below.

- * Dates or confirmation of employment
- * Job titles held
- * Final salary, but some employers won't give that out unless you authorize it in writing
- * Other "safe" facts, such as company-sponsored training classes you attended

But, there's always a but. Employers face yet another lawsuit dilemma, which might make them more willing to spill the beans about you. Laws in some states permit employers to sue other employers, if during employment background checks, they omit or lie about serious employee acts, especially if the employees again commit the same or similar acts on the job. Employers might also get sued for "negligent hiring" if they don't screen employees through background checks, and someone suffers injury because of it. Two rather serious examples are convicted child molesters working with children and substance abusers working in the transportation industry.

So far, we've focused on employment background checks only at the company HR level. Painfully honest or spiteful former coworkers, supervisors and managers are another matter. Some HR departments try to further limit their risk, by issuing guidelines that instruct employees in the do's and don'ts of former-employee background checks. The "do's" are typically along the lines of name, rank and serial number, as mentioned earlier. The "don'ts" might instruct employees to reveal nothing and let the HR department handle background checks. Unfortunately, not every company is diligent about limiting background checks at the employee level. Worse, not every employee reads, remembers or adheres to the guidelines anyway. Regardless, HR might allow employees to speak candidly with company-authorized employment agencies and background investigators.

Professional investigators who offer employment background checks know that employers might be fearful of lawsuits, so they cleverly phrase questions to reveal volumes while limiting risk. For example, instead of asking, "Why did this person leave your company?" they might ask, "Would you hire this person back?" A vague, evasive or simple "No" answer doesn't reveal much in the way of potentially libelous information, but the investigative minds will read between the lines.

Salary History

When he comes in negotiating salary, companies can get very nosy about your past salary compensation history. It's always best for you to never mention what your salary background was. Salaries are a common way for companies to screen people out.

Human resources personnel know the salary rates for all skill levels that their hiring for. That means if you are giving them a salary history that is either way above or way below what they're expecting, you will raise their suspicions. Again, this is a time when doing your homework or research comes in handy. Your prospective employer will have a definite idea as to how much you were making at your previous job.

In some cases, someone might ask you to see your paycheck stubs, income tax returns, 1099s, W-2s, and any other documents a supporter claim this is where knowledge of document forgery comes in handy.

Education

Only 40% of companies regularly verify degrees earned, according to a study by the Society for Human Resource Management, and even then, they might miss diploma mills. The longer you've been in the work force the less likely it is that your prospective employer will verify your educational history. If you have a high school education put down that you have a bachelor's degree. If you have a bachelor's degree put down that you have a Masters degree. Why? Because in the final analysis an employers final decision will often be based on your education. If a prospective employer has to choose between you and another candidate, small things like your education, or where you went to school can be the deciding factor in your winning or losing the job. Keep in mind that the higher education you have the better pay you will receive.

Make sure that the date of your education makes sense. An average bachelor degree takes four years to get on a full-time schedule. Therefore if your work history shows that you are working full-time and going to school full-time, and you say that you got your degree in four years, some suspicion may rise.

Take a school that you actually know people on the campus or instructors are familiar with the school itself. It is a very small world, and you don't want to find out that the person interviewing you for a job is a graduate of the school you claim to get a Bachelor's or Masters Degree from.

The other thing that an HR Manager will look for is what job did you get right out of college? Does the job title and pay make sense for someone with the degree you claim to have? On the other hand, did you put down job that is excessively low in stature and prestige for a recent college graduate? Everything you write down has to flow together and make sense.

When it comes to proving your education they will usually asked for a photocopy of your degree or copies of your transcripts. That's easy to forge with a good printer and the help of some good imaging software like Adobe Photoshop. If they ask for your transcripts from a school, no problem you can take care that. If they ask you to sign the form for a transcript request, and want to mail it, then you have a problem. Make sure, if you're forging a transcript, that when you mail back the transcript from the same city that the school is. You'd be amazed how many people have been tripped up on something ask simple as that. If necessary, hire a mail drop service.

How much scrutiny can your resume stand?

If your resume is relatively sound and only includes some minor modifications, you can probably land a position with most any firm. However, should your resume contain more fiction than fact, you may want to restrict your job search to the smaller companies. Small family owned outfits do the least checking of all. The pay and benefits may not be the best, but they might be just the ticket if you need employment fast and have a resume that may not withstand the scrutiny a larger company with more resources might apply.

