



OMES

Outplacement

Guide

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Purpose

Navigating the job market can be challenging for any job seeker. This document will help prepare you for your job search. This guide will take you through all steps of the recruitment process from creating a resume to following up post interview. Additional resources will be linked throughout for your convenience. Good luck in your job search.

Before the interview

Preparing for the interview requires attention to detail, time, and most importantly, effort. The three main parts of preparation are creating a cover letter, perfecting your resume, and researching/practicing for the interview.

Cover Letter

Your cover letter is your first impression to potential employers. Review the guidelines below to create an effective, attention grabbing cover letter.

1. Avoid a generic salutation

If possible, don't start your note with "To whom it may concern" or "Dear sir or madam." Instead, call the company to ask the hiring manager's name (as well as the correct spelling) and title if it's not apparent in the job posting. Addressing the letter to a specific individual will demonstrate both motivation and resourcefulness.

2. Keep it focused

Hiring managers don't want to read a novel, so limit your note to two or three short paragraphs. Explain why the job interests you and what qualities you can bring to the position. Your interest in rock climbing isn't applicable unless you are applying to an organization that caters to sports enthusiasts.

3. Customize the content

It's important to target each letter to the actual job opening. You can determine which professional accomplishments to focus on by looking at the job posting. For example, if you are applying for a position that involves managing a small team, play up your interpersonal skills and previous experience overseeing small groups. Expand upon one or two key points from your résumé -- perhaps how you oversaw a successful product launch -- to better key into the potential employer's needs.

4. Showcase your top assets

There is a fine line between confidence and arrogance. Saying you are the best "Web designer west of the Rockies" is less effective than explaining how your redesign of a client's Web site increased sales for the company by 10 percent or noting that you won a prestigious award for your work.

5. Address any concerns

The cover letter is also a place to address any issues such as gaps in employment that may cause concern for a hiring manager. Briefly explain why you were out of work and, more important, what you have been doing since then to keep your skills up-to-date.

6. Don't make demands

Avoid asking for a specific salary or making other work-related demands ("I prefer working from home every Friday"). The purpose of your letter is to explain what you can do for the company, not vice versa.

7. Be honest

Don't stretch the truth about your accomplishments. Even seemingly minor misrepresentations -- saying you managed the daily operations of a firm's help desk when you actually co-managed it, for example -- can come back to haunt you during the reference or background check process.

8. Check for errors

A sure way to take yourself out of the running for a job is to have a typo or grammatical mistake in your cover letter. Ask a trusted friend or family member to review the document before you send it out. 76 percent of executives interviewed by Monster.com said just one or two typos in a résumé would remove applicants from consideration for a job; 40 percent said it takes only one typo to rule candidates out.

Finally, try to read your cover letter from the perspective of a hiring manager. *Would you offer an interview based off the content of the cover letter?*

Sample Cover Letters by position: <http://jobsearch.about.com/od/coverletters/a/cover-letters-a-z.htm>

Sample Cover Letter

Dear Ms. Smith,

I'm writing to express my interest in your posting for an experienced Database Administrator. As a certified Microsoft Database Administrator with a Bachelor's degree in computer science and hands-on experience overseeing the design, development and maintenance of various database systems, I believe my skills perfectly suit your needs.

I enjoy solving large, complex data problems enjoy the process of building and determining a solution. I am able to quickly identify new resolutions that will not only help solve major business problems, but also ensure that the business maintains local, federal and business sector compliance given my extensive research abilities and deep industry knowledge.

The requirements and skills listed on your website closely match my background and future career goals. I look to grow in my role as a Database Administrator and have begun pursuing advancement by enrolling in a Master's of Science in computer science at ABC University. I believe your company will be an ideal place to apply my education and work experience.

My resume is attached and I'd be happy to pass along a list of past projects. I can be reached anytime at 555-555-5555 or name@gmail.com. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

John Brown

Resume

Resumes are probably the single most important document needed to obtain a job. They detail relevant experience, skills, and education, and they provide future employers with a snapshot of what they can expect for you as an employee. Resumes should be accurate, easily readable, and concise. Read the below tips on what to include in your resume. Use language from the powerpoint if changes are made.

Name and Contact Information: include your name, address, phone number and email address. If the employer does not know an applicant's name or how to easily contact him or her, there is no chance for an interview no matter how well qualified the applicant is. Be sure to have a professional email address and an appropriate voicemail message. You don't want to be turned away before you even step foot in an interview.

Core Strengths: Depending on your level of experience directly related to the position, a core strengths section can be utilized to show your knowledge. This can be a very beneficial section to highlight keywords that are also listed in the job posting.

Experience: This information should be included but can be broken up and listed in a variety of ways. Typically experience information is listed in a reverse chronological order (starting from most recent and moving back) and includes the past 10 years or 3-4 jobs depending on relevance and space availability. This section can be any experience, paid, unpaid, volunteer, internship, etc.

