

2015 Edition

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# Get Hired!

Get That Job!

**SIMPLE STRATEGIES TO GET TO THE TOP**

**Don and Karla Silver**

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Get That Job  
Simple Strategies to Get to the Top

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## Contents

How to Prepare for the Interview .....	3
Choosing the Perfect Job.....	3
Conducting Your Job Search .....	4
Conducting Yourself at the Interview .....	5
Dressing for the Interview .....	6
Enhance Your Skills to Find the Perfect Job.....	7
Finding Training Resources for Your Perfect Job.....	8
Defining the “Perfect Job” .....	9
Evaluating Your Qualifications for the Job.....	9
Five Ways to Guarantee Landing the Perfect Job.....	10
How Effective are Specialty Employment Agencies and Job Banks?.....	11
Getting the Perfect Job and Keeping It .....	12
Focus on the Interviewer and Interview .....	13
How to Kill Your Chances for Being Hired.....	14
How to Know if You’re Making the Right Choice .....	15
Proper Interview Techniques to Land the Perfect Job .....	16
Is Getting the Perfect Job Worth the Extra Effort? .....	17
Preparing for the Perfect Job.....	17
Project Your Own Image .....	18
You and the Perfect Job: How Do You Connect.....	19
Is the Perfect Job Fact or Fantasy?.....	20
The Best Job Resources .....	21
The Importance of Maintaining Professionalism .....	22
Things to Consider when Identifying the Perfect Job.....	22
Where to Find the Perfect Job.....	23

## **How to Prepare for the Interview**

In order to get hired you have to first pass the interview process and get to the hiring manager. That means you have to know how to conduct yourself at the interview in order to even pass the first stage. There are some places that will hire you directly without going through the hiring manager but you still have to pass the interview process to be hired. Many people just go to an interview and have no idea what they need to do or how to conduct oneself and end up losing the job because of it.

One of the places many people go wrong at interviews is not having a clue about the company or the position. Not all companies ask that question but you have to be prepared. It makes you look foolish if you don't know anything about the company. They assume if you want to work for them you will take the time to find something out about the company. You do not have to know a great deal, but you should at least know what the company does and the types of products or services they provide.

Before the interview you should also prepare a list of questions you want to ask the interviewer. Most of the time the interviewer will ask if you have any questions, and if you don't have any, the consensus is that you are not concerned enough to ask any questions rather than that the interviewer covered everything. However, if he or she does not offer the information, you do not ask about the salary at the interview. This is something that is against interview protocol and should never be asked until a job offer is made. Most interviewers will discuss the salary as part of the interview process but if that is not the case, do not ask.

If you are not sure where the company is located, leave extra early for the interview or do a dry run the day before your interview. You want to avoid being late by getting lost, and though this may not be possible if the company is out of town or you are leaving from another job, make every effort to make sure you know exactly where the company is. If you are not sure and cannot leave early from another job, make sure you obtain explicit directions from the company where you are going.

## **Choosing the Perfect Job**

Once you have already defined what the perfect job is to you it's time to begin looking for positions that meet those requirements. The way you do that is by putting all of your attributes together and connecting them with available positions. You want to be realistic when you take this step and not try to find the job that includes every attribute on your list. What you want to do is find something that

closely matches what you perceive to be the perfect job rather than trying to find something that has everything you want.

One of the problems many people run across when they are looking for the perfect job is expecting too much. For example, you may feel you are worth \$30,000 as an experienced administrative assistant but there may not be available positions to support that. Be willing to accept less than what you want in order to get into the position of your dreams. That does not mean you have to take something you do not really want but you do want to leave some leeway for compromise.

In order to make the right decision you want to look at the list you have made of attributes you seek in a job. If you have not already done so, identify them by importance. There will always be some things that you absolutely must have and others that are negotiable. When you are in the process of identifying what is the perfect job for you never identify only those factors that are absolutely necessary—always leave room for negotiation. If you're looking for something that will allow you to telecommute half of the time be willing to settle for one or two days a week instead of pushing a position aside because it doesn't offer as many days as you would like. There are many different ways to negotiate for a job but not all of the areas are negotiable.

With the job market currently at such a low point it is ludicrous to think you are going to get everything you want. You may have an idea in your head about how to get hired but when the economy shows there are more people looking for job than there are available jobs you will find you have to make more sacrifices. Instead of risking not obtaining the job that may indeed turn out to be your perfect job be willing to reduce the number of mandatory options on your list.

## **Conducting Your Job Search**

There is no one method of conducting a job search that will provide better results than another. However, it is important to keep in mind that the job market today is different than it was even ten years ago and many employers refuse to see applicants until they have seen a resume first. At the same time, very few employers will accept resumes unless they have a job opening available. The other problem is that employers are also no longer accepting resumes without knowing specifically what a job applicant is seeking. It makes it easier for the employer but more difficult for the job applicant who is seeking to work his or her way into the perfect job.