Determine the vulnerability of your prospective employer - Even a lousy liar might be able to outsmart a tiny company. However more and more large companies are using professional pre-employment checkers, such as Research Associates, Inc (RAI)., in Cleveland. RAI exposed 17 percent of the 13,000 job applicants it screened last year, finding that they had lied about college degrees, credit problems, criminal records, or why they left their last jobs. Smoke out the employers that use checkers by saying, "I'd like to tell my references who will be calling. Will you call, or will you use a service?" If it's a service, you should back off. If not, it's full speed ahead.

Have you overcome all of the hiring hurdles if your background checks out just fine? Don't get too excited yet. Many companies are delving even further these days. ReviewNet (www.reviewnet.net) is a company thriving by testing applicants virtually (by computer) to detect above average or less than virtual skills. The company's tests give applicants the ability to take the Internet-based quiz from a computer at home or at the potential employer's site. The test is timed, and an evaluation lets the person giving the test know how much time it took the test taker to complete the multiple answer quiz. Then ReviewNet gives the company that is administering the test all answers that are correct or nearly correct. Even a non technical person has the ability to hire qualified applicants or disqualify those who don't make the grade. ReviewNet also has a phone service where a qualified tester (who is a specialist in that particular technology) will call an applicant and give the oral part of the test. This means that you'd BETTER have your information fresh in your mind and make sure you have some good reference books and cheat sheets near you that detail key terms, phrases, definitions and anything else that may assist you in getting through the process.

9) Lying at the interview and getting away with it

Are There Telltale Signs? Some lies are fairly easy to detect. At the height of the war in Iraq, for example, a TV news account showed an Iraqi spokesman proclaiming that there were “no American infidels in the city of Baghdad” just as U.S. tanks drove past him.

However without such bold physical evidence, it’s hard for your interviewer to spot many lies. In fact, many experts say it can be a delusion for an interviewer to think lying can be detected in a person’s mannerisms. Fidgeting, stuttering or avoiding eye contact could simply be symptoms of nervousness about the interview rather than indicators of intent to deceive. Remember this when you go in for your interview.

Practiced liars often show no such signs. “Really good liars often behave in the opposite way and appear unnaturally calm and make fewer gestures with their body,” says Daniel R. Fisher, a psychologist who heads the assessment practice for Worklab Consulting LLC, a New York-based management-consulting firm. “People who are lying often slow down to think about their answers, using fewer gestures and maintaining eye contact as they concentrate on putting together a plausible falsehood.”

Some interviewees tell lies that they have ingrained in their life story—identities and legends of their own creation—and thus aren’t fabricating on the spot, says Rosen. “They put it on their resume and talk about it and tell their friends about it, and it becomes part of their personality, because they’ve told it so often,” he says. “To them, it’s second nature—they’re not sitting there making it up.” The point of this is that you **MUST** make sure you rehearse and rehearse your story just as if an actor memorizes their lines until it becomes second nature.

Studies by Paul Ekman, a psychology professor in the Department of Psychiatry at the University of California Medical School in San Francisco, have repeatedly shown that people are poor intuitive judges of truth and deception. “Most people cannot tell from demeanor whether someone is lying or telling the truth—but most people think they can,” say Ekman, author of 13 books, including *Telling Lies* (W.W. Norton, 2001). Over the years Ekman has tested about 6,000 people—among them college students, police officers, judges, lawyers, psychiatrists, and agents of the FBI, the CIA and the Drug Enforcement Administration—to determine if they can tell if someone is lying. He has found, he says, that “95 percent of them are close to chance—they’d do just as well flipping a coin.” Knowing this puts you in the power position when you go in for an interview. Especially if you think you’re a bad liar. Guess what? As long as you rehearsed your story and know it inside and out you’re going to easily fool your interviewer(s).

If a prospective employer is worried that you didn’t actually earn the degree you say you did they will ask you probing questions. In order to verify someone actually attended a particular school, they will most likely ask you questions that only someone who went to the school would know.”

The technical part of the interview is critical. If you can’t answer technical questions, then you’re done. If they’re unsure you actually possess the skills and credentials reflected in your resume, they will ask you questions relating to those skills. If the job requires technical knowledge, such as accounting or computer skills, be sure that you **CAN** answer those questions no matter how technical or detailed they might be. Be prepared to answer questions such as how you would handle a particular problem, or questions regarding particular projects you worked on in the past can help establish if you’re right for the job. People who don’t have knowledge or experience will give vague answers. They won’t be able

to provide technical examples or detail. That's when most HR Managers will politely cut short the interview and dismisses the candidate.

