

Applying and Interviewing for Employment

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Employment Messages

Application Letters

Inquiry Letters

Application Forms

Follow-Up Notes



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Tips for Application Letters

Be Clear and Specific

Know the Company

Avoid Discussing Salary

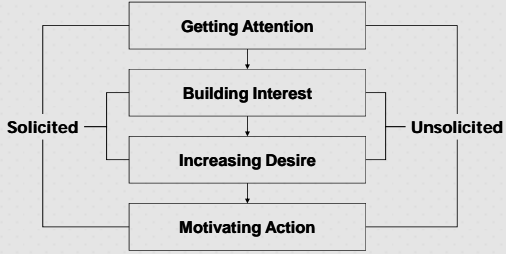
Keep the Letter Short

Show Some Personality

Aim for High Quality

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Types of Application Letters



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Application Follow-Ups



Update Application

Exhibit Interest

Show Persistence

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Employment Interviews

Organization's
Main Objective

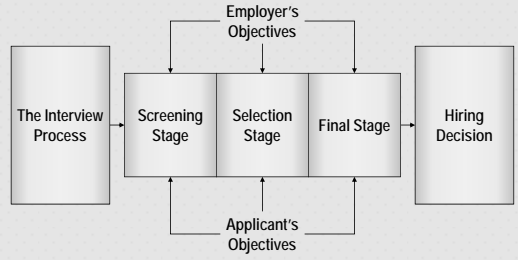
Applicant's
Main Objective

Match Applicants
with the Organization

Match Goals and
Capabilities with the Job

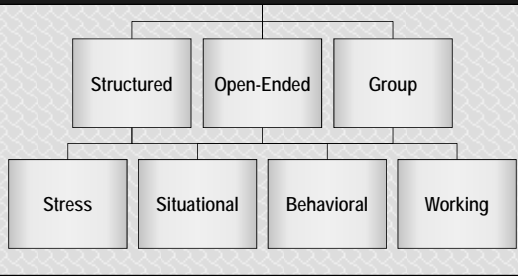
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Typical Interview Sequence



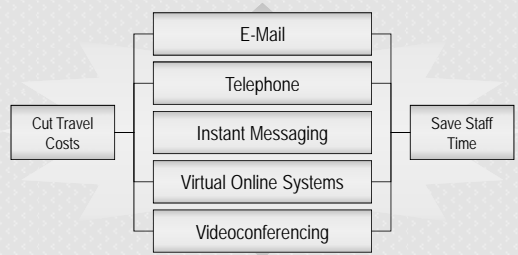
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Types of Interviews



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Types of Interview Media



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What Employers Look For

Organization Fit

Personality

Background

Style

Qualifications

Knowledge

Skills

Abilities

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Preemployment Testing

Integrity Tests

Personality Tests

Job-Skills Tests

Substance Tests

Background Checks



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Preparing for the Interview

- Learn about the organization
- Think ahead about questions
- Build your confidence
- Polish your interview style
- Plan to look your best
- Be ready when you arrive

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Learn About the Organization

The Organization	The Opportunity
✓Corporate name	✓Job title
✓Age and location	✓Job functions
✓Products or services	✓Job qualifications
✓Industry position	✓Career path
✓Earnings and growth	✓Salary range
✓Overall structure	✓Travel and relocation

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Planning for Questions

Skills

Interests

Goals

Attitudes

Achievements

Relationships


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Prepare Some Questions

- Are these my kind of people?
- Will I enjoy doing the work?
- Do I want to do this job?
- Does the job pay what I'm worth?
- Who will be my supervisor?
- What kind of future can I expect?

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Bolster Your Confidence



Control Anxiety

Stay Positive

Focus on Strengths

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Polish Your Interview Style

Self-Confidence

Good Manners

Mock Interviews

Nonverbal Skills


Voice Training

Good Judgment

Personal Poise

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Plan to Look Good



Conservative Clothing

Professionalism

Good Grooming

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Be Ready When You Arrive

- Paperwork**
- Travel Time**
- Waiting Time**



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Interviewing for Success

Screening Interview	Selection Interview	Final Interview
Differentiate Yourself	Stress Strengths	Reveal Motivations
Stress a Key Aspect	Sell Qualifications	Discuss Values
Demonstrate Skills	Obtain Information	Get the Job


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The Interview Process

1	The Warm-Up Stage
2	Questions-and-Answers
3	Close of the Interview


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The Warm-Up Stage

	First Impressions
	Nonverbal Cues
	Business Etiquette


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Questions-and-Answers

	Thoughtful Answers
	Intelligent Questions
	Careful Attention
	Discrimination

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Close of the Interview

	Concluding Gracefully
	Discussing Salary
	Reviewing Notes

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Following Up After the Interview

Thank-You Messages

Inquiry Messages

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More Follow-Up Messages

Requesting More Time

Accepting Job Offers

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More Follow-Up Messages

Declining Job Offers

Resignation Letters

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