Where is the best place to start? Since many employers today are utilizing online resources this may be your best bet. With so many job posting sites, it's a good

idea to look at several job posting boards rather than just one or two. Although some may be more popular than others, they are not the only ones employers utilize. You want to exercise all of your options and you can only do that if you take the time to look at all of the job boards that are available online. Never assume that all employers use what you perceive to be the most popular site. That is the same as thinking that all employment agencies will have the same job listings—a serious mistake in judgment.

Since only 20% of available jobs are posted in the local newspaper, does that mean you should not use that as a source? Of course you should not eliminate using your local newspaper advertisements but you should not limit yourself to that source. If you are a serious job seeker, you want to make use of any and all resources that are available. The more potential resources you utilize, the better your chances are of finding the job that is perfect for you. In addition, the more sources of job advertisements you search, the quicker you will be able to find a job. When you limit yourself to only a few resources you will not have access to everything that is available and will limit your search. The more resources you have available, the more options you open and the quicker you will be able to find the job that appeals to you the most.

## **Conducting Yourself at the Interview**

You have all the qualifications and you have great references, so why don't you get the job you so desire? It may be the way you conducted the interview that has prevented you from getting the job. Certainly many people become nervous at an interview but failing at the interview goes beyond just being nervous. In fact, there are things that some interviewees do that go beyond the scope of acceptable.

Do not smoke during or before the interview

Although in today's world, smoking during the interview is likely to be impossible unless you are outside, you also want to avoid smoking right before the interview and bringing the strong odor of smoke into the room. If you do smoke, have the courtesy to use breath spray or mints afterward and make sure your clothes do not carry the lingering smell of smoke. Nothing detracts from a conversation quicker than the smell of cigarette smoke.

Turn off your cell phone

Under no conditions should you have your cell phone on during a job interview. Unless the interview process is extremely long, there is nothing that cannot wait until you are finished and then only an emergency might be acceptable such as an

extremely sick child or a potential life and death situation with a family member. Cell phones should only be in the silent mode and used as stated above for extreme emergencies. If possible, arrange with a family member or friend to take emergency calls and handle them while you are at a job interview.

#### Stay focused

Another mistake people make at interviews is failing to remain focused on the interview. Instead of maintaining eye contact with the interviewer they look around the room, look out the window, daydream or any other number of things including looking in a purse, making notes unrelated to the interview, playing with a cell phone and twiddling of thumbs. All of these show signs of boredom and will put you in a negative light when it comes to getting the perfect job—or any job as far as that goes.

#### Choose appropriate discussions

The interviewer may ask a few things about your personal life such as whether family issues will affect your job and the like but don't discuss your husband or boyfriend beyond those issues that directly relate to the job. The interviewer does not want to know that you're getting ready to buy a new house or that your church is having a bazaar.

### **Dressing for the Interview**

One of the key factors that will help you achieve success in getting that perfect job is the way you dress when you interview. Even if you are applying for a position in a warehouse, do not assume it is acceptable to dress in jeans and a sweatshirt. In fact, it is never acceptable to wear jeans to an interview unless the company tells you specifically that they are having a casual day on the day of your interview or that you will be in an area where jeans or other casual clothing would be more appropriate.

Although it is becoming more common for both men and women to dress in business casual clothing for interviews, you have to keep the type of position in mind when you dress. Always remember the saying taken from a book by the same name Dress for Success. What this means is dress according to the position for which you are applying. Although it may be appropriate to wear khakis and a casual top for a position as a customer service representative, when you are applying for a manager's position you might want to wear at least a skirt and blouse for women and a suit for the men. Ladies may choose to substitute a pants suit for a skirt and blouse, especially in colder weather.

Another thing to keep in mind when you are dressing for an interview is to not wear anything that is going to draw attention to your clothes and away from you. You want the interviewer to keep his or her focus on you, so do not wear brightly colored clothing. Even if the position allows for jeans and a top wear something in a neutral tone. For men and women stay with colors such as black, navy, gray or brown for slacks and skirts and white or pastel tops. Ladies should also choose appropriate length skirts and not wear slacks that are tight or revealing.

In order to obtain your perfect job you have to look the part. It should go without saying but make sure your clothes are clean and wrinkle-free. You want to give the interviewer the impression that you are serious about the job and not just looking for something to pass the time for a few months. First impressions are those that last and if you cannot impress the interviewer during your interview, you will not have a second chance.

## **Enhance Your Skills to Find the Perfect Job**

One of the best ways you can increase your chances of finding the perfect job is to enhance your skills. The more you know how to do the better your chances are of finding the job you really want. Since we have to work for a living, we may as well do something we enjoy and that may mean developing new skills in order to do something we really like. Learning is a lifetime process and with so many changes in technology, it is unlikely we will ever reach a point that we no longer have to enhance our skills in order to keep up with the growing market.

The choices you make will affect your ability to obtain employment in your field of choice. It's important to understand the importance of maintaining a high skill level in order to meet market demand. No matter how much experience you have or how much education, there is always the opportunity to learn more especially in today's technologically advanced world. The skills we learned yesterday may be obsolete next week or even tomorrow, so we have to make certain we always have the most up to date skills and knowledge. It may mean taking additional college courses on a regular basis, but if it will help you to maintain or obtain your perfect job, is it not worth the effort.

