



HANDOUT 3

Get Hired: Checklist for Resumes/Job Interview



When looking for a new job, the first thing you need to have is a good resume. Use this checklist to begin the resume writing process. It will maximize your potential to get hired.

RESUME – Part I

Preparation

<input type="checkbox"/>	Get started by ensuring that you have a list of all your jobs and relevant experience
<input type="checkbox"/>	Include the following in your list: Job title, Employer, Address/location, Dates and years of service, Duties and Key accomplishments
<input type="checkbox"/>	Outline it first by hand or by typing it in Word or any electronic form Tip: You can use this data as your scannable version of your resume, as needed.
<input type="checkbox"/>	Select the type and style for your resume; then, select a template and the fonts that will make the best presentation Tip: Word, publisher and other similar programs have great templates that you can leverage.
<input type="checkbox"/>	Review the Get Hired Tips: Resume Do's and Don'ts , Power Words Make Resumes Great before you begin writing and formatting your resume

Write and Format Your Resume

<input type="checkbox"/>	Always start with the header. At a minimum it should include your name, city & state, phone number and e-mail.
<input type="checkbox"/>	Create a professional summary which captures your unique experience and expertise.
<input type="checkbox"/>	Highlight key skills, projects, or accomplishment that make you stand out as a great candidate.
<input type="checkbox"/>	Share your positions with the current or most recent job. Include the job title, company, years of service and key highlights of your duties.

	Continue adding other relevant job that you've had; include a minimum of 7 years of experience (if applicable) to a maximum of 20 years. If it's for a Federal job or in academia, longer experience may be required – convert the resume to a CV. See this link (https://www.elsevier.com/connect/writing-an-effective-academic-cv) for more information or search for a sample on the internet.
	Conclude the resume with your education, professional affiliations, and recognition/accomplishments.

You just completed your draft for your resume. Congratulations!

INTERVIEW – Part II

As you start completing applications online and begin to get calls for phone interviews, remember to always make the best first impression. Once, you get the call for the in-person interview, use the following as a checklist to prepare for and complete the interview process.

Before the Interview:

As soon as you know that you have an interview:

Preparation

	<i>Do your research</i> – Research the company on Glassdoor, the company's website, look at google news, etc. You want to find the latest news about the company and what's expected to happen that may impact your role in the future.
	<i>Learn about your interviewer(s)</i> – If you have the list of people you'll be interviewing with, research your interviewer(s) (Google, LinkedIn, etc.) – Do they have similar interests, backgrounds or experience, or belong to the same groups/clubs, etc. as you? This can provide you some insight on the person, enabling you to make some additional connections or enhance the conversation in the interview.
	<i>Prepare for Common Questions</i> – You want to have good responses to common interview questions. (i.e., <i>Why are you interested in the role/this company? Why did you leave previous employers? What are your career goals in 5 years? What are your strengths/your weaknesses? Tell me about yourself.</i> Tip for the last question: Use your resume summary to highlight key experience and skills.)
	<i>Anticipate other Questions</i> – Practice with a friend in a mock interview to help get rid of some of the anxiety that comes with the interview process. At the very least, practice responding to questions out loud by yourself.
	<i>Review the Job Description</i> – Make sure you know the key responsibilities of the job to be able to highlight your experience in these areas.
	<i>Review Potential Salaries</i> – Use sources like Glassdoor and Salary.com to get an idea of the competitive salaries for the position.

- Review your Resume* – Use the time to review it one last time for quality, updates, etc. You may want to do this again 24 hours, before the interview if you receive the appointment more than one week before the actual appointment)
- Prepare your Questions to ask the Interviewer* – It is always helpful to have a couple of questions to ask, it shows interest in the job and employer.

24-48 hours before the interview – Get ready for your meeting(s)

- Practice the Commute* – Make sure you know where you are going. Take a dry-run and test drive the commute to the interview location.
- Prepare your Wardrobe* – Think of dress for success. Make sure you're ready to make a good impression. Always dress professional. Get items dry-cleaned or make sure they are freshly pressed before the interview.
- Prepare your To-go Packet* – Always bring copies of the following: your resume, a list of references, the address and directions, contact information and any other interview instructions provided. Also, you should have a notebook or journal to take notes.
Tip: Your questions you plan to ask can be captured here.
- Get Plenty of Rest* – Especially the day before you want to be well-rested, but the days leading up to the interview, as well. You will want to be refreshed before your interview. It helps you to be your best self.

Day of the interview – Let your winning personality shine through

- Eat and drink fluids* – At least 90 minutes before you interview, you will want to have eat something to eat make sure you have fuel for the day. Limit caffeine intake, but drink water, just enough to hydrate yourself.
- Arrive Early* – 15-30 minutes early is appropriate
- Mute Cell Phones* – Either mute, turn off, or put them on vibrate, if needed. You should make sure distractions and interruptions are limited.
- Take a Restroom Break* – Pause to freshen up one last time. Use the restroom and freshen your breath with a mint, if possible, don't chew gum during the interview. If gum is all you have, chew it for a few minutes, but remove it before you interview begins.
- Encourage yourself* – Remind yourself that you are interviewing them, just like they are interviewing you. Be your best self and showcase your unique skills. You've got this!
- Be Polite to Everyone* – Be mindful that anyone that you come in contact with that they may be an employee. They may be asked to share their insight on interactions with you. Be courteous to anyone you meet.

	<i>Shake Hands</i> – As you introduce yourself to the interviewers, shake their hand firmly and respectfully
	<i>Think of it as a Meeting</i> – No pressure, it’s a chemistry meeting. A simple meet and greet to see if there is any interest in either side
	<i>Get Business Cards of Interviewers</i> - This will help you remember the interviewer(s) and enable you to contact them with a “ <i>thank you</i> ” note. If they don’t have one, work with your recruiter or the initial contact person and inquire about any email addresses that you need.
	<i>Express Interest in the Job</i> – Especially with supervisor and whomever you meet with last. Only express interest if you really are interested: <i>I’m very interested in this role and look forward to hearing from you/the organization</i> ; otherwise you can say – <i>Good luck on filling this role or finding the right person for the position.</i>
	<i>Know the Salary Range</i> – Be prepared, if salary comes up, provide the interviewer with a range either an hourly or annual rate. <i>Based on my experience and current market rate, I would like to make between \$X and \$X.</i>

Follow-up – Only follow-up, if you are really interested in the job and the company.

	<i>Send Thank-you emails</i> – Always thank your interviewer(s) for taking the time to interview you. It’s the polite thing to do, whether you’re hired or not. It leaves a good lasting impression.
	<i>Wait patiently</i> – Be mindful of when the interviewer(s) told you to expect to hear back from the recruiter or interviewer. If you haven’t heard from them, don’t follow-up until the time has passed.
	<i>Follow-up, if more is needed</i> – You can contact the recruiter or interviewer/hiring manager, only when you haven’t heard, if you are really interested. Sending an email is best.
	<i>Last follow-up (only if not hired)</i> – You may want to inquire to get some feedback on what you need to more of or to find out some insight on why you were not selected. This information will help you if you should have to go on other interviews.