

How to get an Interview

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Getting the Interview

- Make sure your profile meets the job requirements. Do you have the skills? Do you understand what the job entails – expertise
- Tailor your resume to the job description
- Give your resume a creative and descriptive title. Ex – Document 12 Ricky Martin or Maria Flores for Research Assistant
- Do some research on the Hiring Manager.
- Don't let more than two days pass before you send in your application.

A Cover Letter is a Must!

- Write a one page cover letter. This is not an option.
- It should not be a regurgitation of your resume.
- Your cover letter should sell me on “*Why this job?*” “*Why you*”. This is your time to shine.
- Let your personality show through.

A Cover Letter is a Must! Cont.

- Show them who you are? Why do you want to work here? Be passionate
- Be very specific about what you can offer pertaining to those qualifications.
- Should pick 3-4 qualifications

Start a Job Search Campaign using Social Media

- Take advantage of the networking powers of sites like Facebook, LinkedIn and Twitter
- Create a personal website or blog
- Advertise yourself
- Go viral
- Make a video resume – 3 minutes

Networking

- It's not what you know, it is who you know.
- Tell everyone. Begin with friends, family and neighbors. Talk with former co-workers and casual business acquaintances.
- Join social groups, professional associations and volunteer organizations to expand your contacts.
- Accept as many invitations as you can

Networking Cont

- Make at least 100 new contacts a month by making phone calls and sending emails.
- It takes X number of contacts to get this many chances of an interview opportunity. Volume is a huge part of it.
- Treat the hunt as a job
- Meet up groups for networking

Networking Cont.

- The #1 way to make it to the top of a resume pile.
- Your goal is to have someone hand your resume to the appropriate person.
- Follow up – Networking and all other steps are worthless without following up.
- Be persistent without being obnoxious.
- Be assertive

Utilize the Internet to an Extent

- No job seeker should spend all day on the internet sending resumes into the black hole.
- The web should be a place where you can get help and advice on job search basics.



Online Reputation

- When searching for a job it is critical to be aware of your digital footprint – the information connected with your name online.
- Companies and recruiters routinely check search engine results to learn more about potential employees.
- 90% of recruiters say they conduct online research of potential candidates. (Execunet).

Online Reputation Cont.

- Up to 70% of employers who have used LinkedIn say they have chosen not to hire a person based on what they have found out about them online.
- Job seekers should be thinking as much about their online persona as their interview attire.
- Tips – Check your online identity, Limit negative content, and leave no room for confusion.

Get an Internal Referral

- You don't actually need to know someone on the inside.
- Most people land jobs through second or third connections.
- Track down an employee who might be interested in a certain skill you possess.
- If they think your good, they will connect you with a recruiter.



JOB HUNT TO-DO LIST

1. Wish upon a shooting star.
2. Throw pennies into a fountain.
3. Break a wishbone.
4. Find a four-leaf clover.
5. Befriend a leprechaun.

Still Not Getting an Interview?

- For every 100 resumes you send, statistically you should hear back from 10.
- Find an inside contact.
- Use a different color paper or size.
- Send your resume via certified mail.
- Deliver your resume in person.
- Send your resume with a gift.
- Post it note trick

Finding Recruiters

- Many recruiters have their email addresses publicly exposed.
- Perform a web search.
- Utilize LinkedIn
- It is possible to find recruiters at your dream company.
- Recruiters are almost as eager to talk with you as you are to talk with them.

Finding Recruiters Cont.

- Online Portfolio/Website – A fantastic way to showcase your experience.
- A great way to get on a recruiters radar.
- Recruiters crawl the web looking for candidates.
- When you land the interview, your portfolio will add greater depth and dimension to your resume.

Related Forums, Websites and Conferences

- If a website, conference or forum attracts those in your field, it will also attract recruiters.
- Get active online!
- Leave a trail to your website. Makes it easier for recruiters to reach out.
- They'll know you are good from what you have posted.