Anything that is worth doing is worth doing well, so you want to always stay on top of your skills and enhance them as necessary to meet a growing demand. Whether you are already working in your perfect job or hoping to reach that level you need skill enhancement to help with your advancement. There is nothing worse than finding out there's a job opening within your company but you lack the skills to be



promoted. Your willingness and ability to enhance your skills is pertinent not just to obtaining a new job but to advancing in a current position as well. Do not make the mistake of thinking that you will reach the point that you no longer need to learn new skills because as long as there is a chance to improve technology there will be the need for everyone to continue upgrading their skills in order to remain part of the growing market. As we continue to move forward in the 21<sup>st</sup> century these technological changes will become more profound and necessary.

## **Finding Training Resources for Your Perfect Job**

When you don't have all of the training and education you need to perform your perfect job, you want to find out where you can go in order to get the training you need. If you already have a degree but need some additional courses, you might want to think about taking some online courses. Depending on the field in which you are interested, you may have to combine online and local courses or training in order to obtain everything you need. Medical fields, for example, still require clinical time, so you will need to arrange that in your local area.

If you are not interested in online classes, you will need to check in your local area to discover where you can obtain the training you need for the type of job you wish to find. For some people the perfect job is not based as much on the type of work as on other factors such as salary and benefits. If you are one of those people it will be easier for you to obtain the training you need than for someone who is more interested in the position itself. Of course, if you have been working in a factory and concluding, you want something working in an office, you will have to obtain some training in order to do that.

If you are just beginning your career finding out the where you need to go to learn to perform your job of choice is easier than it is for someone who has been in the workforce and is now looking to change careers. Although career changes are not usually that difficult, the transition is more difficult for those who have been working for many years doing the same job. It is not impossible by any means, and there are resources for those who are making a career change later in life. Sometimes career changes are necessary not because you no longer feel you have the perfect job but because of changes within your company.

If you find your job is being downsized and you must begin a new career, most companies offer outsource training. If this does not fit into your scope of the perfect job, you can certainly ask for more information about obtaining the training you need to move into a new field in order to obtain the job that is perfect for you.

## **Defining the “Perfect Job”**

Before you can begin to seek the perfect job, you have to be able to define what it means to you. There is no generic meaning nor will you have the same definition as someone else, even your spouse or significant other. Everyone looks for something different and thus the meaning of the perfect job will differ even among family members. It may even have a different meaning for you now than it will ten years from now. In short, the “perfect job” is the one that offers what you want and gives you the satisfaction of feeling you accomplished something when you go home at the end of your shift.

The first thing you want to do is make a list of what you expect from a new position whether it's with your current employer or whether you are planning to go to a new company. Unless you are able to identify what you seek it will be very difficult to find the perfect job. You would be going into it blindly much like looking for a house without having any idea where you wanted to live or what amenities you wanted in it. You always want to have a plan, some idea of where to begin. The more details you list, the easier it will be for you to find what you want from the beginning instead of continually changing jobs while you look for the perfect one.

Don't expect to find one generic definition for the perfect job because you are not going to find it. You will view it differently than anyone else you know because at least one thing is going to be different. For some people the perfect job may be something that allows them to work a set work schedule every day while others may be looking for the convenience to telecommute one or more days a week. You want to identify what it means for you regardless of what it may mean to anyone else. Make a list of all of the things that are important to you in a job or career and then work from your list to find that perfect job. Take the time to look for what you really want rather than taking the first thing that comes along—it doesn't look good on your resume if you continue to job hop instead of attempting to find the position you want from the start.

## **Evaluating Your Qualifications for the Job**

Looking for the perfect job sometimes means choosing something that is not exactly what you were seeking because of your qualifications. Many people are tempted to apply for positions for which they are not qualified because they happen to meet their definition of the “perfect job.” The problem is you are setting yourself up for disappointment and making yourself look foolish in front of the interviewer if you even have an opportunity to reach that step. In most cases, lacking

qualifications will not allow you to reach the interview stage, so you are only wasting your time and that of the person doing the screening for the position.

When you have found what you perceive to be your perfect job, make sure you qualify before you go any farther. You don't want to set yourself up for disappointment by applying for a position when you don't even meet the minimum qualifications. Most companies have required qualifications and preferred qualifications. If an advertisement says you must have a Bachelors degree, do not apply if you only have an Associate's degree because your resume will find its way into the trash bin rather than in the hands of the hiring manager.

The key to getting the perfect job is spending as little time as possible interviewing, and you accomplish that by only applying for positions that you can match to your qualifications. That doesn't mean you should never attempt to make career changes, but when you do choose something that matches to your qualifications rather than attempting to break into a field in which you lack experience, education and expertise. Nothing is more irritating to an interviewer than being approached by someone who doesn't meet the minimum qualifications of the job.

