

# How-To Not Land the Job



You have revamped your resume, applied for hundreds of positions, and you still do not have a job. What gives?

The problem could be your interview skills. There are a variety of nonverbal and verbal cues that can immediately turn off potential employers. As a recruiter, I have seen highly experienced candidates ruin their chance of getting a job with inappropriate social cues. It's important to know what these traits are because they can be very easy to avoid.

## Answering Phone Calls or Texts

Most of us are hooked onto our smartphones. We rarely leave the house without them. While this is appropriate during our personal time, it is not acceptable to text or answer a call during an interview. The employer could feel as though the interview is not a priority. Therefore, the job is not important to you. Turn your cell phone on silent before entering the interview.

## Timeliness

We are all late occasionally. However, do not be late for an interview! If you are late for an interview then chances are that you could be seen as being late to meetings or on projects.

Tardiness can be recoverable. Call as soon as you realize that you are going to be late. Take an extra minute to compose yourself and apologize when you get to the interview.

# Confidence

The feeling of sitting across from a hiring manager can make your heart race. Nevertheless, to get the job, we need to collect ourselves and act confidently. If you panic during an interview then you will probably never land the position.

Confidence is an essential quality that many candidates fail to exude. Even if you do not feel cool, calm, and collected, there are a few ways to make you appear that way.

- Take Deep Breathes
- Sit Still
- Make Eye Contact
- Slow Your Speech and don't ramble
- Think Positively
- Don't speak negatively of current or former employers/bosses

# Interview Attire

Leave the jeans behind when you are dressing for an interview. The first impression you make will be by your attire. Dress in a way that is professionally appropriate.

## Attire for Interview

- For men: A suit- matching jacket and pants, dress shirt, tie and formal shoes (shined)
- For women: A pant suit or mid-length skirt, or dress and formal shoes
- Avoid loud colors and strong perfumes or colognes
- Clothes should be clean and wrinkle-free
- Hair should be neat, clean, and conservative

This is the proper attire for the first interview. Your second interview should still be professional but may be more relaxed depending on the company and position.

# Cursing

Cursing is a risky move during an interview. Some people do not mind the occasional curse word but for others, cursing is a deal breaker. Be safe and do not curse during your interview.

As you prepare for interviews, keep in mind that you are showcasing how you will act with co-workers in the office. Present yourself professionally for the best chance to get the job.

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## How-To Say “No” at Work



Time is a precious commodity. You use it or lose it. Most of us do not have all the time to participate in the activities that we enjoy. Often, we are short on time because of saying “yes” when we should say “no”.

As a business professional, saying “yes” can become habitual. You may be taking advantage of every opportunity to improve your career. However, always saying “yes” can end up making us miss deadlines and decreasing our quality of work.

Before you say “yes” to your next project, gain a perspective on your daily tasks and the amount of time that it takes to complete a project. Then learn to say “no”.

### **STEP ONE: Learn Your Priorities**

Everyone has daily tasks. What are yours? Write them down and figure out how much time they take to complete every day. After you figure out what you **HAVE** to do, you can figure out what else you **CAN** do.

## **STEP TWO: Check Your Calendar**

We often respond to requests with a quick “yes”. Stop!

Check your calendar before you agree to your projects. This will give you the opportunity to evaluate whether the project is realistic in your schedule.

## **STEP THREE: Trust Your Gut**

Your intuition can be the best indicator of whether you should accept a new project. If deliberating the task makes you feel stressed then re-consider accepting the new responsibility.

Fear of telling a person “no” leads many professionals to undertake new projects. This type of person is commonly referred to as a people pleaser. Eventually, being a people pleaser leads to exhaustion and burn-out.

Learn to tell people “no” before you become overwhelmed.

### **Tricks to Tell Client, Boss, or Co-Worker “No”**

1. Be Honest. It’s worse to give them false hope of you helping.
2. Suggest an Alternative Service Provider
3. Ask For a Raincheck, or tell them when you CAN help them.
4. Clearly State Your “No” Without Being Defensive. Simply tell them you can’t take on their project with your current workload.