HR people are trained to look for lies, exaggerations and inconsistencies. So rehearse as many times as necessary before your interview so your story is airtight. Below are the top eight list of suspicious behavior HR people look for during an interview as signs that you're lying:

1. A change in the voices pitch.
2. A change in the rate of speech.
3. A sudden increase in the number of "ums" and "ahs."
4. A change in eye contact. Normally, one makes eye contact one-quarter to one-half of the time. If suddenly, at the convenient moment to lie, he's staring at you or looking away, beware.
5. Turning his body away from you, even if just slightly.
6. Suddenly being able to see the white on the top and bottom of a person's eyes, not just the sides.
7. A hand reaching, even if momentarily, to cover part of the face, especially the mouth.
8. Nervous movement of feet or legs.

By themselves, each of these behaviors can just be signs of stress, or even a person's natural mannerisms. One can occur by chance, but when two or more of these behaviors suddenly appear at a moment when lying could be expedient. For example, when you ask a salesman how reliable that used car is, it suggests he's lying. Of course, in order to notice a change, you need a baseline. So you must first watch the person when talking about innocuous issues.

Also look for mixed signals. When someone's telling the truth, her words, her face and her body language are all congruent. For example, if a person is honestly saying that she likes you, her face is usually relaxed, offering a gentle smile and warm eyes. Her body is calm and open. But when she's lying, something is usually inconsistent. In the most obvious case, she may be saying she likes you, but she's not smiling. She may even have a clenched fist. Better liars can muster a smile, but it doesn't look natural. Even better liars can put on a convincing smile, but their eyes aren't smiling. Still better liars can control their entire face, but their bodies seem closed or cold. Look for mismatches between words and body language.

When you've gotten a signal -- a change in body language or a mixed signal that the person may be lying -- ask for more information about the same topic. Are those same lying signs apparent? That can confirm your suspicion. Of course, there's no foolproof way to detect lying. Some people are terrific at covering themselves up, especially if they are naturally emotionally flat or have practiced their lying skills over many years -- certain political leaders come to mind. But if you look for behavior changes and mixed signals at lying-expedient moments, you will improve your BS detector. Make sure you're aware of how you carry yourself and what your body language conveys.

Employment history

Checking references can help fill in any gaps or date discrepancies found in your employment history. Even though many employers are fearful of giving out too much information, most will verify the dates you worked for them.

Prospective employers think that by doing a good job of checking references, they think that they'll be able to verify if you're telling the truth about your employment history..

Prospective employers thing that it's a good idea to have more than one person interview a candidate.

Afterwards, everyone who interviewed you will get together and compare notes to find inconsistencies. For this reason make sure you have your story down perfectly. Any misstep here and you're done!

The Job Application

Many times, a prospective employer will have you provide a resume AND fill out a job application in order to try to trip you up. Usually the application will contain a statement that points out the existence of any untruthful information may lead to your termination if discovered. Make absolutely sure that your resume and application sync up perfectly.

Remember, in today's economic climate, hiring and retaining the best employees is a top priority. Companies take this process very, very seriously.

- * Be prepared to provide several references. They will use this to check on your employment history.
- * They will contact all previous employers that you put down so make sure you're airtight.
- * Be prepared to be interviewed by more than one person
- * Be prepared to answer questions that directly relate to the job.
- * Be prepared to complete a job application, and make sure you understand that giving false information on the application is grounds for termination.

Chances are, your next resume submission will be checked and cross-checked via your Social Security record (which gives the exact dates that employee contributions begin and end at every single company you've ever worked for). Your police record (or lack of one) and a complete rundown of your credit history (including monthly payments) will be reviewed. There will also be a thorough check into your references (making sure the people you use as references actually have the job titles they claim) and an in-depth look at your educational background.

Before starting your job search, you may want to stop off at www.qspace.com and instantly check your credit rating at all three of the major agencies. Viewing your results before your potential employer does may be worth your time and money.











A good way to get familiar with proper resume writing techniques is to review a good resume. See the example below. You can use it as a model. Then produce several different resumes for yourself until you find the best possible combinations for your specific skills. You may also want to have a friend to read your resume and point out any problems.