Review every advertisement thoroughly before you submit your resume so that you know whether you have a chance of obtaining that position. Don't think you will be able to sweet talk the interviewer with claims of being a quick learner or being willing to go to school to learn what is necessary—these are things you must possess before you will be hired for the job. There are exceptions such as when the advertisement says certain skills are “preferred” rather than required or says they are willing to train the right person. When you fail to read minimum qualifications, you make yourself look less than professional to the interviewer and may even prevent yourself from consideration for future positions for which you may qualify.

## **Five Ways to Guarantee Landing the Perfect Job**

There are ways to win and ways to lose when it comes to landing the perfect job. Before you begin looking you want to make sure you know things you should do in order to at least increase your chances of landing that perfect job you want. Nothing is a guarantee but failure to do the right thing is certainly a guarantee to failure.

### **1. Dress appropriately for the interview**

Even if you are going to a factory or warehouse for the interview, dress in business attire unless you are told otherwise by the interviewer. Do not assume

it is appropriate to wear jeans or other casual attire because of the location of the interview.

2. Learn something about the company where you are going

Nothing will kill your chances of a job quicker than your lack of knowledge about the company where you are going. The interviewer may not ask you about your knowledge but you want to be prepared in case he or she does ask. There are often occasions where an interviewer will ask how you feel you can be an asset to the company, and you can only answer that if you have some knowledge about what the company does and more importantly, the types of goods or services they provide.

3. Do not discuss personal issues with the interviewer

As tempting as it may be to become friends with your interviewer, that is an easy way to lose the job. Keep the conversation focused on things that are related to the job for which you are applying. If the interviewer asks questions that relate to your family keep your answers focused on only the question he or she asks. There is no need to provide any information beyond that asked.

4. Never talk negatively about a former employer

This is one of the worst mistakes you can make when you are applying for a new position. If the interviewer asks why you left your previous employer, be brief and do not elaborate and most of all, do not blame the company.

5. Make eye contact with the interviewer

You want to make sure the interviewer knows you are focusing on him or her. Do not look around the room or make notes unless they are related to the interview or the company with which you are interviewing. Pay attention to the interviewer and not other things in the room.

## **How Effective are Specialty Employment Agencies and Job Banks?**

When you are looking for a specific type of job, it may be in your best interest to seek the services of employment agencies and job banks that handle that specific line of work. Sometimes they are defined more specific while others are more general. For example, if you are a paralegal looking for employment, you may wish

to seek an employment agency that specializes in either legal employment or professionals. Sometimes you may find something that is more refined while other times you may have to look at something on a wider scale.

When the opportunity is available you should always work with employment agencies and job banks that specialize in the type of work you seek. This will give you a better scope of what is available in your field and help you find the job that is perfect for you easier and quicker. If you're looking for a job as an engineer, you don't want to have to sort through thousands of advertisements for chemists or administrative assistants. The fact that the job banks allow you to filter your searches is a great advantage but most employment agencies do not allow that and are unable to tell you if they even have more jobs in one field than another.

Your local newspaper is one source that will allow you to see advertisements only for the field in which you have an interest. On the other hand, it does not provide enough information for you to know if a particular advertisement is worth your time. Many newspaper advertisements do not list the employer's name or the salary, and it is not advisable to ask for the salary during the interview—job-interviewing protocol indicates you should wait until a job offer occurs if the employer does not volunteer the information during the interview.

When you look at all of the possibilities, it indicates that your best sources are those that specialize in specific fields. This may not always be possible but when these specialty agencies and job boards are available you should certainly make use of them. The less time you have to spend looking for a job the better your chances will be of finding the job that is perfect for you in the least amount of time possible. Look at it as your time being money and the longer it takes to find a job the more of your time is spent and thus more money is lost.

## **Getting the Perfect Job and Keeping It**

There are two parts to the perfect job: obtaining it and keeping it. It's easy enough to get hired for the job of your dreams but being able to keep that job for the long haul is another story. With such an up and down turn in the economy over the years many companies are downsizing and even the best people are losing their jobs. How is it that some people are terminated while others manage to keep their jobs? Is there something special that separates those people from the others?

One reason some people keep their jobs while others around them are being downsized is their dedication. For some people a job is just a job and those are usually the first ones to be eliminated when there is the need to cut staff. Companies have a tendency to keep those employees who are dedicated, loyal and

put forth a little extra effort to get the job done. These are the people who receive recognition for their efforts and are the first ones to be considered for a promotion. You must become one of those dedicated people if you want to not only obtain the perfect job but also keep it throughout a struggling economy.

Although there is never a guarantee you will keep your job, the harder you work and the more dedicated you are the better the chances are that you will still be sitting at your desk when others have been terminated. In places where no union enforces the rules, the newest person is not necessarily the first person to go but rather the person who has the least amount of dedication and loyalty to the company. This person comes in on time and leaves on time seldom working overtime while the dedicated employee may even come in early or stay late without recording the time, especially when work needs completed and there is no budget for overtime.