Sometimes, the best things to do in life is minimize. Saying “no” minimizes your clutter of projects.

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## **Six Buzzwords to Avoid in a CV**



When writing your CV, you may get sidetracked by what you think the employer wants to hear. This can lead to buzzwords that weakens your resume rather than making it stand out - or at least stand out in a good way!

Keep the following buzzwords out of your CV to avoid getting shortlisted by the hiring manager:

## **Hard Working**

Stating that you are hardworking is not enough to prove your work ethic to potential employers. Instead of using the buzzword, mention times when you went the extra mile for your company. This could be an additional project that led to a promotion. Prove that you are a hard worker. Don't just state it.

## **Creative**

Would a creative person list that they are creative or show that they are creative on their resume? Most likely, a creative person would find a unique way to depict their creativity.

### **Creative Opportunities for Resume**

- Color Blocking
- Font Choice (but not too wild or hard to read)
- White Space
- Infographics
- Prioritize Information

# Strong Communication Skills

Every employer wants an employee with strong communication skills. However, a more professional method to depicting your strong communication skills is to use well-structured sentences, and perfect spelling and grammar. Also, organize your CV so it is easy to read.

## Works Well in a Team

A great team player is important for almost every job position. Demonstrate your ability to work well on a team with job descriptions. Include your interaction with co-workers and clients.

### **For example:**

- Format information for internal and external communication - memos, emails, presentations, reports
- Be the point of contact between the executives and company employees/clients and manage information flow
- Screen and direct phone calls and distribute correspondence

## Results-Driven

Everything is motivated by needing a result. Therefore, even if we only get out of bed during the day, we are all results-driven. Employers do not want to hear that you are results-driven but HOW you are results-driven.

- Did you create a new program at your previous job leading to an increase in efficiency?
- How did you generate revenue?
- Did you streamline a process?
- What projects did you deliver?

Show your employer tangible facts and figures of how you create results. Don't

just talk about what you did, talk about what was achieved.

## Thought Leader

A thought leader is the informed, go-to expert in their field of expertise. Examples of thought-leaders are Steve Jobs, Elon Musk, and Bill Gates. If you are thought leader than you are probably not writing a resume anymore.

A more modest approach would be to explain your expertise in the field, including awards and achievements or any special recognition from your employer or associations.

A great resume can determine whether you receive an interview. The trick is knowing what to include and exclude. Deterring from these cliché buzzwords can help your chances of standing out and getting the job.

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## How-To be a Successful Business Person



Successful business leaders are not just lucky. They work hard and develop character traits that make them dependable employees.

If you are trying to get a raise, promotion, or new job, there are adjustments you can make to your work ethics to achieve your goals. Each of these habits can be started today!

## **Be on Time**

Punctuality is not only courteous but conveys respect. However, there are people who really struggle with it.

You must learn to be on time to be a successful business leader. This means meeting deadlines, and arriving to work and meetings on-time.

## **Respect Your Employer and Co-Workers**

Treating employers and co-workers respectfully seems obvious. After all, you probably spend more time with your co-workers than almost anyone else in your life. Why wouldn't you be respectful?

However, many employees develop a superiority complex that prevents them from respecting their employers and co-workers.

Lack of respect can permanently prevent your improving your job title. It is important to start acknowledging and appreciating other's efforts. No one will trust you to take on more work without mutual respect.

## **Avoid Gossip**

Office places always have one or two gossips. Most of the time, these employees are not the managers of the company. Do not get involved with gossip if you want to be successful. You will only get yourself stuck in a trap of "he said, she said" that could send you looking for a new job.

## **They Speak Up at Meetings**

If you want to be successful then you must make your opinion heard. The best method to voice your knowledge is at meetings. Before every meeting, contemplate the problems, issues, and concerns that the company is facing. Develop a few productive ideas that could help the company improve.

If you create a noticeable difference in the company you could be more likely to be considered for the next promotion that becomes available.



