GETTING MORE THAN JUST YOUR FOOT IN THE DOOR

Kelly King, SPHR
Senior Human Resources Professional

Job Search

Job Search

Help Wanted

- Network, network, network
- Social Media
  - LinkedIn
  - Facebook
  - Twitter
  - Industry Specific Sites
- Trade Publications/Sites
- Classifieds
- Recruiters

Résumés

How to be made fun of before you even enter the door

Deadly Errors

- Picture
- Email Address
- Hobbies & Interests
- Typos
- Formatting
- Social Media

How to avoid these mistakes

- Double and triple check
- Use tools – spelling and grammar check
- Ask a friend, professor, colleague to review
- Have your recruiter review and offer suggestions
- Common sense

Résumés

The Do's

- Keywords
- Memberships
- Associations
- Awards
- High Level References
- Detail – what you actually performed and accomplished
  - Action Words

More than just a piece of paper

Get Noticed

- Sell yourself
- Do what the job will require
- Prove you have what it takes
- Portfolios
- Personal Websites

Interviewing

Be Prepared

- Know your résumé inside and out
- Have examples ready for common questions and practice your responses
  - Tell me about a time when you had to make a difficult decision regarding…
  - What would you do if…
  - What do you like best/least about your current/ previous job…
- It's okay to take a minute to compose your answer

Be Prepared

- Run Reconnaissance
- Too early = awkward
  - No more than 15 minutes
- Attire – even if a casual office dress to impress
- Practice your introduction
  - "Tell me a little about yourself."
  - Don't talk too much
  - Stay relevant
  - Watch your Title VII's

Interviews

Types of Interviews

- Prescreening
- One-on-One
- Team (360°)
- Panel
- Structured
- Nondirective
- Stress

Types of Questions

- Technical
- Behavioral
- Situational

Don't give them a reason to not like you

Interview Biases

- Stereotyping
- First Impression Error
- Negative Emphasis
- Halo/Horn Effect
- Nonverbal Bias
- Contrast Effect
- Similar to Me Error
- Cultural Noise

From The SHRM Learning System®

Illegal Questions

Was I just asked that?

- Are you married?
- How many children do you have?
- I went to _____ High School, too, which class were you in?
- You have a great accent, what is your native language?
- Where do you go to church?
- Have you ever been arrested?

Illegal Questions

- Small talk
- How to respond
  - Don't point out that they just asked an illegal question
  - Change the subject
  - "I prefer not to answer that."
  - Ask how it is relevant to the position
- Regional differences

Illegal Questions

- Are you married?
- How many children do you have?
  - This job requires occasional overtime and travel. Will that be a problem for you?
- I went to _____ High School, too, which class were you in?
  - Do you have a high school diploma or equivalent?
  - Are you over the age of 18?

Illegal Questions

- You have a great accent, what is your native language?
  - What languages can you speak or write fluently?
- Where do you go to church?
  - Are you able to work the required schedule?
- Have you ever been arrested?
  - Have you ever been convicted of a crime?

Landing the Job

Pre-hire Activities

Not so fast

- The offer process
  - Find out everything including:
    - Total Compensation, Benefits, Vacation, etc.
- Contingencies
  - Background check
    - Authorization & Scope
  - Drug screening
  - Reference checks

Benefits

- Medical, Dental & Vision Insurance
- Life/AD&D Insurance
- STD/LTD
- FSA/HSA/HRA
- Supplemental Insurance
  - Sickness
  - Accident
  - Cancer
  - Long-term Care
- 401(k)
- Stock Options
- Tuition Reimbursement
- 529 Plan
- Adoption Assistance
- Pet Insurance
- Gym Membership
- Mobile Massage

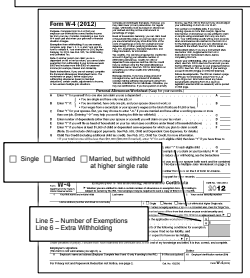
Freelancing

Employee vs Independent Contractor

Employee	IC/Freelancer
Paid through payroll Taxes withheld FICA/Personal Income W-4 W-2 Benefits	Paid gross amount You pay your own taxes 1/3 rule 1099 Not Benefits Eligible

Employment Forms

W-4



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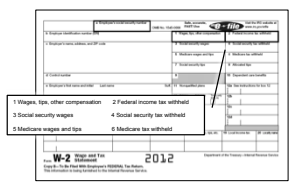
Employment Forms

W-2



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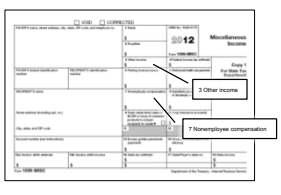

Employee vs Independent Contractor

What am I?

- Do you have the ability to set your own hours and determine the sequence of your work?
- Do you work off-site?
- Do you work on a project basis or have a continuous relationship with the employer?
- Are you being paid by the job or on another basis?
- Do you have an opportunity for individual profit and loss?

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Employee vs Independent Contractor

What am I?

- Do you furnish your own tools and training?
- To what degree do you have independent initiative, judgment and skill required to perform the work?
- Do you consider yourself self-employed?

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