You invested a lot of time and effort into obtaining your perfect job—now you want to use that same effort and dedication to keep your job and rise to higher levels. Develop your own standards rather than following what others around you are doing. Put forth the effort that you feel is right for you and don't pay attention to what anyone else thinks you should do. The choices you make will determine whether you are the person who stays or goes when your company needs to make staffing cuts.

## **Focus on the Interviewer and Interview**

If you want to increase your chances of getting your perfect job, you want to make sure you do well at the interview. One of the most important things to remember is to remain focused on the interviewer and the interview. There is no quicker way to fail at an interview than to allow the interviewer to see you looking out the window or daydreaming rather than focusing on him or her and the interview. It is not only rude but it makes the interviewer feel you are not interested in the interview itself.

Some people just feel as long as they are listening to what the interviewer has to say there is no need to maintain eye contact. Unfortunately this is an incorrect line of thinking and in fact makes the interviewer feel you are not really interested in anything he or she has to say. Keep in mind that the interviewer is sizing you to see if you are a good fit for the company, so if he cannot read your eyes because you are staring into space you may as well leave the room because you have already lost any chance of getting that perfect job.

Even if you find interviews boring, and most of us do, you still have to maintain an aura of interest if you expect to be hired for that perfect job. It's not difficult to

pretend to be interested for the few minutes you will be talking to the interviewer. Remember, if you fail at the interview you will have to continue the process but if you present a good image and are hired you do not have to go to any more interviews.

If you have trouble focusing when you go to an interview, try practicing at home so that you can get into the habit of maintaining eye contact with your interviewer in order to increase your chances of getting that perfect job. Learn to look at the interviewer instead of out the window, into space or down at the floor—worse yet, looking at messages on your cell phone. Your focus and attention need to be on the person who is interviewing you and not on anything else in the room. Remember the interviewer has other things to do and has taken time out of his or her busy schedule to interview you for the job.

## **How to Kill Your Chances for Being Hired**

The job interview is the only chance you have to present yourself in a positive light to a potential employer. If you fail to do that, you kill your chances for being hired. Of course, most of us do not fail at interviews by choice—it is simply the employer's choice to hire someone else. However, some things a person may do that are completely out of line and will kill all of their chances of being hired.

### **Being late to the interview**

Although there may be some circumstances that are beyond your control, for the most part if you schedule your time properly, there should be no reason for not arriving at the interview on time. Things such as an unforeseen traffic delay or being unable to find the employer's place of business are acceptable if you have allowed enough time initially. Do make sure to call and communicate with the interviewer.

### **Inappropriate dress for the interview**

In most cases it is inappropriate to go to an interview wearing jeans, shorts or other casual attire. If this is acceptable the interviewer will tell you at the time they schedule the interview. If you are leaving one job to go for the interview, make sure to let the interviewer know that ahead of time in the event your current job allows casual dress.

### **Taking calls on your cell phone during the interview**

At no time is it acceptable to accept a phone call during an interview or to provide the interviewer's phone number to others. If you have children that may become ill,

make other arrangements for their care. The employer is going to see this as a sign you will be unwilling to arrange care for your children and will expect to leave any time they are ill.

#### Discussing personal business with the interviewer

Although the interviewer may ask you a series of personal questions during the interview, do not offer any information that is not directly related to the job. For instance, if you don't drive, he may ask how you will get back and forth to work if there is no public transportation and you can say that your husband or boyfriend will take you and pick you up, but there is no need to discuss other issues. The interviewer doesn't care if you are buying a new house, getting married next week, or having problems at home.

### **How to Know if You're Making the Right Choice**

When you accept a position you always wonder if you have made the right decision. Is there any way to know if you have indeed made the right decision? Of course it's difficult to know until you get into the position and begin working but if you have made your list of attributes for the perfect job and chosen the one that most closely matches your list, you can be reasonably certain you have made the right choice.

You went to a great deal of trouble to obtain your perfect job, so you don't want to be too quick to question your judgment. You want to give yourself time to think about it and learn all there is to know about your new job before you make any judgments. When you first start a job there will be time for you to work into the position and learn it, so don't think because it isn't what you expected at the beginning that will continue. You should have asked all the pertinent questions at the interview, and if you did that, any doubts you have in the beginning will dissipate as you learn more about your new job.

Keep in mind that all new positions have a breaking in period and even if you done the same type of work in the past for another company, there will still be some differences. You are not going to work right into your perfect job the first time you sit down at your new desk—you and the job need to learn to know one another before you will feel comfortable. Once you get past the "getting to know you" stage, you will feel more comfortable about the decision you made.

There may be cases where you asked all of the right questions but the employer did not give you complete answers and you find the new job is not what you thought it was. Do you simply grin and bear it? That depends how close it is to being your perfect job. If there is a possibility for improvement, you don't want to just walk



away. If, on the other hand, you do not think the new job is going to work out for you in the end, you will have to decide if you want to stay for the time being and look to move on before you become too involved with the company to seek something else.