# They Don't Over Apologize

The ability to apologize is great but can you ever apologize too much? If you are trying to be successful in business then yes!

The Submissive Guide states that, "while seemingly harmless, stating unnecessary things as apologies tends to result in two effects: you essentially undercut every legitimate moment where an apology is actually needed by constantly apologizing (making your apology less valuable) and the negative phrasing that you use either lowers others' opinion of you (because you're constantly associating yourself with a negative exchange of some kind), or insults them because, by apologizing for essentially existing in their presence, you're indicating that you suspect them to be inconvenienced by everything you do (thereby undermining any positive relationship you have with that person)."

In summary, if you are constantly apologizing then you will paint yourself in a negative light, therefore lowering your co-worker's opinion of you. Constantly apologizing could also insult your co-worker by conveying that you are constantly inconveniencing them.

Learn to not apologize unless absolutely necessary!

# Don't Say "Yes" to Everything

Saying "yes" to everything can prevent you from doing a great job at anything! You will spread yourself too thin trying to please everyone. Initially, you might think that you will impress everyone by your ability to complete a variety of tasks. However, the quality of your work will probably be inadequate, and you may be viewed as someone that can't prioritize.

Wouldn't it be better to produce superior outcomes, even if there are fewer?

# Ask for Help

Somehow, we have developed the idea that asking for help is a bad thing. Many people think asking for help is an act of weakness. In reality, most successful leaders will tell you that you cannot do it alone. It can also show you know how to delegate.

## **Benefits of Asking for Help**

- Creates Community
- Achieve Your Vision
- Develop the Skill of Receiving

## **Own Up to Your Mistakes**

Even Bill Gates made a mistake at one point. If you made one... or two... or three... it's okay! What is not okay is shrugging your shoulders and telling management that you had no idea who did it. Most likely, you will be caught for your mistake AND lying!

### **Steps If You Made a Mistake at Work**

1. Apologize (once)
  2. Figure Out How to Fix What Went Wrong
  3. Make a Plan for the Mistake Not to Occur Again
  4. Tell Your Boss What You Learned From the Mistake
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# **The Strategic Case for Changing Jobs**



There are many deeply personal reasons to change your employment situation. However, from a purely strategic point of view, there are four good reasons to change jobs within the same (or similar) industry three times during your first ten

years of employment:

**Reason #1:** Changing jobs gives you a broader base of experience: After about three years, you've learned most of what you're going to know about how to do your job. Therefore, over a ten year period, you gain more experience from "3 x 90%" than "1 x 100%."

**Reason #2:** A more varied background creates a greater demand for your skills: Depth of experience means you're more valuable to a larger number of employers. You're not only familiar with your current company's product, service, procedures, quality programs, inventory system, and so forth; you bring with you the expertise you've gained from multiple companies.

**Reason #3:** A job change results in an accelerated promotion cycle: Each time you make a change, you bump up a notch on the promotion ladder. You jump, for example, from RA Sr. Specialist to RA Manager; or RA/QA Manager to RA/QA Director.

**Reason #4:** More responsibility leads to greater earning power: A promotion is usually accompanied by a salary increase. And since you're being promoted faster, your salary grows at a quicker pace, sort of like compounding the interest you'd earn on a certificate of deposit.

Many people view a job change as a way of promoting themselves to a better position. And in most cases that is true. However, you should always be sure your new job offers you the means to satisfy your values. While there's no denying the strategic virtues of selective job changing for the purpose of career leverage, you want to make sure the path you take will lead you where you really want to go.

For instance, there's no reason to change jobs for more money if it'll make you unhappy to the point of distraction (i.e. longer commute, no new challenges, difficult boss). On the other hand, if a job represents several other aspects that would improve your situation, then taking a job for the same money would be a good move.

The "best" job is one in which the key aspects of the job match up well with what you value in a job; whether that be career growth and advancement, smaller/bigger company environment, shorter commute or more money. Working with a Recruiter that takes the time to learn what's important to you and matches

new opportunities with your criteria in mind can help ensure that your next move is the right move.