Education: Many positions require a specific educational background and/or training. Including information on degree level, major, school, and graduation date will show qualifications for the position and help support the objective or summary, if one is listed. Again, list the most recent first.

What not to include: There is no need to list references on the resume, as the goal is to get an interview and most employers will not check references until after you've been interviewed. Instead, take a list of references to the interview. Also, there is no need to list personal information on your resume, such as marital status, gender, religion, hobbies, etc. Only include job relevant information and make it as specific as possible.

Sample Resumes by Industry: <http://jobsearch.about.com/od/resumeexamples/tp/resume-examples-occupation.htm>

Sample Resume

Kelly R. Jones

123 Main Street, Apt. 101
New York, New York 10001
Mobile: 202-555-1234
kellyjones@gmail.com

Summary

- More than two years of progressive developer and IT project experience
- IT internship with Company ABC in New York City
- Magna Cum Laude graduate with BBA in Computer Science

Education

Bachelor of Science in Computer Science, May 2016
Illinois State University, Normal, Illinois

- Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Experience

IT Internship, June 2015-August 2015
Company ABC, New York, New York

- Conducted user acceptance, performance stress, regression and integration testing; made changes and corrections as needed.
- Performed ongoing maintenance and review of applications systems and programs.
- Prepared program documentation to support new or enhanced systems and applications.
- Received Employee of the Month award twice—first intern ever to win the award.

Application Developer, June 2014-August 2014
Anytown Information Technology Service, Anytown, New York

- Performed all aspects of systems design including writing required programs, testing time evaluation of new processes and implementation of new applications.
- Developed process/system design alternatives for major portions of systems being analyzed.
- Identified problems and developed appropriate solutions.
- Produced deliverables related to assigned projects. Performed analysis, design, development, testing, implementation and maintenance of systems and procedures to create companywide paperless solutions.

Writing Tips

Both Cover Letters and Resumes require polished writing skills. It is important to not only have applicable job skills, but you must also be able to display your skills in a format that is appealing to the hiring manager. A messy resume or a cover letter riddled with grammatical errors could easily get tossed aside by a busy hiring manager. One of the easiest ways to improve your resume is by selecting action verbs. The list below shows some good verbs for different skill sets that will potentially be required in job postings. Pro tip: Start each line with an action verb and make sure your verb tenses are consistent.

Resume Action Verbs

Management and Leadership Skills	Communication	Research	Technical Skills	Teaching	Organizational	Financial	Creative	Helping
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed coordinated drafted delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated Negotiated Persuaded Promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated	approved arranged catalogued categorized chartered classified coded collected compiled corrected corresponded distributed executed filed generated incorporated inspected logged maintained monitored operated ordered organized provided purchased reviewed verified	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

For More Resume Tips and Advice or to Create your Resume Online Free – Visit Resumebear.com

Interview Prep

Walking into an interview can be intimidating, but walking into an interview unprepared is asking for an awkward experience for both you and the hiring panel. Make sure you conduct ample research before walking in to meet potential future employers. No matter how great you look on paper, the interview is the ultimate deciding factor to determining a candidate's future with an organization. Review the activities below to ensure optimal preparation for your impending interviews.

- Draw a line down the center of a piece of paper. On the left side, make a bulleted list of what the employer is looking for based on the job posting. On the right side, make a bulleted list of the qualities you possess that fit those requirements.
- Research the company, the industry and the competition.
- Prepare your 60-second personal statement -- your answer to the "tell me about yourself" question.
- Write at least five success stories to answer behavioral interview questions ("Tell me about a time when..." or "Give me an example of a time...").
- List five questions to ask the interviewer about the job, the company and the industry.
- Research salary data to determine your worth.
- Determine your salary needs based on your living expenses.
- Get permission from your references to use their names.

Present the Best You

Do you look professional? Check yourself in the mirror; part of your confidence will come from looking good. Always err on the side of too "dressy" for interviews. Have your suit cleaned, ironed, and ready to go the night before your interview.

Prepare Answers to Common Interview Questions

- Tell me about yourself.
- Why did you leave your last position, or why are you leaving your current position?
- What do you know about this company?
- What are your goals?
- What are your strengths and weaknesses?
- Why do you want to work for this company?
- What has been your most significant achievement?
- How would your last boss and colleagues describe you?
- Why should we hire you?
- What are your salary expectations?

Behavioral Interviews

Be aware that behavioral interviews are becoming more popular. These interviews attempt to measure how a candidate has responded to specific situations. The idea is if you have demonstrated desirable behaviors in the past, you will be able to handle situations in the future. Answering these questions effectively requires you to be able to accurately describe a situation, your role, and the end result. Be sure to share with the interviewer(s) any lessons learned and how you believe that situation better equipped you for your future roles. Use the sample behavioral question and response to guide you in the formulation of your answers. You will notice this answer gives pertinent details, but it does not overload the interviewer with specifics that would be confusing to follow.