## **Proper Interview Techniques to Land the Perfect Job**

The interview is the only place you will have an opportunity to sell yourself in order to land your perfect job. If you fail the interview you will not have a second chance to prove yourself. That means you have to know what to say and do in order to make sure you get hired for the job you want. You can have the greatest skills in the world but if you cannot convince the interviewer that you are the best person for the job, you will not get the job.

You have to project confidence when you are talking to the interviewer. That means you maintain eye contact and don't perform nervous gestures such as twiddling your thumbs, squeezing your hands, playing with your hair or staring around the room. Your job is to convince the interviewer you are the best person for the job, and you cannot do that unless you stay focused on what he or she has to say. The interviewer deserves your full and undivided attention and unless you are willing to provide that, you greatly reduce your chances of getting the job you want.

Dress is very important at an interview. Unless you are going into a dirty area of the company and are advised to dress casually, dress professionally or at the very least in business casual attire the latter of which does not include jeans, shorts, sweats or running suits. However, if you know the company is strictly professional as is the case with many law firms and executive offices, dress professionally rather than business casual. You receive evaluations on not only skills and knowledge but also on the way, you present yourself.

Showing you know something about the company and what they do is always good for some points with the interviewer. It shows you took time to do some investigation before your interview thus showing the interviewer you have an interest in working for his company. Even if you don't do anything but read the annual report, you will have some idea of what the company represents thus giving yourself an edge over someone who doesn't take the time to find out anything about the company. It does not take very long to do a little research on a company you are considering as an employer, and it will definitely not hurt your chances of being hired.

## **Is Getting the Perfect Job Worth the Extra Effort?**

There is a great deal of work involved in obtaining the perfect job. It begins with defining your idea of the perfect job then searching and obtaining interviews. It is not an easy task and you may ask yourself if it is worth the effort but when you look at the end results that you can accomplish you will know the effort is worthwhile. When you have to work anyway, isn't it worth it to do something that is worthwhile and enjoyable? People who have a job they enjoy are more successful than those who work a job they do not like.

The efforts you exert in having the proper training and experience will give increase your opportunities in the workforce. With an enhanced skill level you have a better chance of finding the job you want and being able to secure it. Certainly it takes more effort but when the job market is in a slump, you will have a better chance to remain or become employed. The effort you exert in both obtaining and maintaining your perfect job will provide all that you need during those times when the job market is in a slump.

For many people a job is nothing more than a way to make sure their family has what they need and although this is the major function of a job, is it not worth it to having something that is enjoyable? The extra effort you exert to have the job you really want will allow you to become a higher achiever than you would under other conditions. For instance, those who like their jobs are likely to become managers and executives while those who do not like their jobs usually remain in the same position unless something else opens in another department or another company.

The effort you exert to find the perfect job will ensure that you will enjoy a lifetime of success as long as you continue to put forth the effort. It's essential to go the extra mile in order to make sure you will not be overlooked when it comes time for promotions. Even if you do not advance with your current company, if you decide to move forward to something else, you will have the skills necessary to be an integral part of another company doing the job you enjoy because you put forth the effort to achieve.

## **Preparing for the Perfect Job**

A good way to find the perfect job is to prepare for it before you begin with your job search. When you are still in high school and preparing for college you should begin to determine what you consider to be the perfect job. That does not mean your first

job will necessarily be the perfect job, but you will know what you want and can already identify your perception of the perfect job.

The key to getting the perfect job is knowing what you want and obtaining the education and training necessary to perform that job. This is best identified in high school so that you can take the college courses necessary to assure you can graduate and pursue your career of choice. That does not mean you can't make a career change later or take additional courses in order to acquire the education you need, but it makes it easier if you can do it immediately out of high school.

Before you enroll in college try to figure out what you want in a career, what your perfect job is so that you can obtain the training during your college career. That doesn't mean you can't obtain the training later, but it's easier to do it before you graduate from college. Of course, it's understandable that some people are not certain even when they first graduate from college what they really want to do for a living, but if you are able to identify it while you are still in college it will reduce the amount of job searching you will need to do when you graduate.

For those who did not define their perfect job during college, it's important to discover what you need to do in order to find the perfect job and make it your career for life. That means you have to identify your career and the requirements for entering that field. Some companies may vary in their requirements but if you follow the general guidelines for that field you will be in a position to at least negotiate with potential employers. On the other side of the scope lack of knowledge will get you nowhere including into your perfect job. It's essential to know what you want and the skills you need in order to get there. Only then can you hope to fulfill your dream of having your perfect job.

## **Project Your Own Image**

When you're looking for the perfect job whether it's a new job or within your current company you need to find the right image for you and portray that to everyone around you. It doesn't matter what everyone else is doing—you have to do what is right for you. It's something as personal as some people will not wear pants to church while others have no problem. You want to present an image that portrays you in the way you wish to be portrayed. Each person has an individual image and you must create yours to fit within the way you want others to see you.

