# **Recruiting and Hiring Tips for Candidates**

## Submitting Your Resumé

Your resume is your first interaction with a hiring manager, and it’s also an opportunity to make a lasting impression that will set you apart from other candidates. You can enhance it with a few simple tips.

### Resumé Preparation

* Provide accurate contact information, including your preferred method of contact.
* Check and update your outgoing voicemail recording.
* List all work history in chronological order, starting with the most recent. Consider the relevance of your work history and adjust accordingly.
* Show how you meet the specific qualifications and experience detailed in the job posting.
* Proofread your resumé. Watch out for grammar and syntax errors. Check the format of your document, such as consistent font, indentation, etc.
* Put your resumé aside for 24 hours, then proofread it again to find errors you might have missed during first review.

## Interview Process

The recruiting process can include phone interview(s), followed by in-person interview(s). It is important that you prepare for an interview like you prepare for an exam. Review the job posting, and prepare responses that showcase your ability to meet the job requirements.

### Phone Interview tips:

* + Find a quiet room for your interview.
	+ Turn off any electronic devices (TV, radio, tablet) that could be a distraction.
	+ Use a landline if possible. If using a cell phone, ensure that it has a good signal, and the phone is fully charged.
	+ Have a glass of water at your side.
	+ Have a copy of your resume in front of you as a reference.
	+ Have a pen and paper to take notes or write questions that you might need to recall.
	+ Speak slowly and clearly. Do not chew gum or eat.
	+ Remain positive!
	+ Use proper phone etiquette.
	+ Thank the interviewer(s) for their time and consideration.
	+ Follow up with a “thank you” note that reinforces your interest in the job.

### In-person Interview tips:

* + If possible, visit to the interview site the day before to ensure you know where you’re going and where to park, if necessary.
	+ Get plenty of rest the night before.
	+ Be early by at least 10-15 minutes.
	+ Prepare by answering practice questions.
	+ Bring extra copies of your resumé.
	+ Research the organization. Learn about the history, mission statement, foundations, and goals of the organization.
	+ Dress for the position. Appearances count!
	+ Look the interviewer(s) in the eye when speaking.
	+ Provide specific, relevant examples of your experience.
	+ Prepare a set of questions to ask the interviewer.

### Tips before you leave the interview:

* Reiterate your enthusiasm regarding the position.
* Get a general timeframe of next steps in the hiring process.
* Ask the interviewer(s) the preferred method of contact to follow up.

## After the Interview

The hardest part is behind you! However, you can still take action to leave a lasting impression.

### Follow-up tips:

* Send a “thank you” letter, card, or email to your interviewer one-to-three business days after the interview. Reinforce your interest in the position.
* Know when to wait. If the interviewer tells you to contact them only if you haven’t heard from them in a week, respect their wishes.
* Be prepared for additional interviews or follow-up phone calls. Continue to research information about the organization.