

Candidate Newsletter

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“There is no such thing as a boring job or a boring life. They’re as boring or interesting as you are!”

Boredom isn’t in a set of activities or relationships. Boredom, or enthusiasm, is in the mind of the person involved.

If, while playing basketball, the hoop is placed only one foot above the floor, the game will be brief, since the sense of achievement won’t deliver any excitement or challenge. And if the hoop is placed 15 feet up, it’ll also be a brief game since the players will feel a sense of hopelessness and give up in frustration.

This attitude of boredom and frustration is really all about goal setting. Goals that are too low result in boredom; goals that are too high, result in frustration.

Goals should be set just “beyond your comfort zone” – so you have to stretch and extend yourself... be open to change and perhaps to trying something new. This stimulates opportunities for continuous learning and growth.

If you don’t set your own goals, or if you allow other people to set unrealistic objectives for you, then you’re on the path leading to feelings of discouragement, frustration of boredom.

Remember: when you set your goals, you’re in control

Leadership @ Work – Harvey Silver Ph.D.

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The STAR Approach – what is it?

Many interviewers are now utilizing the STAR Approach to their interviews and you need to know what it is. The STAR Approach is an interview approach to deal with behaviour based interview questions.

Situation or Task - Describe the **situation** that you were in or the **task** that you needed to accomplish. **Be Specific** about the event or situation, do not provide a generalized description. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Action you took - Describe the **action** you took. This is all about **YOU**. Even if you are discussing a group project or effort, describe what **you** did -- not the efforts of the team. Don't tell what you might do, tell what you did.

Results you achieved - What **happened**? How did the event end? What did you **accomplish**? What did you **learn**?

Working with a Recruiter

When you're looking for a new job do you really want to use the services of a recruiter? The question is the same as repairing your own car – if you have the skills and training of a mechanic, you're best off doing it yourself; if not, you're better off with a professional.

Pros to working with a Recruiter

- ▶ You don't have to pay them... the companies that do the hiring pay for the service
- ▶ Recruiters are privy to many positions that are NEVER posted on the job boards – they allow you the ability to tap into the hidden job market
- ▶ Recruiters can provide market intelligence, company background information, networking leads, resume and interview critiquing, etc...

Okay, so now you have decided to contact a recruiter... what next?

Too many candidates do not take the interview with the recruiter seriously. Please remember, if you don't present well to the recruiter, you will never present to their clients. Always dress professionally, arrive on time and be well prepared. Be prepared to complete an application form. Given that a recruiter will review hundreds of candidates, consistency of data becomes essential to ensure that the basics are covered and that the entry of your information into the database is as efficient as possible. We can assure you that the candidates who refuse to complete the application leave a negative impression and that does not bode well for a successful placement.

Below is a Guideline of Do's and Don'ts when working with a recruiter – study the lists carefully and treat your Recruiters with respect.

Do	Don't
▶ Present accurate information about that you have done	▶ Be arrogant – you have to get past us first and if we don't like you, you aren't getting past us
▶ Present a well written resume (Grammar and Spell check please!!)	▶ Expect the interview to result in a job offer – we are a service to <i>assist</i> you with your search
▶ Provide your accurate compensation information	▶ Bare your soul/ ramble on
▶ Make yourself available	▶ Expect the recruiter to become your best friend
▶ Dress professionally	▶ Be offended if the recruiter provides you with interview critique – this is what we do to help you improve your chances of landing that job you really want
▶ Have an <i>appropriate</i> sense of humour	▶ Bad mouth your previous employers/ coworkers, etc...
▶ Prepare – be prepared to speak about your capabilities and accomplishments	▶ Manipulate your background/ compensation information – we normally find out the truth
▶ Arrive on time	▶ Interview when ill
▶ Send a thank you note/ email following the interview	▶ Wear strong perfumes or colognes
▶ Treat this interview as you would one with the actual company with which you want to work	▶ Bypass the recruiter and call the employer they present to you yourself

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