

HOW A PROSPECTIVE EMPLOYER SEES YOUR RESUME

Here is a list of questions that reviewers and screeners may ask themselves as they review your resume. You would be well advised to review this list and amend your resume accordingly.

- Did the applicant tailor his/her resume for this position, or does the applicant seem to be sending out mass mailings?
- Is the applicant's education relevant and sufficient for position?
- Is the applicant's educational background relatively current?
- Throughout his/her work experience, has the applicant enriched and updated his/her education and work experience with additional classes, retreats, seminars, workshops or conferences?
- Does the applicant have sufficient background experience to qualify for position?
- Has the applicant bounced from school to school or from job to job?
- Does the applicant's resume cover all of the job requirements mentioned in the job announcement?
- Is there anything that the applicant has left out?
- Has the applicant included any items on his/her resume that demonstrate that the applicant is a self-starter, shows future promise or initiative?
- Has the applicant proven through past experience and education his/her competency in the required focus of this job?
- Has the applicant listed all required licenses or certificates?
- Has the applicant been inconsistent in the format of his/her resume? Are there omitted dates, descriptions, references, etc., for some positions but not for others?
- Has the applicant stressed irrelevant abilities? (Example: applicant stresses management skills when position requires engineering skills)?
- Does the applicant have gaps in his/her job history that are unexplained?
- Has the applicant been involved in community, school or volunteer activities? (Important for employees entering the job market for the first time or those who have been out of the job market for a while).
- Does the applicant's resume reflect both depth and variety of experience?

- Is the applicant's resume neat and complete?
- Does the applicant appear to be over qualified?
- Is the resume believable or does the applicant appear to be padding his/her accomplishments?

MORE RED FLAGS

There are a number of things employers will consider when screening applications or resumes. The way information is conveyed, or not conveyed, can send up certain "red flags" to the employer that indicates that something may be amiss. While discovery of a red flag may not warrant passing-over an applicant, the prudent screener will generally find out additional information before making a final decision on the application. Screeners are taught to consider or ask the following:

- Carefully examine functional resumes. Functional resumes can be used to hide gaps in employment because they do not tie skills learned to specific jobs. The functional resume is often used to mask someone who is jumps from job to job or has a difficult time holding on to a position.
- Are suspected salary needs comparable to the job? Based on the applicant's background, will he/she have salary expectations that are substantially higher than your organization may be able to pay? Would the applicant be taking a big pay cut? Why? Would the new position be a great leap in pay? If so, can the candidate justify it by his/her qualifications?
- Lookout for clutter. Some applicants may try to pad or embellish their resume or application with incidental hobbies, activities and experience not related to the position being applied for, to cover deficiencies in their work record.
- Watch out for neatness and completeness. If an applicant does not take the time to make sure that his/her application is complete and without mistakes, it may indicate that he/she will not be attentive to details on the job either.
- Does the applicant take too much credit? Watch out for applicants who assume full credit for a project that was probably undertaken by several staff people.
- Does the applicant use vague generalities to describe his/her work or does he/she tie statements to specific verifiable projects?
- Watch out for an inconsistent career path. Has the applicant made many of lateral moves, changed professions several times or stayed at his past positions for short periods of time? What reasons are given for leaving previous positions?

THINGS THAT TRIGGER QUESTIONS

The lazy way to match your resume to the job description for the company is in a bulleted list of experiences. Don't just sit down with the job description and copy it directly into your resume. If your bloated list doesn't match your previous job experiences or your job history you will raise many red flags. It is anything that doesn't make sense in your resume make sure you explained it in your cover letter.

Job responsibilities can be faked easily. Keep in mind that the larger the company you worked in the more specific your job description will need to be. If you were to smaller company perhaps a startup, then it will be believable that you held down many responsibilities and had to experience to multiple tasks.

Many times a prospective employer will determine your level responsibility based upon your salary compensation. So before you put yourself as a manager, or supervisor, make sure you do some research on the salaries for the positions for the level of responsibility in your geographical area. Salary.com is just one of the great many sites where you can get an exact salary compensation guide based on job skill set and the zip code.

Many managers pride themselves on using gut intuition or instinct to determine if you're lying or telling the truth whether it is on a resume or during your interview. This is why your resume should be fanciful. Your responsibilities should be close or match exactly your job description or title. Your salary should be in line with your title.

Take time to learn the common terms or buzzwords of the industry or company that you're applying for. Sometimes just knowing the right terms and job specific terminology is enough to make it past the interviewer. Of course this wouldn't apply to being a plastic surgeon or engineer. However, if you know the proper terminology, and had the educational background to match what they are looking for, you will ace the interview.

Make sure that your experience and educational background makes sense. Certifications, degrees and other training must correlate to whatever experience you claim to have. You may be asked for documentation, which proves what qualifications, licenses, courses, completions, certifications, diplomas or job evaluations you may have. Your prospective employer may call your former employer directly and ask about the accuracy of the claim to the documents you have. A smart prospective employer will ask to see the original of any documentation have as opposed to two copies. With a good laser printer you can forge just about anything you need.

Licensing information such as a real estate license can be verified by checking the licensing agency. Don't forge any paperwork or document it can easily be verified. You are just asking to be caught if you do.

Use these tips as a way of successfully navigating your way through the

employment-hiring maze.

Here are a few of the things that companies will ask for when interviewing you.

- 1) Paycheck stubs.
- 2) Employment contracts.
- 3) Business cards.
- 4) Income tax returns.
- 5) Letters of employment.
- 6) Any previous work documents from the company you worked for describing what you did for them.

Sometimes human resources people will ask the names of your co-workers who might be able to verify that you worked at that particular company. In some severe circumstances human resources might ask these people to verify what documentation that the work is company. Not to worry with a good laser printer you can produce just about any good document will cover that another chapter.

They will give you a written test asking questions pertaining to your particular skill set experience level that you should have. So be ready for it. Many times a company will have a technical interview on the phone with you, to determine if you actually have the knowledge of the skill sets necessary. Very often human resources people will speak to people in the same profession who how the skill set that are interviewing for.

If you're interviewing for a manager position, you'll probably the ask questions about the projects and responsibility that you held as well as your previous accomplishments. This is not the time to brag about how awesome you're. Now is a time for you to build more credibility and show how you would add value to the company based on your previous successes.

If write in your resume that you were part of particular project for a division, make sure that you have your details straight. You'll need to know in-depth knowledge of the project, how many people were on the team, what the budget for your project was, what division as well as whether or not it was a success and why.

If you are vague, and lack any details in your management experience, suspicions will arise.

Make sure you have knowledge of why the project was successful did save money did save turnover did improve procedure is anything like that. The more details you how the more convincing you'll sound. Make sure that if you are taking credit for something that they can't look at out in any public records press releases or any other documentation available to public. Sometimes companies will call your

previous employer and ask them and details about your responsibilities and your successful project.