

STRAIGHT TALK FROM MIAMI RECRUITERS

The job market remains competitive. Therefore, it is imperative that you do the things that are necessary to make your job-search campaign a success. A significant part of accomplishing this goal is planning ahead and taking advantage of the services and resources provided by the Office of Career Services.

Smart candidates learn—and use—effective job-search strategies. What better way to gain information about successful job-search tactics than from the recruiters themselves? The following advice is from employers who recruit at Miami University. In fact, these recommendations were made in response to a survey in which we asked, “If you could give our students just one piece of advice about how to improve their job prospects, what would it be?” These recommendations cover issues such as researching potential employers, networking, and interviewing.

Researching Employers

A quality that will help you gain an advantage in the job-search process is your knowledge about the employing organization and the industry or field in which it operates. This will help demonstrate to the employer that you are focused and serious about their organization. In many cases, job seekers are simply looking for any position available just because they need a job. Unfortunately, when these job seekers make contact with employers, their lack of focus quickly reveals itself, and they inadvertently give better-prepared candidates a competitive edge.

These helpful hints about researching employers are from Miami recruiters:

- *“Research the organization and position so that you will be able to rationally determine whether there is a healthy fit between you and the organization.”*
- *“Research the company you are interviewing with so that you are confident, under control, and know what you want. Show your hunger for the job. Prepare! Prepare! Prepare!”*
- *“Take the initiative to learn about the company you are interviewing with and the industry it competes in.”*
- *“If an employing organization has a pre-night presentation on campus, make sure that you attend the session.”*
- *“At a minimum, thoroughly review our Web site.”*

Networking

As you may well know, the majority of job vacancies within the job market are not advertised nor widely publicized. Most vacancies are found in what is commonly known as the “hidden job market.” Therefore, in order to tap into this market, you must network!

In order to get what you want, you first need to communicate to people what you want. This will require assertiveness on your part as an effective job hunter. Network contacts can range from family members to professionals in your field of interest. For example, one Miami recruiter explained, *“Students should network with recent graduates who have been in the workplace*

one or two years, as well as with family members who may have contacts in their field of interest.” Another recruiter stated, *“Network! You should use every resource available from the neighbor next door to your parents’ insurance agent.”*

Building and cultivating an effective network requires persistence. It is important to reconnect with individuals you have contacted already, while at the same time increasing the number of new contacts. Keep in mind that building an effective network is not so much a matter of contacting only who you know, but also contacting those they know. The more people you connect with, the greater your chances of securing the type of position you want.

Interviewing

One of the most important aspects of the job-search process is the actual interview. This is your opportunity to shine. This is your chance to personally communicate to employers that you are the right person for the job.

The following tips about interviewing are also from Miami recruiters:

- *“Be prepared with specifics to support your comments.”*
- *“Think about what you want to say, then communicate clearly. Pauses are OK.”*
- *“Know yourself well and practice interviewing, or speaking to others in a confident manner, so your interviewing skills grow continuously.”*
- *“Take advantage of any mock interview services that might be available to enhance your interviewing skills.”*
- *“Make sure you answer the question that is asked. Listen carefully.”*
- *“Speak clearly and concisely. Take your time.”*
- *“Be prepared to make an immediate positive impression by asking good questions.”*
- *“Sell yourself! Don’t be afraid to let the interviewer know you want the job.”*

Additional Advice

The following additional tips and advice from recruiters might also be helpful to you. We encourage you to incorporate this advice into your job-search campaign and to take full advantage of the services and resources available to you from the Office of Career Services.

- *“Be clearly focused on what you are seeking in a particular career opportunity.”*
- *“Make sure your cover letter and resume are targeted so that they address the needs and expectations of the potential employer. Keep in mind that a single, generic cover letter will not work for every employer.”*
- *“Make sure that all written communications are perfect. A grammatical or spelling error on a letter, resume, or application is a sure way to get rejected.”*
- *“Don’t be afraid to express your most important qualifications and attributes.”*
- *“Always follow directions related to how the employer prefers to receive resumes and cover letters (i.e., hard copy, via e-mail, or through the organization’s Web site).”*
- *“Following an interview, always send a thank-you letter to the recruiter.”*
- *“It is probable that you will encounter a number of rejections, but don’t get discouraged. One ‘yes’ can make up for all the rejections.”*
- *“Be enthusiastic!”*