Sample Behavioral Question

Question: Describe a difficult problem you had to sort out in your last job (Problem-solving)

Answer: "We were getting a lot of complaints about late deliveries. (*Situation*)

I met with the staff involved in the customer delivery department and discovered that the problem seemed to be with the stock coming through on time.

I investigated and found that requests for new inventory were not been processed fast enough. The backlog was in the orders department as they were not following up adequately with the suppliers. A system for regular follow up was quickly implemented. (*Action*)

This sorted out the stock problems and the delivery staff was able to meet their deadlines." (*Result*)

Additional Interview Questions and Answers:

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

Ready to Leave Your House?

Before you leave your house for an interview make sure you have the following:

- Copies of your resume
- Copies of your references
- Pad of paper and pen—Pro Tip: Write down any questions you want to ask during the interview so you won't forget them in the stress of the moment
- Directions to the interview site, contact information for the interviewer(s), and any check-in procedures provided

The Interview

The big day is here, and you may be feeling nervous, but wait, good news, you are prepared! You have studied the company, interview questions, and made it through the initial screening of your resume and cover letter. It's time to show off your skills and hard work. Be confident. Speak clearly. Finally, look over the tips below to make sure you have all your bases covered.

- Arrive early -- enter the building 10 minutes before your appointment.
- Review your prepared stories and answers.
- Go to the restroom and check your appearance one last time.
- Announce yourself to the receptionist in a professional manner.
- Stand and greet your interviewer with a hearty -- not bone-crushing -- handshake.
- Smile and maintain eye contact.
- Try to focus on the points you have prepared without sounding rehearsed or stiff.
- Relax and enjoy the conversation.
- Learn what you can about the company.
- Ask questions and listen.
- At the conclusion, thank the interviewer *in part* of interviewer italicized?, and determine the next steps.
- Ask for the interviewer's business card so you can send a follow-up letter.

After the Interview

As soon as possible, write down your thoughts on the interview. Use these notes to create thank you notes to each interviewer. Be sure to bring up specific points that were made in the interview. Not only will this reinforce what skills you bring to the job, it's also courteous and shows respect to the interviewer's time. See the sample "thank you" email to guide you in writing your own letters.

Sample Thank You Email

[Name of Person],

It was a pleasure meeting you last Friday and learning more about the company and the [job title] position. With its leading position in [industry], [Company Name] presents the type of challenging, dynamic opportunity I am looking for.

With my knowledge of [specific knowledge related to position] and my background in [previous job related to position], I have no doubt I would be an asset to this company.

Thank you once again for your attention. I look forward to hearing from you and hope this is the start of a mutually beneficial partnership.

[Your Name and Contact information]

Searching for a Job

How do you even get started hunting for a job? With technology booming, the newspaper is a limited resource for job hunting in the 21st century. The internet may be your best resource in finding your new career. There are large websites that list jobs all around the world like Indeed, Career Builder, and Monster, and then there are local sites like Oklahoma Employment Security Commission, Oklahoma Job Match, and Oklahoma Works. Another approach you can take is to search by specific hiring entity—i.e. a company, government agencies, or staffing agencies. Visit sites and choose a variety of searches to get a broader view of what jobs are available.

This is what a basic job search engine looks like. Some will allow you to choose a category rather than putting free text in the search.

indeed

what **where**

job title, keywords or company name city, state or zip code Advanced Job Search

[↑ Post your resume](#) - It only takes a few seconds

815,786 new jobs in the last 7 days
Search job sites, newspapers, associations and company career pages.

Try out some of these sites in your job hunt:

OK Job Match: <https://okjobmatch.com/ada/r/>

Indeed: <http://www.indeed.com/>

Career Builder: <http://www.careerbuilder.com>

Monster: <http://www.monster.com>

Oklahoma Works: <http://oklahomaworks.gov/>

The Oklahoman: <http://newsok.com/marketplace/jobsok>

Glassdoor: <https://www.glassdoor.com/>

LinkedIn: <https://www.linkedin.com>

Conclusion

For more information about the different occupations, job market trends, and wage information, visit the site below:

http://www.careerinfonet.org/acinet/occ_intro.asp?id=1,&nodeid=1

University and College Resources

Finally, many universities and local colleges have free career services to both alumni and non-alumni. Visit their websites for more information about how they could help you:

OSU: <http://www.hireosugrads.com/StudentsAlumni/ResumeCoverLetter-ResumeTips.aspx>

Rose State: <https://www.rose.edu/content/business-community/job-center/employment-resources/>

OU: <http://www.ou.edu/career/>

OCCC: <http://www.occc.edu/get/jobs.html>

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