

How to land the job during a second interview



When you're on the short list of final candidates for a second job interview, the key to success is to demonstrate to the hiring manager why you are the person they should hire over any of the other candidates. Here are two ways to accomplish this:

Tip #1: Come prepared with examples of previous work and be able to explain why your work was successful. Showing a hiring manager previous work, such as a product launch plan, can be helpful. Even better is to then explain why the product launch plan was successful, or parts of it that were not, why and what you learned from the experience. This demonstrates to the hiring manager that you understand how things work or don't work why certain tactics had a direct impact and others did not.

Tip #2: Provide the hiring manager with specific reasons why you're the candidate they should hire. From the notes you took during your first interview and from the job description, prior to your second job interview, write down the top 3-5 attributes they're looking for. Evaluate yourself against these items and determine how your qualifications and experience meet or exceed the requirements. By reminding the hiring manager of the key aspects they're looking for and explaining why you're the person they should hire, you're helping to make their decision easier.

Global I.T.'s Monthly Thought Provocation

***Failure will never
overtake me if my
determination to suc-
ceed is strong enough.***

Special Points of Interest In This Issue of 'JobPrep'

- [How to Land the Job During a Second Interview](#)
- [Land More Jobs](#)
- [Job Interview Prep](#)
- [Job Search PrepList](#)
- [And much more!](#)



Land more interviews with this cool job search tool!

With the job search engine called MyJobHunter, you can search all top career sites at once & apply to all matching jobs with one click. Just enter your search criteria, review the matching jobs and select the ones you want. Then, click a single button and you'll instantly apply to all selected jobs with your resume and cover letter (without having to log into each job site separately).

Click another button and you can automate the whole process! MyJobHunter can remember what you searched for, search for it again each day, and AUTOMATICALLY APPLY FOR YOU to new jobs matching your criteria. Review jobs in advance or put searching & applying on auto-pilot. The choice is yours.

You'll also get an application history report that makes follow-up a breeze! It shows the jobs you were applied to, full job descriptions, employer contact info, and application dates. You can even add personal notes to each job! This service is proven to reduce hours of job searching and resume submitting to just minutes. Simply upload your resume, enter your job search criteria and let MyJobHunter take it from there.

Job Interview Tips

All candidates should research a company thoroughly before an interview. And if the company is a private firm, that's not an excuse to skip doing your homework. Where there's a will, there's a way, and finding a way to gather information on a company distinguishes the great candidates from the good candidates. What else can you do to improve your chances at the interview? Try these tips for size:

Be Concise

Interviewees rambling on is one of the most common interview blunders. Listen to the question, and answer the question, and answer it concisely.

Provide Examples

It's one thing to say you can do something; it's another to give examples of things you have done. Think of recent, strong strategic examples of work you've done, then when the question is asked, answer with specifics, not in generalities.

Be Honest

If you don't have a skill, just state it. Don't try to cover it up by talking and giving examples that aren't relevant.

Ask Great Questions

Come with great questions to ask. Show you've researched the company in general, but also the specific job you're hoping to land in particular.



Laid Off? Use LinkedIn for a job search in 5 easy steps

First off, take a couple days to breath and then when you are back and balanced, roll up your sleeves and get started on your job search strategy. Here is a list of things you can do to help you use LinkedIn:

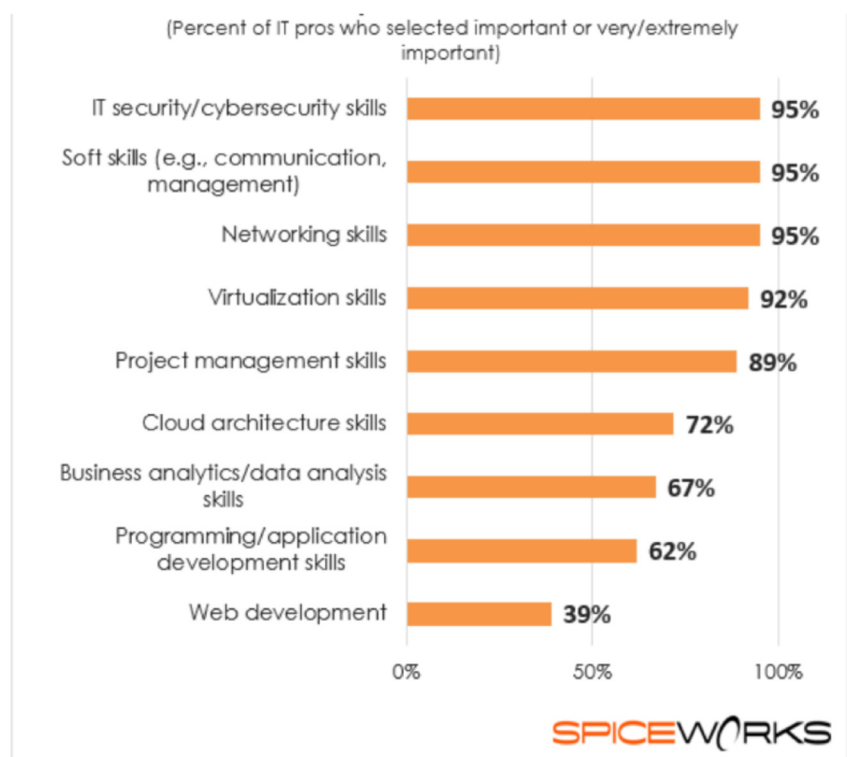
- 1) Put an end date on your current experience and add to your headline something eye catching like "Executive Recruiter/Speaker/ Author/who helps you create a better career. Featured on Fox/CBS/CNN."
- 2) Never leave the Summary section blank! A blank Summary means that the first thing an employer sees is your Experience section. Your profile will then be like a resume without a Summary statement at the top, or like a term paper without an introduction.
- 3) Once that's done, start networking. Call your contacts, let them know you are looking. If that makes you queasy, email them inside LinkedIn and make contact.

