

# Job Hunting?

## Hone Those Networking and Interviewing Skills!

By: Ashish Jain

We covered HOPE [your mental mind frame], the hot industries and the industries that thrive during economic slow-downs and job sites in the last issue. In this article we will cover networking, resumes and interviews.

### **Networking**

Networking is the name of the game! Network with current and former friends, business colleagues and acquaintances to get maximum exposure. The more people you know and talk/email/ write to, the better the chances of landing a job. The main 2 networking sites that we will cover in this article are Face book [social networking focused] and LinkedIN [business networking focused]. Besides the web sites, network with your churches, associations, chamber of commerce etc hell even the PTA

#### **LinkedIn (www.LinkedIn.com)**

A business-oriented [social networking site](#) used for [professional networking](#). LinkedIn is the world's largest professional network with over 37 million members and growing rapidly. LinkedIn helps you exchange knowledge, ideas, and opportunities with your trusted contacts. A contact is built up consisting of direct connections, the connections of each of their connections (termed *second degree connections*) and also the connections of second degree connections (termed *third degree connections*). This can be used to gain an introduction to someone you wish to know through a mutual, trusted contact. LinkedIn can be used to find jobs, people and business opportunities recommended by someone in one's contact network. Employers also list jobs and search for candidates on linkedIN

#### **Facebook (www.FaceBook.com)**

Facebook.com is a free-access [social networking](#) website where users can join networks organized by city, workplace, school, and region to connect and interact with other people. People can also add friends and send them messages, and update their personal profiles to notify friends about themselves. The website currently has more than 200 million active users worldwide.

### **Resumes**

Keep your resumes to one or two pages and highlight your strengths and experience - a typical resume gets less than 20 seconds of the hiring manager's attention so it needs to significantly highlight why you should be considered for the job. Most recruiters and hiring managers quickly disqualify someone from the database if they see something they don't like - The number of resumes is so overwhelming that a badly put together resume will instantly disqualify you.

### **Reverse chronological résumé**

A reverse chronological résumé enumerates a candidate's job experiences in reverse chronological order, generally covering the last 10 to 15 years. The reverse chronological résumé format is the one that is most commonly used. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience going chronologically backwards through a succession of previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time.

### **Functional résumé**

A functional résumé lists work experience and skills sorted by skill area or job function. The functional résumé is used to assert focus on skills that are specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. The functional résumé works well for those making a career change, having a varied work history and with little work experience. A functional résumé is also preferred for applications to jobs that require a very specific skill set or clearly defined personality traits.

### **Online résumés**

The Internet has brought about a new age for the résumé. As the search for employment has become more electronic, résumés have followed suit. It is common for employers to only accept résumés electronically, either out of practicality or preference. This electronic boom has changed much about the way résumés are written, read, and handled. Choose word, PDF or HTML to create your resume and limit the formatting as it does have a tendency to get messed up when you cut and paste your résumé online. Many employers use electronic résumé processing systems to handle large volumes of résumés therefore you must remember to defiantly add "buzz words" and words from the job description to your resume.

### **Job interview**

**Multiple rounds of job interviews may be used or you could be interviewed by a single hiring manager or a panel of managers consisting of operations, HR etc**

It is very important to be well prepared for the

interview. A common reason employers give for not hiring an applicant is the inability of the applicant to fully explain the contents of his or her résumé. Therefore it is paramount to be able to discuss in detail every item listed on one's resume, and if possible to give examples when appropriate. It is also wise to research the company before the interview. To avoid being nervous, the applicant should practice answering difficult questions. Good sources of interview questions can be found by searching the Internet.

### **Behavioral interview**

A common type of job interview in the modern workplace is the **behavioral interview** or **behavioral event interview**. This type of interview is based on the notion that a job candidate's previous behaviors are the best indicators of future performance. In behavioral interviews, the interviewer asks candidates to recall specific instances where they were faced with a set of circumstances, and how they reacted.

### **Stress interview**

Stress interviews are rare but can be industry specific. Stress interview is where the employer uses a succession of interviewers whose mission is to intimidate the candidate and keep him/her off-balance. The ostensible purpose of this interview is to find out how the candidate handles stress. Stress interviews might involve testing an applicant's behavior in a busy environment. Questions about handling work overload, dealing with multiple projects, and handling conflict are typical.

### **Technical Interview**

This kind of interview focuses on problem solving and creativity. The questions aim at your problem-solving skills and likely show your ability and creativity. Sometimes these interviews will be on a computer module with multiple-choice questions.

### **Telephone Interview**

Telephone interviews take place if a recruiter wishes to dwindle down the number of prospective candidates before deciding on a shortlist for face-to-face interviews. They also take place if a job applicant is a significant distance away from the premises of the hiring company such as abroad or in another state.

All the very best in your job search and remember – HOPE –