



BEST PRACTICES FOR YOUR JOB SEARCH

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Welcome to the World of Work

Welcome to our candidate-focused job search guide, designed to help you take charge of your career and showcase your capabilities as a prospective employee in today's ever changing job market.

Employers are looking for candidates who know what they want and are empowered to pursue their career goals. We hope to enable you to identify which aspects of the hiring process to focus on for better results, and move forward with renewed confidence.

Finding the right job can be challenging and time-consuming, but with this guide, you'll be able to focus your efforts and energy on preparation and post-interview tasks.

Let's get started! 





The Ideal Modern Jobseeker

The modern job seeker has changed drastically over the years.

Employers are now paying more attention to making the workplace more inclusive and welcoming to employees' concerns and needs. They know that healthcare benefits and hybrid working arrangements are a top priority for potential applicants.

To succeed in today's job market and find a job that suits your needs, values, and ethics, it's important to keep the following in mind throughout the hiring process:



Ask Questions

Don't be afraid to ask questions about the company's diversity, equity and inclusion efforts, work-life balance, and opportunities for hybrid work.



Be Up Front about Your Non-Negotiables

Salary is still the top deal-breaker when it comes to job offers. But if you need health insurance, be sure to ask for it. Be prepared to advocate for what you need to ensure you get the job you want.



Keep Up with Technology and Industry Trends

Position yourself as an expert in your field to stand out in a competitive job market.



Be Decisive & Efficient in Your Job Search

Don't dwell on jobs you didn't get or offers you had to reject. With so many job seekers out there, it's important to keep moving forward and seize opportunities as they arise.

Job Hunting Is Challenging: *Common Dilemmas and Solutions*

Hiring managers and recruiters shared various concerns of job hunters they encountered. Here are some of the most common dilemmas and potential solutions to help you navigate the job market more effectively:



The top recommendations DAVIS Experts suggest to candidates before they submit an application



Waiting time between the final interview and the offer

Dilemma: Since job seekers often apply to multiple companies simultaneously, waiting for an offer can be frustrating. It's important to know your options as soon as possible.

Solution: Ask about the timeline for the hiring process during your interview. If you don't hear back within the stated timeframe, follow up with the employer to express your continued interest and inquire about the status of your application.



Skipping Research

Dilemma: Before going into an interview, it's crucial to have a basic understanding of the company and the position you're applying for. Not doing so can make you appear unprepared and disinterested in the opportunity.

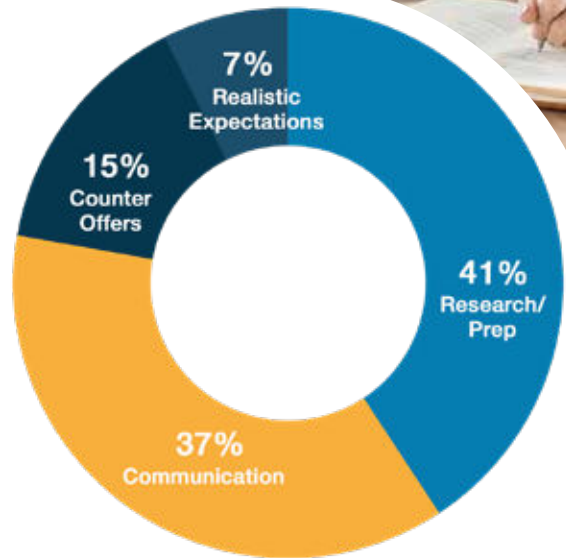
Solution: Don't forget to research the company's website, mission, vision, and values. If you have the time, read recent news articles and social media posts about the company and its industry to stay updated.



Fielding Multiple Job Offers

Dilemma: While having multiple job offers can seem like a good problem to have, it can also be overwhelming and lead to indecision.

Solution: It would help you decide to create a list of pros and cons for each offer and then compare them based on your priorities and values.



Not Knowing Your Actual Worth

Dilemma: It's important to know your worth to ensure you receive fair compensation and benefits.

Solution: Before applying for a job, research salary ranges for similar roles in your industry and geographic region. You can also consult professional organizations, mentors, and recruiters for guidance on negotiating job offers.



Being Unrealistic with Expectations

Dilemma: Sometimes job seekers decline offers in the hopes of finding a better opportunity, only to later realize that the original offer was the best one.

Solution: While some aspects of the job market are unpredictable, taking ownership of your career decisions can help you navigate the challenges more effectively.



"Write a pros and cons list with the information you have about the position.



If you are hesitant on major factors such as commute or pay rate, don't just apply for the sake of applying so you don't waste time pursuing a role that you probably didn't want in the first place.

If able, do research on GlassDoor to find testimonies from previous or current employees, but take the ones based purely in emotion with a grain of salt."

**– Jordan
Technical Recruiter**



In today's job market, applicants need to explore multiple channels to find job opportunities and establish their professional presence in the industry they aspire to join. Along with job boards, here are some other avenues that you can leverage:

Social Media

Social media is now a go-to platform for many employers to recruit candidates. By looking at your social media profiles, hiring managers can gain insights into your values, ambitions, and how you would fit into their company culture.

Make sure to keep your LinkedIn account active and curate your LinkedIn profile to showcase your unique brand as a professional.

Staffing Agencies

Staffing agencies are an excellent means of finding the perfect role. These recruitment professionals have in-depth knowledge of the best companies to work for and can provide you with insights on how to flourish as a professional with your given background.