Find a way to make your resume stand out so that it isn't lost among the many applicants. Here are a couple of ideas:

- * Send a customized cover letter with your resume.
- * Call before you send the resume in. If possible, talk to the person who will be doing the interview or who you'll be working for. If this isn't possible, talk to the personnel director about the job and let them know that your resume is coming. This will help them to remember your name and may help you get through the resume screening process.



C. Uncovering jobs

Many people do not have good job hunting skills. They are not experts at locating job openings for which they may be qualified. Here are some ideas to help you uncover those jobs.

Newspaper ads -- usually draw the greatest number of applicants, so you'll end up with a lot of competition. If you have no geographic restrictions, you may want to check out of state newspapers.

Private employment agencies -- these are agencies that try to match employees and employers. These agencies vary in the way they work. Some can be very helpful. Others are somewhat unscrupulous. Your best chance is to go with an agency that specializes in your field. Beware of agencies that continually run the same ad because, often, they are just trying to build a list of candidates. I recommend that you only use agencies that don't require you to pay a fee.

Trade journals and periodicals -- Are often the best places to look. This is one of the primary means of job advertisement for some types of professions. Example: The magazine Environmental Science continually carries ads for environmental professionals.

Other good places to look include: trade shows and professional conventions, personnel offices, college placement offices, friends you have that are in the same profession as you. Another method is to simply go through the yellow pages and look for companies which may need a person with your skills. Then contact these companies by phone and follow-up by sending in your resume.

Job seeking is a skill that requires persistence. You must not become discouraged. Keep making plenty of contacts. Sooner or later, you'll find the job that's right for you.

C) **Cover letter basics** - A good cover letter helps you stand out from the crowd

The cover letter grabs your prospective employer's attention. This is also where you can make it obvious to them why you are a perfect fit for the job. Often times HR Managers used cover letter as a way to screen people out. The more you tailor your cover letter to the job, the higher your chances are of getting an interview with the company. Generic cover letters are a waste of your time and the employer's time.

If the job asks for three years of experience, your cover letter should mention three years experience. Make sure that your resume reflects those three years of experience.

If in the cover letter you write how badly you want to have this kind of job in this kind industry, make sure that your resume shows any previous jobs, courses, or education that would back at your claim. Don't write that this is the job you've always been looking for when there's nothing in your resume to back that up. If in your cover letter you say that you've always want to be a manager in a retail company, but all your experience is in sales for industrial companies you're cover letter will sound very hollow.

D) Interview basics

Documents to bring:

- * Your resume - If you don't have a resume, take instead your school records, Social Security card, work records, licenses, military records, dates of employment and names of your employers.
- * Your references - It is also important to create a list of references. Be prepared to give an employer the names and addresses of three people who are familiar with you and/or your work. You should ask your references for the use of their names in advance. If you think it appropriate, ask a professional friend or former employer to write you a letter of reference, and include it with your resume.
- * Work samples - If your work is the type of work you can show, take samples of what you have done in the past.

Know the company and the employer - Learn all you can about the company that is interviewing you. Go to the library or your Chamber of Commerce to find out all you can about it. Try to find out exactly what they do and what they have in store for you as far as jobs are concerned. Find out whom you will be working for. The person you will be working for will be very influential in your life. Make sure you really want to work for this person. If your future boss doesn't tell you about himself at the interview, don't ask.

Know how much you should earn - Know how much you should earn with your talents and skills. Make your estimate a little higher so the company benefits when they bid you down. Don't go too high or you won't get the job. Know approximately what the salary scale is for the job and be ready to negotiate the salary.

Know yourself - It is important that you know yourself. Evaluate what you can offer this company, whether it is education, training or special skills. Always tell them what you can do, not what you can't do. Know exactly what type of job you are applying for and what type of job you want.

Know your interviewer - Prepare yourself for the questions for the questions the interviewer is going to ask you. You should rehearse answers to the most commonly asked questions. Have some one ask you these questions to practice your answers:

- * Why do you want to work here?
- * How long do you want to stay with this company?
- * Why did you leave your last job?
- * Tell me about yourself.
- * Why aren't you working now?
- * How long do you think you would stay in this present job without a promotion?
- * Why should we hire you?
- * What is your greatest strength/weakness?
- * What did you like/dislike about your last job?
- * How much did you earn?
- * How much do you want to earn?
- * Why do you think you can do this job without experience?

Your time - Make sure you are at least 10 minutes early for the scheduled appointment. Don't come too early or too late. Give yourself enough time to spend with the interviewer--don't arrange another appointment 15 minutes after the first appointment. Your time with the interviewer should be uninterrupted.

