

## Get that Job

**This year has been tough for many people. There are fewer jobs out there and more competition. Now, in order to beat out the competition it may not just be your resume or your grades that will get you that job, but also your first impression and interviewing talent will win you that job! Here are things to keep in mind for the big day.**



### Interview Tips

Before the interview:

- ⇒ practice answering interview questions. Think of examples you can use for your answers.
- ⇒ Learn about the company, its mission statement, and the job you are applying for. Also know a little bit about your interviewer.
- ⇒ Pick your whole outfit in advance, including your socks, so that everything will be neat, tidy and ready for you the day of. Makeup and hairstyle should be understated, no wild eye shadow and limited hair gel.

During the interview:

- ⇒ Be on time! Stay calm, this may mean skipping your daily coffee, as your adrenaline will keep you awake enough.
- ⇒ Show what you know. Try to relate what you know about the company when answering questions. Try to match your career accomplishments to match what the company is looking for.

After the interview:

- ⇒ Follow up every interview with a thank you note reiterating your interest in the position.

Make sure to take advantage of the Gonzaga Career Center here on campus. They would love to help you with your resume and interviewing techniques! They are located in the Crosby Center, or reach them by phone at ext. 4234.

### How to get that Interview

You've got that amazing resume, but no one is calling back, here are some simple tricks to make your resume the one!

- *Be realistic*-for every 100 resumes you mail out, you should get 10 interviews and one job offer, so keep sending out your resumes, and don't bank on just one job.
- *Be tricky*- In larger companies, secretaries make the first cut, by weeding out non-qualified candidates. Place a post it note on your resume and write something like "This one looks good!-M." No one will know who M is, but the secretary will take a closer look.
- *Be Proactive*- meet someone in the company before you send out your resume and use them as a contact. Deliver your resume in person, this allows the hiring manager to put a name with a resume and this will make you stand out.
- *Be creative*- use a different color or size paper. Get tips from the Gonzaga University Career Center. Have someone there proof-read your resume for you to offer suggestions on how to make it stand out more.

### Preparing for the unexpected.

As hiring managers begin to look for more specialized employees, different types of interviews are developed. Here are some tips for an "odd-ball" interview.

- **Group interviews:** These may include group exercises and more often than not it is better to be one of the leaders, but avoid a battle of the wills with others trying to do this. No matter what, be an active participant.
- **Meal interviews:** When ordering food, stay away from finger foods, and follow the lead of the host. If there is alcohol involved and your hosts are drinking, it is fine to join in, but drink a small amount.
- **Phone interviews:** These are common, and many times a phone call for an interview can also be a phone interview. Keep notes with you about the job and your qualifications so you are ready to answer their questions wherever you are.
- **Critical thinking interviews:** big businesses are increasingly using this type of interview. It consists of answering questions such as "How many jelly-beans will fit in a 747?" The correct answer is not necessary, but the interviewer wants to see common sense, creativity, and problem solving skills.
- **Stress interviews:** these seem more like interrogations. Remain calm and composed. They may make you wait a long time, ask direct questions that put you on the spot, or tell you are not quite right for the job, while looking for your reasons you are.



### FREE DINNER and win prizes!

Is college breaking the bank? Get financial advice at the Spring Speaker Series!

Finances for the Real World  
Tuesday, April 28, 5:30-7pm  
Cataldo Globe Room.

RSVP is required! Email name and student id to [kjones12@gonzaga.edu](mailto:kjones12@gonzaga.edu)

This newsletter is made possible through an EDSHARE® grant.

If you have any questions about this newsletter or suggestions for future newsletter topics, please e-mail Katy Jones, Grant Coordinator: [KJones12@gonzaga.edu](mailto:KJones12@gonzaga.edu).

### Resources & Reference Information (information was taken from some of the following sites for this newsletter)

- <http://jobsearch.about.com/cs/interviews/a/jobinterviewtip.htm>
- <http://www.jobinterviewquestions.org>
- [http://jobsearchtech.about.com/od/gettingthejob/a/illegal\\_quest.htm](http://jobsearchtech.about.com/od/gettingthejob/a/illegal_quest.htm)
- [http://www.mycareerquizzes.com/job-interview-test?gatherer\\_id=100332&qclid=COelkIjYuZkCFRwpawod8RH85A](http://www.mycareerquizzes.com/job-interview-test?gatherer_id=100332&qclid=COelkIjYuZkCFRwpawod8RH85A)