Keep in mind that your image is not important only when you are looking for a new job but also when you are looking to advance in your current job. Let us look at dress, for example. Even if the company has a policy of casual dress for all employees but you notice that managers and other high level employees wear

business attire that is the way you want to dress if you are looking to advance to that level. You have to show management that you want to be where they are in order to be viewed as someone of that caliber. That does not mean you have to begin the job acting as if you are better than everyone else is or dressing in a management style, but when you know there are openings on higher levels you need to begin showing interest by the way you act and dress.

Even if you are not interested in a management position you still have an image to portray in order to find the job that suits you best. You want to present yourself as someone who is dependable and reliable above all else. Whatever else you wish to portray is of course good as well, but those two assets are the most important. Some of the other assets you may wish to make part of your professional profile include detail oriented, quality conscious, deadline oriented, hard worker, loyal, and confident to name a few.

Before you begin to look for a new job or advancement within your current company, make sure you develop the proper image and present it as you go for interviews. Take the time to perfect any flaws you may have that will place your professional image in a negative light.

## **You and the Perfect Job: How Do You Connect**

When you're looking for the perfect job you need to know how to find the job and how to secure it. To do that you need to first identify your perfect job—you can't begin to look for the perfect job unless you first know what it means to you. Once you have formed an idea in your head and put it on paper you can begin looking for your perfect job. At least by that time you will know the type of position and company that is of interest to you and can forward from there.

Once you have identified your perfect job, the next step is to find someone who is hiring for the position and type of company you want. The best way to do that is through some type of classified advertisement, preferably online where there is a larger selection from which to choose. When you have more options, there is an increased likelihood that you will find what you want rather than having to look for more opportunities because you are not able to find the one that suits your needs.

There is single way to connect with your perfect job that is better than another. It depends on what you seek and what your qualifications are for the position you seek. Some positions are more readily available than others and will have more selections from which to choose while others will have more limited selections, especially in smaller areas. You also increase your chances of connecting to your

perfect job if you are free to relocate to another state or city, especially if you live in a small town where there are not very many opportunities for employment.

When you are ready to connect to your perfect job, make sure you choose the method that is going to provide you with the most job leads. It will become a simpler process as you become more familiar with where to find job leads based on your job preferences. In addition, as you learn how to present yourself positively you will land that perfect job and no longer have to take the time to conduct job searches. Everything ties in together and complements each part of the process. It is important to make sure you understand all of the steps in order to have assurance you are doing everything that is necessary from job search to application to interview.

### **Is the Perfect Job Fact or Fantasy?**

How often we talk about having the perfect job yet is there really such a thing? Is there anything that is perfect in life? When it comes to the perfect job, it is something that is in the mind of the job seeker. Each person has his or her own idea about what constitutes the perfect job and only the person making the choice can identify what is truly a perfect job. The definition is different for each person and is therefore not something one can identify with a dictionary definition.

For some people the perfect job may mean being able to have weekends free to spend with family or being there when the children come home from school. Each person's definition will be directed toward what is important for that person and not for the working force in general. It is impossible to say that any one type of job is the perfect job because that in itself would be putting the term into a world of fantasy. There will never be any two people who will want the exact same thing from a job and as such there will never be two people who view a perfect job in the same way.

People seek different things in their jobs and what is the perfect job for one person will be different for another. Making the choice that is right for each person is an individual one that depends on the needs of that person. It is not the choice of any other person to decide if it is fantasy to even consider whether there is such a thing as the perfect job. It is ludicrous to think that the term "perfect job" will be the same for everyone.

What is a perfect job? The term will vary among job seekers and is impossible to identify otherwise. As a job seeker, you must decide what you consider a perfect job to be. That means you must place your own identification marks on it and decide what you need and what you seek. The combination of things you seek in a

job will be your definition of the perfect job, and these will be different from someone else. You and others you know may have some of the same requirements but they will never be the same—there will always be some differences even if it is just one of the items on your list.

## **The Best Job Resources**

With so many different job resources it can be difficult for someone to decide which ones are best and offer the highest potential for success. Depending on your field of expertise, you may wish to take the time to look at all of the potential resources rather than attempting to limit yourself to one or two. Of course, if you are interested in a highly specialized field, it will certainly be better if you utilize the resources for that particular field in order to make certain you spend as little time as possible in the job seeking process.

Although some people still tend to look at the local circuit when looking for the perfect job, it's important to remember that many employers have gone away from newspaper advertising simply because it is too costly and because job applicants today tend to utilize the Internet rather than local newspaper to conduct their job searches. They want to find the highest number of results in the quickest time possible and the Internet provides that. In addition, they are able to search the listings and find enough information to know if a particular position meets their needs.

Trade publications have become very popular sources of job advertisements and many people of professional standing are now using this source of job information, especially those who have the flexibility to move to another city or state. Those who are looking for something in the town where they currently live may still use local newspapers or filtered online searches. The job resources that are best for you depend upon the type of position you are seeking and the area in which you want to work. If you are open to relocating, you have more available job resources than those who are adamant about staying in the same place where they currently live.