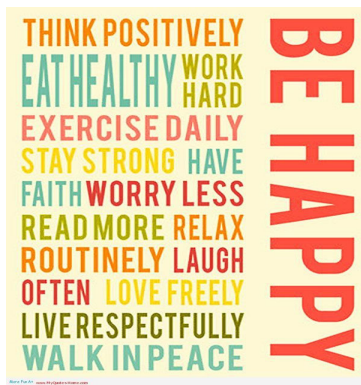


We accept Veterans/GI Bill Post 911 benefits.



- 4) Start connecting with recruiters. How? Do an advanced keyword search for your industry and then refine it by choosing Staffing and Recruiting for industry. Add those recruiters who specialize in your industry to your network and include a note telling them that you're interested in new opportunities and to check out your profile.
- 5) Start updating your LinkedIn Status. This is a great way to stay on top of your connections' minds. Investigate the Jobs section of LinkedIn. Take some time to play in LinkedIn Answers and Groups.





GIT Wellness Corner

Seven Dimensions of Wellness

In today's fast-paced world, eating properly and maintaining an exercise regimen can seem like luxuries rather than necessities. However, in the long run, taking the time to eat well-balanced meals and working out increases productivity and can help your company's bottom line. Since health care costs eventually come back to the employer — it's estimated that about \$130 billion a year in health care costs are related to overweight and inactivity — it really makes good business sense to embrace healthy habits.

Career Guidance Column



“Andrei - I think I just bombed an interview! They asked me a few questions about THEIR company and I was clueless. I should have read up on them first.”

Yes, you learned the hard way. Always research the company before the interview: Not knowing much about their enterprise is showing a lack of respect and will likely destroy the applicant's chances of getting the job. If you know about the company and find a way to mention how your skills fit their current and five-year plans, you will stand out from the others receiving interviews. I trust you will do a lot better next time.

Contact Us

Call us for more information about our exclusive IT services. We will help you begin your new career today.

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Java - 10, 18	MCSA - 13, 31	Flash - 27
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Excel -5, 14	PMP- 24	
MSSA - na	Word - na	
CISSP - 10	CCNP - 12	

Stay Inspired: Here's your 2018 job search checklist



List What You're Thankful For: Attitude impacts everything in your job search. Give yourself an attitude boost by listing five things that you're thankful for in your life. Even when times are tough, you can likely find a few things to be grateful for.

Create a Daily Goal List: A simple checklist of no more than three goals can help you stay on track, give you a sense of productivity and allow you to feel a sense of accomplishment as you check off the items. Even better, an organized, consistent approach to your search is also more likely to result in a job. **Revisit Your Finances:** Exercise some control over the money you're currently spending. If you don't know where your money goes each month, make it a priority to figure it out now. Once you know how much money you require to live, you can look at tradeoffs in terms of your job search.



Determine Your Minimum Standards: If you have been looking for a job for a long time, you may have fallen prey to well-meaning friends and relatives who suggest that you take any job, even one outside of your field or below your desired salary. Depending on your situation, this might be good advice. But proactively thinking about the timetable and plan that works for you will help you to manage your job search as well as respond to your friends in a deliberate way.

Technical Advice



“Marcia, how do you think scientific and technological breakthroughs can be accelerated to improve the human condition?”

The continued acceleration of S&T is fundamentally changing what is possible, and access to the S&T knowledge that is changing the prospects for the future is becoming universal. Free online university courses proliferate; open source hardware and software are sharing the means of production. And the ability to learn this knowledge is also improving with. We need a global collective intelligence system to track S&T advances, forecast consequences, and document a range of views so that everyone can understand the potential benefits, and even some consequences, of new S&T.

10 Hottest tech skills for 2018



Are your assets bankable in 2018? Hiring managers say they'll seek out these skills most in the New Year. Scott Zulpo is facing stiff competition. He's adding a senior project manager, a network analyst and a help desk worker to his 55-member IT staff at BCU, a Vernon Hills, Ill.-based credit union where he is vice president of IT. He plans to add even more people in 2018 to keep up with an increasing demand for tech-driven innovations.



"The challenge is twofold -- first finding talent, and then determining if that talent has the skills, experience and personality to thrive in the position," says Zulpo, who's mindful that "the cost and impact of not hiring an 'A' player is huge."

Zulpo has his work cut out for him. He's hiring at time when few IT professionals are out of work, so competition for tech talent is fierce. The unemployment rate for tech workers is about 2%, according to reports on recent data from the U.S. Bureau of Labor Statistics.

Moreover, Zulpo is seeking the same skills that many of his fellow IT leaders also need. Computerworld's Forecast 2017 survey of 196 IT professionals found that both project management and technical support were among the top 10 most sought-after skills among survey respondents who said they plan on adding head count in the new year.

The IT labor market is still very hot. The candidate is very much in the driver's seat," says Jason Hayman, market research manager for IT staffing firm TEKsystems.

Hayman cites a government report that estimates that 500,000 to 1 million IT jobs go unfilled every year, but notes that some analysts say the figure is closer to 2 million. He says there's a classic supply-and-demand scenario working here, with demand for talent far exceeding supply. "The takeaway is there aren't enough of these workers," he says.

Here's a look at the top 10 most in-demand tech skills, as determined by the 29% of respondents to Computerworld's Forecast 2018 survey who said they plan to increase head count in the next 12 months.

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