Don't Be Afraid To Pick Up the Phone

- If you know who the hiring manager is, briefly state that you have applied for the position.
- Let them know that if they took 10 minutes to meet with you, they would find you to be a viable candidate.
- What is the worst thing that can happen? If you get turned down remain persistent.



"Hello, Human Resources? I accidentally sent you a shot of me in a Speedo instead of my resume..."

Finding the “Side Door”.

- If the previous avenues don't work, you may lack the skills or experience to get an interview.
- Sometimes an indirect path may be required.
- Join one company so that you can eventually transfer to another.
- Be flexible. Take a position to get your foot in the door.
- Contract roles can lead to full time positions.

Phone Interviews

- Know if you can take the call when it comes
- Have documentation at your fingertips
- Know answers to common questions
- Smile while on the phone
- Web profile or LinkedIn profile
- Focus on language and voice
- Avoid selfish questions during the interview
- Get up and walk around.

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"Do you mind if I put you on hold for a minute?
I have a really short attention span."

Body Language

- Be aware of shaking or sweaty palms.
- Don't move about or fidget.
- Hold eye contact.
- Keep your hands in front of you.
- Ensure posture is straight.
- Be aware of chopping or pointing
- Don't touch your face
- Remember to mirror

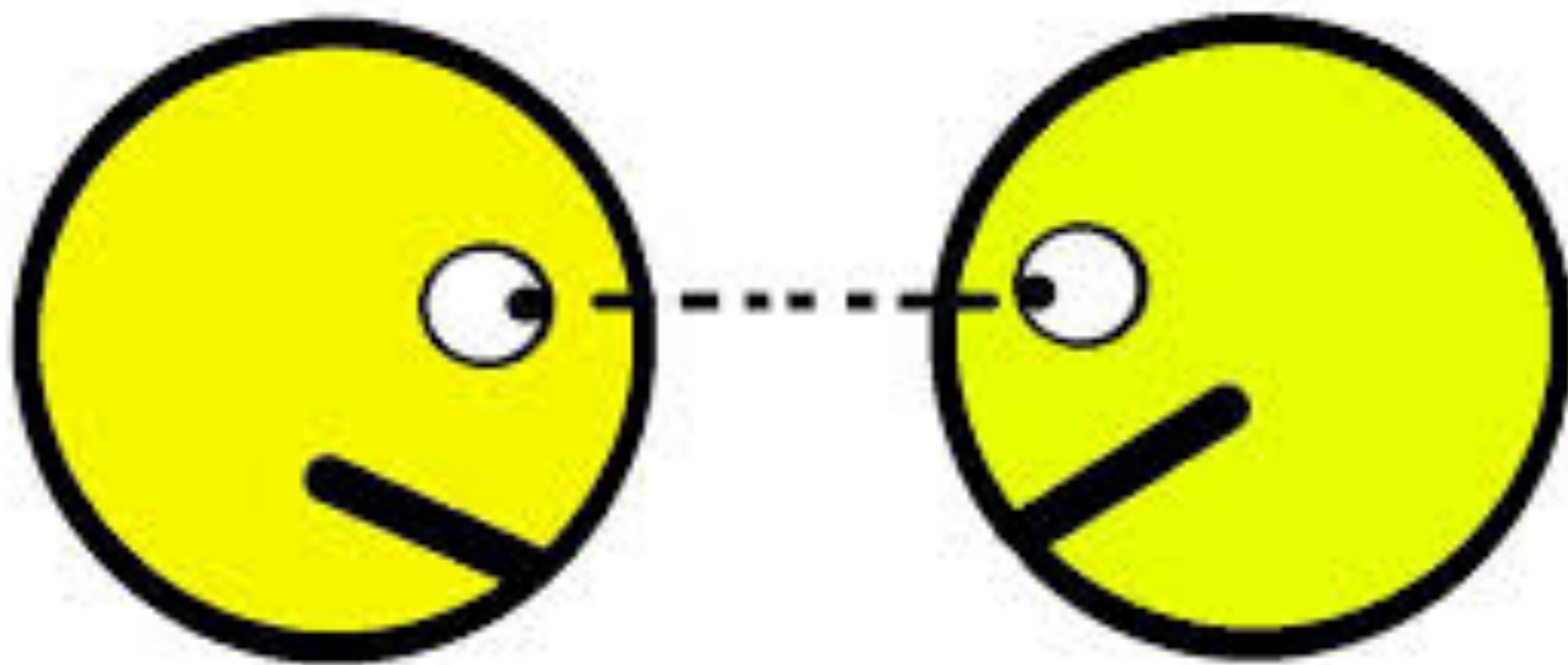


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Body Language Cont.

- Crossed arms
- Smile and nod
- Hands Behind Back
- Mismatched expressions
- Shifty eyes
- Staring
- Use your hands

Eye-Contact



Preparing for Interview Questions

- **The 10 toughest questions**
- Could you tell me a little about yourself?
- Why did you leave your previous employer or leaving your present job?
- What are your greatest strengths?
- What are your weaknesses?
- What can you tell me about our company?

What would you say
was your biggest
strength?



Preparing for Interview Questions

- What do/did you like most and least about your present/most recent job?
- Aren't you overqualified for this position?
- What sets you apart from other applicants?
- Where do you hope to be in three years?
- Do you have any questions? Can you think of anything you would like to add?

Scour the Hidden Job Market

- Millions of postings that never get formally posted.
- 80% of Job Openings aren't advertised.
