



EXECUTIVE RECRUITMENT & CONSULTING

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JOB SEARCH DOS AND DON'TS

COVER LETTER BASICS

- Short, sweet and to the point.
- Use bullets.
- Ad: Identify the job you are applying for and how you heard about it; or
- Proactive: Identify the position you would like to be considered for and why you want to work for the company.
- What are your credentials? An example of being a decision maker and problem solver.
- Ad: Include requested material and present salary.
- Reference attached resume.
- Best way to contact you.
- Appreciative close.
- PRUFREED!

EMPLOYER INTERVIEW QUESTIONS

- Why do you want to work here?
- How do you reach decisions?
- How do you cope with multiple assignments?
- How do you cope with last minute assignments?
- What experience do you have with deadlines?
- What supervisory experience do you have?
- How do you deal with a bad supervisor? What did you learn from the experience?
- How do you deal with criticism?
- What budgetary experience do you have?
- What was your greatest success/failure? What did you learn?
- Are you a risk taker?
- How do you cope with angry people?
- Why do you want to/did you leave your present job?
- Why did you leave your previous jobs?
- What are your strengths/weaknesses?

RESUME BASICS

- Plain white paper, 12-point font, 1-inch margins, black ink, no graphics, plenty of white space.
- Length: As much as is necessary to properly show who you are. Usually 2-3 pages. You don't need to go back more than 20 years.
- If an e-mail document, name it "Your Name - Resume".
- Full name, address, phone numbers and e-mail address on top. No cutesy e-mail addresses.
- Don't lie or embellish.
- Don't have an "Objective" but if you do, no superlatives just facts.
- Start with "Selected Accomplishments" to frame the discussion about who you are.
- Use bullets.
- "Work Experience" including title, name of employer, location of employer, dates of employment, brief description of employer (mission, budget, number of employees), job description highlights. (Don't repeat what appears in "Selected Accomplishments.")
- "Education" showing name of institution, major, degree, graduation year.
- "Awards/Honors/Memberships"
- "Publications"
- "Languages"
- PRUFREED!

CANDIDATE INTERVIEW QUESTIONS

- What is the rate of employee turnover?
- What is the average length of employment?
- What is an example of a decision based on values and not on bottom line?
- What are your short- and long-term corporate goals?
- What are the short- and long-term goals for the specific position?
- Who will I be reporting to?
- Who will be reporting to me?
- What budget will I have?

WHO AND WHAT EMPLOYERS WANT

- Specific qualifications (years, level of achievement, software knowledge, team building skills, education/certification)
- Proven problem solvers.
- Proven track record of growth, reliability/tenure.
- Internships/education indicating problem solving potential.
- People with shared interests.

INTERVIEW PREPARATION

- Research the employer.
- Be prepared for multiple interviews.
- Do not be late. Have a phone number in case of emergency. Do not call at the last minute.
- Don't bring coffee.
- Dress professionally. No perfume/after shave. Minimum amount of jewelry. Always err on the side of conservative.
- Strong hand shake.
- Ask for business cards.
- Positive attitude. Don't bad mouth previous employers. Don't speak in the negative. Be friendly but not chummy.
- Don't be modest but show you are a team player. "I" vs. "We"
- Make eye contact. Be animated. Give succinct answers. Expand only if asked. Don't be presumptuous if asked how you would solve their problems. Give concrete examples of what you have done. Don't use notes. Show samples only if asked. Accept criticism. Don't be argumentative.
- Immediately send a thank you letter referencing the interview and providing requested information. The letter can get you or cost you the job.
- Be aware of information about you on the Internet.
- Don't bring up salary or benefits. If they do, be honest. Say what you earned and what you need. Logic not emotion.
- Deal with travel expenses with admin staff.