Quite often the college you attended has a placement service or at least a list of potential job openings that will help you find the job that is perfect for your needs. Never discount any source of potential job postings because you never know when there is one that is just right for your needs and may even be the exact position you have been seeking. Use any and all resources that are available and you will increase your chances of finding that perfect job in less time than you had expected.

## **The Importance of Maintaining Professionalism**

Although some might think becoming friendly with the interviewer is an easy way to get hired for that perfect job, quite the opposite is true. You want to remain professional and not attempt to sway the interviewer's position by being friendly instead of professional. You want to show your professional skills and training rather than to identify with the interviewer by talking about personal things. The discussion should focus on the job for which you are applying and why you are the most qualified person. The interviewer is likely to be seeing a number of people, so you do not want to take up his or her time talking about things that have nothing to do with the job.

The purpose of the interview is to find out if you are a good fit for the job and the company. In order for the interviewer to be able to do that you must remain professional and make certain the conversation is business-related. In regards to any personal questions the interviewer asks you want to answer only what he or she asks. If the question is whether you are married, the answer should be yes or no and not an autobiography of your married life. If the interviewer wanted to know how long you have been married and what your husband or wife does for a living, he would ask.

Make sure you do not provide any negative information on former employers. Even if your last supervisor was a real nasty person, do not mention that. It is not even necessary to mention that you left your last job because you were unhappy—all you need to say is you and the company were not a good fit. Many companies today are not providing information on the reason an employee left for legal reasons, so in most cases all they will know is your position and the dates you worked for the company. Do not go into any more details than necessary about former employers—stay with how long you were with the company and the job functions you performed. Certainly if you were the victim of downsizing you can state that but again, keep it brief and to the point leaving out any details unless the interviewer asks. Keep the interview professional and make sure your answers are right to the point without any unnecessary and unrequested details provided.

## **Things to Consider when Identifying the Perfect Job**

During your process of identifying the perfect job, there are some things you may want to keep in mind. Although you are going to identify what is important to you it's also important to be realistic in your expectations. Some of the areas in which

people tend to place the most focus and expect too much are listed below. Look at the items on your list and see how it compares to the items on this list.

### Salary

Salary is one of the biggest areas where people have a tendency to expect too much. They tend to think they are worth more than they really are to a new company, and that often causes them to lose the position. Be realistic when you identify your salary requirements, keeping in mind that now many employers are not hiring at all, so getting an interview gives you an edge over others.

### Medical Insurance

Although this is an area of major concern, it is also one that many people tend to overstate when identifying their perfect job. Very few employers today are paying the full cost of medical insurance, so to include that as an item on your list of criteria for the perfect job is ludicrous. What you need to do is rephrase it to state medical insurance at a reasonable cost.

### Vacation and Sick Time

Do not lump the two of these together because not all companies offer sick time. In fact some companies actually lump the two together and call it by various terms or they may include sick time as part of personal time or include both vacation and sick time as one item. You also don't want to expect to take vacation right away or have two weeks right away. Although some companies do allow two weeks' vacation after six months, many companies still only offer one week during the first year.

### Retirement Plan or 401K

Many companies today are getting away from the retirement plan and staying with the 401K plan. This is reasonable to expect from your perfect job but do not attempt to identify what you expect from the plan since it is regulated by the government leaving the company itself very little leeway in what it can offer. The only difference you may find among companies is the funds they offer and percentage they contribute for each employee.

## **Where to Find the Perfect Job**

If you're seeking the perfect job, it's impossible to say exactly where you will find it. The key is to take your list of requirements and look at the available job postings to find the closest match. You are not likely to find something that will match your



list exactly because most everyone tends to look for something more than what is potentially possible to find. For example, everyone would love to find a job that has free medical insurance, but that is not likely to happen in the economy today, therefore you want to scale that down a bit into something that is more realistic.

Something you should remember when you are job seeking is that less than 20% of jobs are listed in the newspaper. Most employers have a file of potential applicants or look toward those who have the ambition to walk into their company to drop off a resume and/or see a hiring manager. These are the people who have the highest potential for being hired because they show the ambition for going after what they want. It shows a potential employer they are an enterprising person and not someone who is going to sit back and wait for something to happen.

On the other hand there are many employers today who refuse to accept resumes unless they are actually hiring and with the cost of gas, many job seekers have stopped just walking into a company hoping to have an interview. Most employers today are asking to see resumes in their mail or inboxes before they will even schedule an interview. How do you beat the game when you are up against potentially thousands of applicants? One thing that many applicants fail to do in today's economy is making a list of the places they have submitted resumes so they can follow up on its status. Never attempt to rely on your memory because several weeks later you will not be able to remember where you sent your resume.

Of course job posting sites such as Monster.com are available and many employers today make use of these sites when searching for new applicants. By filtering your search you have a better chance of finding the job you seek and seeing if it fits within the scope of your perfect job before you submit your resume. This method makes it convenient for employer and job seeker and allows both to see what is available before they request an interview.