- Don't spend a lot of your time on internet job boards.
- Utilize social networking sites.
- Join a professional networking group.
- Sign up for Google News Alerts.
- Attend a conference, industry gathering or job fair.



“I really believe my research abilities would be an asset to whatever this company is called.”

Job Seeking Myth's

- You will find your net job by applying online.
- You should expect to hear a response soon after you apply.
- Your cover letter will always be read in full.
- Your references are contacted before or during an interview.
- Your resume is the most important job search tool.

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I'M HARD-WORKING,
EAGER TO LEARN, AND
HIGHLY MOTIVATED.



BECAUSE IF I DON'T GET A JOB SOON, I'LL HAVE
TO MOVE BACK HOME WITH MY PARENTS.



Appendix

The 10 Best Websites for your Career

- [Linkedin](#)
- [Indeed](#)
- [Simplyhired](#)
- [Monster](#)
- [Glassdoor](#)
- [Idealist](#)
- [Internships](#)
- [USAJOBS](#)
- [The Wall Street Journal](#)
- [DICE](#)

Tutorials for Getting a Job Interview

- <http://biginterview.com/blog/2014/10/company-research-job-interview.html>
- <http://biginterview.com/blog/2012/08/find-a-job-social-network.html>

Sample Cover Letter for a Research Technician Position

First ~~Last~~Name

Address

City, State, Zip Code

Phone Number

Email Address

Date

Dear Mr./Ms. Last Name,

Please accept my resume for the Research Technician position posted on ~~MonsterTrak~~. My background and skills in lab techniques will prove to be an effective match for your qualifications.

I have a BS in Chemistry, and a 3.8 GPA. I have taken several lab courses in Biochemistry, where I worked with chromatography, ELISA, and southern and western blotting techniques.

While working for ABC Environmental Laboratory, I successfully applied my research skills, and maintained the laboratory. I participated in planning experiments as well as evaluating test results. I monitored equipment performance and maintenance schedules. In addition, I was responsible for maintaining biohazard and radiation safety standards, and ensuring proper handling of potentially hazardous chemical and biological agents.

In addition to the lab work, I recorded, calculated, and analyzed data, and prepared reports. I worked closely with a team of researchers and learned the value of good lab practice. I work well as a team member, am very reliable and organized, and willing to learn.

Thank you for your consideration.

Signature