Your appearance and dress - Don't wear too casual or too formal clothing to the interview. Dress conservatively without flashy colors. Be well groomed and shave for your interview. Women should make sure they look very neat. Hair should not be in the face, it should be up or tied back. Makeup should be subtle. The way you look is very important to your interviewer. If your appearance is bad for the interview, that is the impression an employer will have of your job performance. Neat appearance is always a must.

What to do at the interview - When you shake an employer's hand, shake it firm, solid grip. Don't shake his hand passively. Be businesslike but pleasant and friendly. Smile throughout the whole interview. Make sure your smile does not look fake. Good eye contact is very important. If you can't look into his eyes, look at the bridge of his nose. This will seem as if you are looking into his eyes. Sit straight up but toward the interviewer. This will make it seem as if you are very interested in what the interviewer has to say. Don't smoke or have poor posture during the interview. If you are under stress, try to act calm.

What to say at the interview - Let the employer take charge of the interview. Answer his questions briefly but completely. Don't ramble on about unimportant things and waste his time. Dogmatic statements should be avoided. Tell the employer exactly what you expect from your job and from him. Also tell him exactly what he can expect from you. Stress your qualifications in a positive, affirmative tone. When the employer tells you what type of person is wanted, use this information when telling the employer about your qualifications. It is very important to tell him what he wants to hear. When you tell people what they want to hear, they start to agree with you. Don't overdo it and exaggerate with lies. Use your resume or records to support any claim you make about yourself. If you don't understand a question the interviewer asks you, repeat it back to him to see if you understand it. Try to see what the interviewer wants to find out about you. If you know what he wants to find out, make your answers fit his needs.

What not to say and do at the interview - Talk about previous jobs if they are in your favor. Don't say anything bad or criticize previous employers or fellow workers. If you say anything bad about anyone, your future employer can expect trouble from you. Don't say anything negative about yourself. Try not to discuss anything personal, financial or domestic unless you are specifically asked. If the interviewer questions you at a quick pace with confusing questions, he is doing this to put you under stress. Stay in control and answer calmly. Don't be overly impatient when an employer asks you a question. Wait for him to finish the question and then answer it completely and in a relaxed manner. You don't want an employer to think you are desperate for the job. Don't take anyone with you to the interview--this makes you seem insecure.

At the end of the interview - If the employer does not offer you the job at the end of the interview, ask him when you will hear from him or when you can call to find out his decision. If you are asked to come back, write down the time and place you are to attend. After the interview thank the employer for spending his time with you. Ask him if he knows of any other company that may need a person with your qualifications. A good practice is to also thank the employer by mail with a "thank you" letter. Many applicants don't do this, so this may give you an edge on the job.

If you are hired at the interview - Make sure that you understand what your duties will be. A good understanding of what your employer expects from you and what you expect from your job will prevent conflicts in the future. Make sure that you are very clear on both of them. You should also find out what advancement opportunities are open for you. Tell the employer what salary you want, but only bring up money when the employer brings up your salary.

If you are not offered the job - Tell the interviewer that you really want the job. Follow up with a thank you letter to the interviewer. Tell the interviewer again in the note that you really want the job. If you forgot to mention something in the interview that you thought was important, don't hesitate to mention it in the letter. If the company hasn't contacted you in a week or two, call. If somebody else is hired for the job ask the interviewer if he has any other openings in his company or if he can give you any leads.

E) Polygraph basics

There are a variety of instances in which you may be subjected to a polygraph, or lie detector examination. These tests can be a source of tremendous anxiety, especially since it is all too common for innocent people to fail them for no reason, resulting in the denial of employment or false criminal accusations. Why? Because polygraphs are far from perfect. In fact, many experts consider them a farce, and almost all scientists who have studied them (and even some polygraph administrators) understand that polygraphs are seriously limited. Fortunately, for this very reason they are easy to trick.

So whether you don't want your potential employer to know about your youthful mistakes or you want to make sure you don't fail a polygraph just because you're nervous, follow these steps to take control of your interrogation.

1. Refuse a polygraph. For pre-employment screenings this will almost certainly ensure that you don't get hired, but it probably will not get you fired. In the U.S., private sector employers may not terminate employment or take other such adverse actions based solely on a polygraph refusal (this protection usually does not cover government employees). If your polygraph is part of a criminal investigation, you have a right to refuse (in the U.S., at least), and you should refuse, even if you are innocent, because of the possibilities of a "false positive." Refusal to submit to a polygraph is generally not admissible in court, and polygraphs themselves are sometimes inadmissible.

