

# Succeeding in the Job Application Process: An HR Perspective



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- Goal: To Find A Job!
- The Challenges Gen Y Faces
- Improving Your Chances
- Try, Try, and Try Some More
- Acing the Interview
- Do Not Attempt The Following
- Contact Information

**So What Is This All About?**

- First stepping stone to building your career
- Gaining financial independence
- Enjoying your livelihood
- Finding purpose



**Goal: To Find a Job!**

- The current economic climate
  - More qualified people filling entry-level positions
  - Many jobs require past experience
- How older generations view Gen Y
  - We are not lazy, just efficient
- High schools and colleges are not preparing us for the real world
- Online applications loses personal connection

## **The Challenges Gen Y Faces**

- Be specific yet concise
- Use different type faces to break up text
- Quantify your tasks
- Think outside the box when listing skills and abilities
- Customize résumé to the position
- Use keywords from job listing
- Have people you trust review résumé for constructive criticism
- Make sure to list “References available upon request”

**Improving Your Chances – Solidify Your Résumé**

# Bruce Wayne, PMP

**Professional Profile** Project management guru, an expert at consistently leveraging human abilities to accomplish superhero-scale feats to protect millions of people from apocalyptic situations with limited super powers

## Experience **The Dark Knight**

Senior Project Manager 2008 – Present  
Collaborated with the Gotham City Police Department's Commissioner and District Attorney to restore order and bring hope to Gotham via criminal apprehension strategies and a hope-branding campaign

### Key Projects:

- The Joker: Subdued a maniacal serial-killer and saved hundreds of lives and over \$340 million in bank insurance premiums, theft losses, and security costs
- Harvey Dent Fundraising Campaign: raised \$6.2 Million for Harvey Dent's election campaign and effectively branded him as an icon of hope for Gotham with 96% recognition

## **Batman**

Junior Project Manager 2005 – 2008  
Worked with a police sergeant to prevent corruption and reduce crime in Gotham City through direct means involving

- Reduced crime in Gotham City by 27%, leading to a reduction in police expenditures
- Prevented a hallucinogenic drug from entering the atmosphere, resulting in a \$1.2 billion projected healthcare and infrastructure cost-savings

### Simultaneously managed 3 projects, capturing:

- Carmine 'The Roman' Falcone, notorious mafia mob boss and drug lord who managed a criminal network trafficking \$26 million of illicit substances weekly
- Jonathan "Scarecrow" Crane, expert user of psychological tactics to exploit the fears and phobias of his adversaries
- Ra's al Ghul, environmental nutcase whose goal to eliminate humanity through biological warfare threatened the lives of millions

**Education** 2005 Project Management Institute Toronto, ON

### **PMP - Project Management Professional Certificate**

2001-Present Princeton University Princeton, NJ

### **Masters of Business Administration, (In Progress)**

**Professional Associations** Project Management Professionals

- Connect/network with individuals you have not reached out to yet
- Attend job fairs
- Consider private vs. public organizations
- Search outside of your desired location
- Post résumé on sites such as Monster, USAJobs, CareerBuilder
- Look into using a headhunter or temporary employment agency
- Do not lose hope!



**Try, Try, and Try Some More**

- Research the company
  - Clientele, services, potential for growth
- Appear confident
  - Overcoming nervousness
  - Positive mental attitude
- Dress well
- Practice!
- Have a question or two on-hand to ask the interviewer
- Thank you note



## Acing the Interview



- Quit job before finding a replacement
- Assume you are over/under-qualified
  - Apply first, analyze later
- Post anything on social media sites your grandparents would not approve
  - Consider blocking your profile(s) during application
- Show up late
- Think that you have job security
- Bombard HR/interviewer with phone calls or emails

**WARNING: DO NOT ATTEMPT THE FOLLOWING!**

# YOU CAN DO IT!

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**Questions?**