

# FIVE THINGS THAT HIRING MANAGERS WISH THEY COULD TELL YOU

## 1 – The details are important:

During the hiring process, human resources and hiring managers assess your experience and ability to perform specific tasks along with your ability to interact with others. The details are important throughout this process since these reflect how you'll perform on the job. The assumption is that if you don't care about the details now, you'll take the same approach if selected for the position. Since the hiring official will likely be your future boss, they also need to know that you're able to take direction and follow guidance. Be sure to follow all instructions throughout the process. Finally, make sure your resume doesn't have errors (spelling and grammar) and interview responses are accurate and honest.

## 2 - It's hard to recover from a negative first impression:

Candidates have limited time to make a first impression and anything less than a positive impression will be hard to overcome. The best way to make sure your first impression is positive is to be ready. Dress appropriately, smile and be ready to discuss important experiences and accomplishments that align with the position. The key to making this happen is simple – you must prepare in-advance!

## 3 - Your attitude matters:

You've heard it said that "Attitude is Everything" and this is critical during an interview. Show them your desire to be part of their organization through your words, tone and actions. Don't misrepresent yourself, but don't mask your interest and passion. Remember that attitudes are contagious, so make sure yours is worth catching.

## 4 - Your questions matter:

Your responses to the interviewer's questions are critical, but the questions you ask are almost as important. Why? Because these reflect your level of preparation, areas of interest and can highlight your intentions. Good questions imply that you're engaged, serious about the position and know what you want. Poor or generic questions can indicate that you're not paying attention or not interested. Bad questions such as "when will I be eligible for a raise" or "do you pay for an advanced degree" can mean that you're more interested in your own self-interests. You should develop a list of questions while preparing for the interview and adjust these as the conversation develops.

## 5 - Trusted recommendations can make a difference:

During the process, a hiring manager is trying to determine if you have the qualifications required to be successful and if you fit with their organization. Unfortunately, candidates often misrepresent themselves by inflating their resume, discussing skills or experiences they really don't have or by taking credit for things they didn't accomplish. A strong recommendation from someone they know and trust can reinforce a candidate's positive attributes and validate their truthfulness. This doesn't guarantee they'll get the job, but it can increase a hiring manager's confidence in their assessment.