2. Learn about polygraphs. Since you're reading this article, you're on the right track, but if your career or court case depends on it, wouldn't you do as much research as you can? Answer truthfully, now. The most important thing to know is that polygraphy is not an exact science. In fact, to the extent that it is a science at all, it is one in its infancy and one which frequently produces incorrect results.

3. Find out what the tester is looking for. A polygraph examination is administered to help find out specific information, such as whether you're a spy or whether you've used drugs. Prepare yourself in advance by thinking about what confessions they are looking for, what things you cannot admit. The polygrapher will ask you many uncomfortable questions, but only certain ones are important. If your test is prompted by a specific incident, you probably know what the examiner is looking for, but for pre-employment screening tests and the like, research the company or agency's policies to determine what you can and cannot admit.

4. Approach your whole "polygraph day" as a test. Treat the polygraph examination as an extreme job interview. Dress conservatively and appropriately, and try to make a good impression before the test, and be sure to arrive on time—and, except in the direst of circumstances, do not reschedule or attempt to postpone the exam. You wouldn't fidget, do anything suspicious, or pick your nose during a job interview, would you? Well, the polygraph is an extreme interview because your every move is very likely being observed the moment you arrive at the testing location. There may be hidden cameras in the waiting room and the restrooms, and there is almost certainly a camera or two-way mirror in the polygraph room. Your polygraph examination begins long before you are hooked up to the machine, and ends only when you've left the testing location.

5. Identify the types of questions you are being asked. There are three basic types of questions you will be asked: relevant, irrelevant, and control. Irrelevant questions are those that are obvious, such as "What is your name" or "Have you ever eaten pasta?" Relevant questions are the important ones, such as "Did you leak that memo to the media," "Have you ever stolen money from an employer," or "Have you ever sold drugs?" Control questions are those against which your reactions to relevant questions

will be compared. These are usually questions to which (just about) everybody can answer “yes” but which everybody is uncomfortable honestly answering, such as “Have you ever cheated in a game,” “Have you ever told a lie, even a tiny white lie, to your spouse,” or “Have you ever stolen anything?” Before the test the polygrapher will typically read you all the questions you are going to be asked. This is a good time to mentally sort out the types of questions.

6. Don’t admit anything relevant. The job of polygraphers is to extract confessions, and in one way, the whole examination is a complex ruse to trick you into confessing something. Never confess relevant information. No matter what the lines on the chart look like, nothing is more certain or damaging than your confession. The polygrapher will most likely try to convince you that he or she can “see” a lie in your polygraph, even if there’s nothing abnormal there. Don’t fall for it. Obviously, however, you want to appear to be an honest person in general, so don’t be afraid to make minor admissions to control questions (see below)—just make sure you don’t admit anything in these that can invite further questioning or that may be construed as relevant.

7. Say only what you need to. “Yes” or “No” answers should be all you need for most of the test. Resist the temptation to explain your answers or to go into details, although the polygrapher may try to get you to do so. Be courteous and cooperative, but do not offer any more information than is absolutely necessary. Answer questions firmly, seriously, and without hesitation. This is no time to joke around or try to be crafty. You want to appear earnest, cooperative, and resolute.

8. Conceal your knowledge of polygraphy. The polygrapher may ask you, often before or after the test, if you’ve done any research on polygraph tests or what you know about them. Do not disclose that you’ve done extensive research, and act as though you don’t know much about polygraph examinations but that you do believe polygraphy to be a science and polygraphs to be reliable (or at least do not exhibit any doubt as to their reliability). The polygrapher may try to trick you by mentioning certain technical terms and acronyms, such as, “Your test came back NDI.” While you know (or will now know) that “NDI” means “no deception indicated,” you need to act as though you have no idea what it means. Too much knowledge of the process may make the polygrapher think you’ve got something to hide, even if you don’t.

9. Throw off the machine's reading of the control questions by changing your blood pressure and heart rate. It’s difficult to do, but with practice, the next few methods and countermeasures will prompt your body to do so. Do some of the following when replying to control questions:

- * Develop a breathing strategy. Throughout the test (except during control questions) maintain a normal breathing rate of 15-30 breaths per minute. Do not breathe too deeply. Then alter breathing rate with control questions. You can make it faster or slower, you can hold your breath for a couple of seconds after an exhalation, or you can breathe more shallowly, for example. Do this for 5-15 seconds, and return to your normal breathing pattern before the next question. As explained above, the polygrapher will compare your physiological responses to control questions to your responses to relevant questions. If the deviation from normal during control questions exceeds the deviation from normal during relevant questions, you will pass. If, however, you react more to a relevant question than to control questions, the polygrapher will perceive (rightly or wrongly) that you are lying in response to something relevant—you will fail the polygraph.

