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TIPS FOR JOB SEEKERS

1. Voicemail:
 - Be sure to have a professional outgoing message (no music, kids, etc.). Keep it short and simple.
2. Phone calls:
 - Use a script; use Mr. or Ms.; sound professional.
3. Keeping track:
 - Keep track of when you sent a resume, when you made follow up calls, when you have a first interview, sent a thank you note, etc.
4. Location:
 - Ask for directions (they may be in a quirky location) even if you use MapQuest, Google or Yahoo Maps.
 - Practice drive and alternate route.
 - Ask about parking.
 - Take a map and cell phone with you.
5. Attitude:
 - Don't talk about traffic, or anything negative, even if asked "How was your drive?" or "Did you have any trouble getting here?"
6. Self-confidence:
 - Maintain good posture, smile when you introduce yourself.
7. Research:
 - Research the company (Internet, PR section of the website, ask for an annual report, etc.).
8. Learn the law:
 - Check out www.nolo.com. Be sure you know what questions an interviewer can legally ask.
9. Question and answers:
 - Practice answering standard interview questions. (Sources: Internet, or books for job seekers, handbooks, resume writing books and the like).
10. Job application:
 - Get it in advance, if possible, and fill it out in advance of the interview. Do not write "see resume" anywhere on the application.
11. Time:
 - Arrive 5-10 minutes before your appointment, no more.
12. Bathroom:
 - Go before the interview. Recheck your physical appearance (teeth, hair, etc.).
13. Nervousness:
 - It's okay to be nervous. Smile throughout the interview, it will help.
14. General appearance:
 - Look your best, professional.

15. Grooming:
 - For women, use natural colored makeup, no colored nail polish, no perfume. Wear a suit. Statistics show people who wear blue suits get the job more often than people who wear other colored suits. A black suit is the 2nd color of choice. A white or light colored shirt or blouse is preferred. No dangling jewelry. No dresses. Don't carry a purse; carry a briefcase with a handle.
16. First impression:
 - What matters: 7% what you say, 30-40% body language, remainder is your appearance.
17. Interview:
 - Bring extra copies of your resume, references, business cards and writing sample. Do not volunteer any of these unless you are asked for them.
18. Shaking hands:
 - If you are seated when the person greets you, stand up and firmly shake their hand.
19. Food and drinks:
 - Don't bring them with you to an interview.
20. Small talk:
 - Only discuss things pertinent to you and the job: background, experience, education, the company or the position. All other subjects are off limits.
21. Interview/Question and answer period:
 - Statistics also show people remember stories more than facts. Prepare story answers for your skills. Don't mention personal information (families, etc.). Be prepared for situational questions, (i.e., tell us about your worst boss.). Turn a negative into a positive.
22. Close of interview:
 - Thank them, use their name, get their business card.
23. Listening:
 - Have at least two questions before you go into the interview. If they've been answered in the interview process, try to come up with one or two more, or say you answered the question I had about... Suggestions: how many people will I be supporting? What are their personalities like?
24. Questions and the law:
 - If someone asks what you deem to be an illegal question, try to get at what their concern is and address those concerns. Are they asking about kids, because they're concerned you won't be available for overtime?
25. Money:
 - Find out what the competition is paying. Find out average salaries for your geographic target.
 - If asked what your salary requirement is give a range, or say you are "targeting" the higher number.
26. Electronics:
 - On rare occasions you may be asked to videoconference interview. If so, be aware that body movements are magnified on film, hesitations, and the like. Keep eye contact with the camera, don't get out of your chair until the camera is turned off.
 - Turn off your cell phone before walking into the interview.
27. Follow up:
 - See if you can create a reason to follow up with the interviewer (other than to follow up on your interview). For example, you may have mentioned an article about the firm the person hasn't seen. It allows you to get your name in front of the person one more time.

28. Recalling the interview:
 - Take notes immediately after.
29. Thank you notes:
 - If you hand write one, make sure it is legible. If you send a thank you note in any other format, be sure to have someone proofread it and make sure you spell the interviewer's name correctly.