

Employer Pet Peeves

VOICEMAIL:

- Keep voicemail messages brief, (limit music & eliminate profanity)
- Speak your number slowly and repeat should there be any interference
- Use your manners: Please & Thank you
- Do a follow-up call in a week if you do not hear from your potential employer, some people take 24-72 hours, pending the week's/month's events
- SMILE when leaving a message, people can hear a smile
- Limit slang

INTERVIEW:

- Review interview questions, utilize the website, go to your local bookstore and review interview questions
- Inquiry about dress attire: business casual, business (no hats)
- Silence cell phones
- Inquire if a resume is needed
- Be polite to the receptionist, (the receptionist may be the "boss" covering the front, or their interviewer). The receptionist may have the power to make or break your job efforts.
- Firm handshake when the employer extends their handshake (some people-culturally do not shake hands)
- Use your manners: Please & Thank you
- Is a follow-up necessary, or will they call you?
- Remember to smile!
- Eye contact
- Limit slang

Resume:

This is your selling tool outlining your skills & experience so an employer can see – at a glance – how you contribute to the workplace.

- Limit to ONE page
- Cover letters, if requested
- Have someone PROOFREAD
- Make several copies and keep on hand
- Update your resume as soon as possible
- Do not oversell on paper, but do remember to discuss in person
- Do not list every responsibility of the job, list only the most important
- Highlight your education
- Be truthful

EMAIL:

- Spell-check
- Spell employers name correctly!
- Professional e-mail addresses – if it's questionable, do not give, "First Impression"
- Inquire if a resume is needed for the position due to personal information
- Use your manners: Please & Thank you
- Is a follow up e-mail necessary?

- Do NOT use CAPS – it is not e-mail etiquette, and appears as though you are YELLING
- Limit slang

WEBSITES

- Set FACEBOOK, MYSPACE, to private and do not post questionable pictures, "First Impressions", some employers frown upon such things that are outside of their "ideal" candidate.

PHONE

- Get the name of the person/people you speak with: keep a log, just in case
- Remember your manners: Please & Thank you
- Is a follow up call necessary
- Remember to smile, people can "hear" a smile over the phone
- Limit slang

JOB FAIRS/Recruiting events

- If trinkets are provided, please only grab one item, you do not want to appear greedy, or desperate
- Stay off the phone, (including blue tooth)
- Firm handshake hands when the employer extends their hand (some people-culturally do not shake hands, or it may be consideration of many people attending the job fair)
- Use your manners: Please & Thank you
- Be mindful of the recruiter's time, if you come to their table on the phone, or talking to a friend who is passing by the table-in the middle of your conversation with a recruiter, it's rude and appears as though you are not interested.
- SMILE!
- Eye contact
- Limit slang
- No gum, and limit candy/mint to SMALL pieces – finish BEFORE speaking with potential employer
- Dress appropriately
- Leave children at home
- Apply for the positions you are qualified for

UTILIZE RESOURCES

- Volunteer!
- Join Toastmasters
- Social/networking events
- Search engines: networking
- Develop a networking business card
- Career Services on your campus

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