- * Do math in your head. During control questions do something mentally complex. For example, count backwards in your head as quickly as possible or do some quick long division, as you are answering the question.

- * Think about something exciting or frightening; think of things that make you ecstatic, fearful, or frustrated.

* Bite your tongue. Bite the side of your tongue hard enough to cause pain, but not so hard as to draw blood. Practice this in a mirror to be sure the polygrapher cannot detect it. This is highly effective, but may be detectable if you have to speak for an extended period, because you can't bite while you're speaking. Only use this method if you can give a quick "yes" or "no" response, which, luckily, will be most of the time.

* Insert a small nail or tack in the toe area of your shoe and press down on this during the control questions to elicit a pain response. This is a sound method, but it is easily defeated if the polygrapher asks you to remove your shoes.

* Contract your anal sphincter muscle when a control question is asked. While also highly effective, this method may (or may not) be discovered with the use of pressure-sensitive seat pads that are now commonly used.

10. Handle the post-test interview. After you're disconnected from the machine, the polygrapher may leave you in the room for a while and come back. The polygrapher may then claim to "know" that you are lying about something. This is a trick. Remain calm, firmly, but politely repeat your denial, and don't change or argument your answers, even in the slightest way. Decline extended post-test interviewing if possible.

The Questioning Procedure

1. First, you are "put at ease" by the administrator, and he or she talks to you about all the questions you already answered on a questionnaire or in the pre-interview. They put you at ease and tell you that it is completely normal (because it is) for some things to "suddenly" pop in your head about things you might have forgotten to mention in the pre-questionnaire/interview. They explain that they are going to ask you many of the same questions again, without the polygraph, to catch these sudden recollections. Again, they explain this is normal (again, because it is). They ask you the same questions that were in the pre-interview, and almost always, you will recall things you forgot to mention. They tell you this does not hurt you, and so all things should come out now. As you go through the questions again, they probe deeper until you are sure you have revealed everything you are asked about that particular question (employee theft, for example). After you confess a few more instances of employee theft, they take that in stride. They do use this step in the process to get more heinous info from you, but typically, are just trying to get your mind clear of any small things you might be hiding. They are not typically interested in the small stuff, and accept that you are just now recalling it.

2. After they complete that step, they then move to a simpler test of fewer, more general questions, such as "Is there anything else you wish to discuss before we begin the test?" and "Is there anything you have not revealed that I have asked of you?" They are getting the slate clean of any extra issues.

3. They then explain how the polygraph works. They tell you the truth, that it does not detect lying, and is not admissible in court. They explain all the following before hooking you up, and do not hold back anything. They explain that it is not magic, and that it simply tracks physiological responses you might give after being asked a question. They explain to you that the questions are all "yes" and "no", and no explanations are requested. They explain that they will ask you all the questions that are on the test before hand, so you know what you will be asked. They explain they also will ask them to you in the same order before hand as they will during the test. They explain that they do this on purpose, to better catch a physiological response. They are clear that "surprise" questions are not asked, nor would the physiological response from a surprise question be worthy. They explain that you will be aware what question will be asked and when before the test. They then explain that this is so you will know when the "troublesome" question, if there is one, is coming up. They explain that is what the polygraph

measures. You will be asked baseline questions at the beginning, things you and the administrator already know, such as your name, date of birth, and maybe one or two more simple questions. They explain that the polygraph baseline will show a normal rise as you listen to the question, then fall after you answer it. They explain that as they progress through the other questions, since you know about where the "troublesome" question is, your baseline will start to rise slowly after each question is asked before it. You will not have to remember exactly where the question is, just that it has not been asked yet. They then explain that your baseline gets higher and higher until the troublesome question, if there is one, is asked... when they ask it, that is the key thing the polygraph records.. the more dramatic drop in the baseline.. i.e., the "relief". The polygraph depends on the normal human psychology of anticipation and release of tension once the anticipated event passes (sociopaths, for example, typically do not show this anticipation and release, where as most people do). Again, the administrator explains ALL of this before ever hooking you up, and explains it on purpose. They want you to know exactly what the polygraph records, because that knowledge makes you more susceptible to showing a "release" after a troublesome question.

