

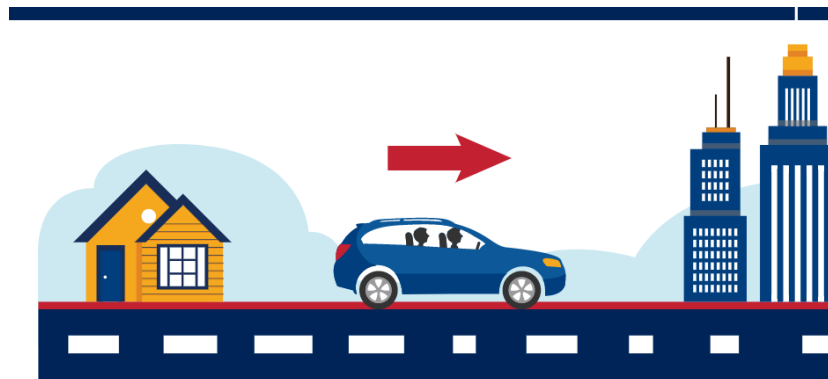
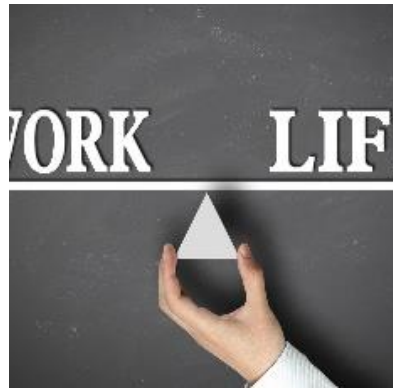


Job Search Preparedness

Presented & Created By:
Silver Key Career Solutions, LLC

Prepare yourself for success!

- ❖ You will be provided with everything you need to document this journey and prepare you for your next interview. However, it is up to you to make it happen!
- ❖ Start by identifying 3 important factors that you want from a company so that you can narrow your search, and focus on what is important to you.



Keep Your Sanity & Stay Organized

- ❖ Create a folder for each position you applied to. Each should contain the resume and cover letter you used. You may even want to copy the job description into a word document as those often quickly disappear from job postings.

| Name | Date modified | Type | Size |
|-------------------------------|-------------------|---------------------|-------|
| Used for applications | 9/16/2017 2:51 PM | File folder | |
| Glassdoor Interview Questions | 9/20/2017 9:10 AM | Microsoft Word D... | 34 KB |
| INTERVIEW QUESTIONS | 9/26/2017 2:26 PM | Microsoft Word D... | 26 KB |

| Name | Date modified | Type |
|---|--------------------|---------------------|
| Associate Product Manger (iContact) | 11/12/2017 3:33 PM | File folder |
| Client Strategy Manager (ChannelAdvi... | 6/30/2017 2:12 PM | File folder |
| Customer Operations Analyst (Cisco) | 6/28/2017 2:09 PM | File folder |
| Customer Success Manager (inMotion... | 6/28/2017 2:10 PM | File folder |
| Customer Success Manager (Samanag... | 6/12/2017 4:13 PM | File folder |
| Demand Management Specialist (Citri... | 6/28/2017 2:15 PM | File folder |
| Implementation Analyst (Apptio) | 6/11/2017 12:53 PM | File folder |
| Internal Communications_HS Program... | 6/28/2017 2:16 PM | File folder |
| Program Coordinator (NC Biotechnolo... | 6/28/2017 2:17 PM | File folder |
| Program Manager (Dept. of Health & ... | 6/19/2017 2:48 PM | File folder |
| Project Manager - Marketing Content ... | 6/28/2017 2:18 PM | File folder |
| Staff BT Specialist (Lenovo) | 7/19/2017 5:03 PM | File folder |
| Smith, H_CL | 6/11/2017 12:42 PM | Microsoft Word D... |
| Smith, H_Resume | 6/12/2017 12:21 PM | Microsoft Word D... |

| Name | Date modified | Type | Size |
|--|--------------------|--------------------|--------|
| Smith, H_CL (Associate Product Mana... | 11/12/2017 3:33 PM | Adobe Acrobat D... | 275 KB |
| Smith, H_Resume (Associate Product ... | 11/12/2017 3:33 PM | Adobe Acrobat D... | 549 KB |

Generic Resume & CL
in Word to edit for
each submission

Tailored Resume & CL
for the specific position

Organize The Information

- ❖ It is important that everything gets placed into the appropriate folder, otherwise things can easily get lost.
- ❖ If you are applying for many jobs, you may want to create folders for different weeks, so that you can easily manage your application folders.
- ❖ You can then use ‘CTRL F’ on your spreadsheet to find the company and the date you applied. Then go straight to the folder to review before an interview.

| Position | Company | Salary (Estimate) | Application Website | Date Applied | User Name |
|---------------------|---------|-------------------|---|--------------|-----------|
| Procurement Analyst | SAS | \$54,000? | https://careers-sas.icims.com/jobs/11937/procuremen | 11/1/2017 | Marysmith |
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Find and Replace

Find what: SAS

Find All Find Next Close

| Name | Date modified | Type |
|----------------------------------|--------------------|-------------|
| Applications 10-1 through 10-15 | 11/12/2017 4:02 PM | File folder |
| Applications 10-16 through 10-31 | 11/12/2017 4:03 PM | File folder |
| Applications 11-1 through 11-15 | 11/12/2017 4:03 PM | File folder |
| Applications 11-16 through 11-30 | 11/12/2017 4:02 PM | File folder |

Prepare For The Interview

- ❖ Prepare answers for the “Top Interview Questions” ahead of time and review your answers several times before your interview.
- ❖ Review the interview portion of Glassdoor for the company you are applying to, so you can see what questions are commonly asked, and hopefully for the position you are applying for.
- ❖ Tap into your network! Who do you know who works there? Or who could you know?



Impress The Interviewer

- ❖ Research the company, their culture, and what they do. If they have a product that offers a ‘free trial’, sign up for it so that you can mention during the interview that you took these steps and what you really liked about it from a ‘consumer standpoint’.
- ❖ Develop 3-4 unique questions to ask the interviewer. There will be times your prepared questions will be answered during the discussion about the position, so always prepare extras. You never want to end an interview with no questions to ask, it can be taken as a sign of being unprepared or uninterested.
- ❖ What else can you do to show you are fully prepared?



Let's Recap!

- ❖ This PowerPoint reviews and highlights key aspects in preparing you for your job search. You will also receive additional documents such as the Job Preparedness Excel Spreadsheet, Top Interview Questions, and Questions for the Employer.
- ❖ This material was created to help build your path to success while applying for jobs, but only YOU can ensure that path is taken.
- ❖ The material in this PowerPoint and supplemental documents were created for Silver Key Career Solutions, LLC and is not intended for resale or distribution.