Tips to defeat the polygraph

- * Practice countermeasures in advance. The countermeasures listed here can almost guarantee that you "pass" the polygraph examination, but only if you do them right. Once you read about the measures, be sure to practice them well before the test so that you're thoroughly prepared.
- * The needles on the machine chart physiological changes, such as breathing and heart rate, over time. While this sort of machine is still frequently used, computer-based polygraph machines are becoming more common. Don't let either of them intimidate you.
- * Remember that you are being watched closely during the test. When you use countermeasures, use them discreetly. You want your actions to appear subtle and unconscious.
- * There are several subtle variations on the polygraph test. Be sure to research these thoroughly before your test to be prepared for anything they might throw at you.
- * If, from a moral standpoint, you do not feel comfortable employing countermeasures, you are probably better off not taking the test, even if it means, for example, that you will not get a job. In almost all circumstances, "passing" a polygraph cannot help you get a job, nor can it exonerate you from an alleged crime. A "failed" polygraph, however, can serve to bar you from employment or cast suspicion on you. Although, a polygraph test CAN be wrong.
- * Understand that polygraphs do not detect lying. They detect physiological responses when you are thinking of a topic. This is key to understand, because this is how a polygraph administrator will get the machine to "work" on you. Unfortunately, this is not as easy as you might think. For example, right now, try not to think of an elephant when I ask you not to in the next sentence. Don't think of an elephant. As you can see, you did, regardless how hard you tried not to. You pictured one, maybe even in its normal habitat. This is how a polygraph works, when administered correctly. Many times, polygraphs are not administered correctly (usually by private firms hired by employers). However, in law enforcement for major cities, the polygraph is typically administered correctly. The correct way is as follows:

If you were to hook up a polygraph to yourself in your basement and have your buddy ask you questions, it would likely not show any such anticipation/relief responses. However, the nervousness in employment interviews and police questioning is your give

away. You are expected to be nervous and that is accounted for. The polygraph takes your baseline, which is your base physiological response when you are nervous. Even if you were not nervous, the baseline measures that as well. It matters not where the baseline is on the graph. What matters, is how that base line changes as the questions are asked. So, even if you are nervous as a rabbit with the baseline, you still will likely show an anticipation/relief response when asked a question you have lied about, or are holding back information about. Also, erratic changes in the baseline show a purposeful attempt to thwart it, such as trying to control your breathing, or constricting the anus.

* Remember that the Polygraph is nothing more than a complex trick to get you to make an admission. NEVER make a relevant admission! The polygrapher only knows what YOU tell them and nothing more. Many honest people fail the polygraph and they will take this into consideration. But, make an admission, and you WILL NOT pass.

* Remember that the Polygraph registers change in physiology. You can learn to control your physiology by using NLP techniques. You can convince yourself physically different from your intellectual convictions. If you can truly convince yourself that the world is flat, then the polygraph will not be able to detect that you intellectually know it is wrong.

Warnings

* Remember that the polygrapher is not your friend, if you are trying to hold back information. The polygrapher may try to convince you that they are on your side and will help you out if you'll just be truthful. This is deception; don't buy it. However, a more professional polygraph administrator will not pretend to be your friend, and will tell you up front that they are simply attempting to discover if you are holding back information.

* Beware pretest tricks. Polygraphers will frequently attempt to instill fear in the subject or convince the subject of the accuracy of the polygraph machine. The theory is that the more you fear that you may be caught the greater your physiological reactions will be. Don't believe the hype. In addition, the polygrapher may try to elicit telling reactions from you based on fear. For example, he or she may say that you need to wash your hands so the machine can accurately read your sweat output. A hidden camera in the bathroom may then catch you going into the bathroom as directed, but not washing your hands.

* Perform only one heart rate/blood pressure altering countermeasure at a time or it may become too obvious.

F) Document **resources**

Places to get college degrees online:

Instant Degrees	http://www.instantdegrees.com/
Affordable Degrees	http://www.affordabledegrees.com/
Ashford University	http://www.ashwooduniversity.net/
Redding University	http://www.reddinguniversity.com/default.asp
Belford University	http://www.belforduniversity.org/

Places to get fake diplomas and certificates

Diploma Makers	http://www.diplomamakers.com/
Phony Diplomas	http://www.phonydiploma.com

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