The Search is on: Looking for the Perfect Role



Recruitment Events & Job Fairs

These events offer the opportunity to ask potential employers questions directly and for them to see you in person. It's easier for recruiters to assess how well you fit into their company culture in a face-to-face setting. Use this chance to showcase yourself to prospective employers.

Joining Groups

A great way to connect with employers is by joining professional groups on Facebook or LinkedIn. These groups often feature recruiters and company leaders who are actively seeking to hire individuals with shared values and interests.

Steal the Spotlight: Making the Best Impression

Resumes serve as your initial introduction to potential recruiters, so it's essential to ensure they are the best they can be. Create a concise resume that highlights what makes you stand out as a professional and includes the information that employers want to see.

Use action words to describe your work experience.

Action words provide concrete explanations to your employer about your past role.

Instead of saying that you "checked" a security system for anomalies, try saying you "prevented" anomalies from happening.

The latter demonstrates how you took charge compared to simply "checking" the system.

Personalize the resume to the job.

Doing so makes employers see clearly why you are a perfect fit for the vacancy. Tailor your resume to showcase specific experiences related to the job you are applying for.

Highlight your strong communication skills.

This is almost always a prerequisite to being hired, as communication is essential in ensuring maximum productivity in the workplace.

Proofread and edit your resume.

Do your best to keep your resume to 2 pages and make sure it's error-free.

Include a summary at the start of your resume.

Summaries allow the hiring managers to get to know you in a nutshell without reading through the entire resume. Place this right after your name and include keywords.

Get your references ready.

Have at least three ready and inform them that their contact details will be submitted for vetting purposes.



List accomplishments, not tasks.

Showing concrete results alongside your choice of action words will demonstrate your contributions to your past company.

You can further elaborate, for example, "prevented security anomalies; kept the internet system free from breaches during my three-year stay."

Include your LinkedIn profile (as needed).

You can put this under your name using URLs that directly link to your profile and/or online portfolios. Treat your LinkedIn profile as an extension of your resume.

Talk about culture and values.

If you also stand for the same principles your potential employer stands for, discuss them in your resume as well. Many company leaders look for culture fit, sometimes putting them above skills because skills can be taught.

Bonus Best Practices



- Don't put your picture on your resume, unless it's a requirement because it allows opportunities for conscious or unconscious biases.
- Avoid fancy fonts. Stick to simple fonts like Arial or Calibri.
- Cover letters are opportunities to explain employment gaps or to speak about how the company's values align with yours.

Preparation is key: *before the interview*

Think of the interview in two ways: the employer gauging your fit in the company and you seeing how you will fit in the company. To ensure you're fully prepared for your interview, do the following:

1. Review company details and the job description. Ensure you are comfortable with the details of the job post. Familiarize yourself with the company. Be ready to explain how you'll perform your tasks.

2. Do not apply if the job description gives you doubts. Consider major factors such as changing work schedules, working on holidays, pay policies, commuting, and more before applying.

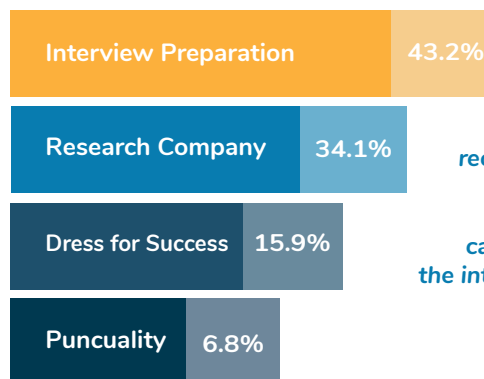
3. Research the company. This will help you gauge if the company's culture and values align with your personal and professional beliefs.

4. Look into the salary range of the position. It's best to find out beforehand if the salary range is acceptable to you. This will save you and the recruiter valuable time.

5. Know that local candidates are a priority, for some companies. Not all companies are open to work-from-home arrangements. Some prefer employees who can come into the physical office or are willing to relocate.

6. Brush up on skills and certifications. Be ready to explain in detail about your certifications - how you acquired them and how you used them.

7. Learn the best answers for FAQs. Look for videos, articles, and other resources about frequently asked questions during job interviews.



The top recommendations DAVIS Experts suggest to candidates about the interview process

There are no right or wrong answers here as a lot of them are subjective, but having an idea of how to handle them can boost your confidence.

8. Ask questions about the job. Prepare a list of questions to clarify tasks and responsibilities, team dynamics, training initiatives, salary, benefits, and any other concerns you may have.

9. Dive deep. Around five questions would be enough to show your interest in getting to know the company and the job post. Always ask these two questions:

- What are the common difficulties of new hires in the position I am applying for?
- What are the qualities that make an employee excel in this role?

A proactive approach to getting noticed will take you far in your job search, especially in a competitive job market



Leaving a Lasting Impression: *The Interview Process*

Always present yourself confidently during an interview. Remember, first impressions last.

For face-to-face interviews:

- Arrive earlier than the scheduled time. Factor in commuting time, traffic, weather, and other setbacks.
- Be kind and respectful to everyone. It's common to put your best foot forward during interviews, but it's always a good thing to be nice to everyone you meet.
- Maintain non-verbal cues. Keeping eye contact or shaking a recruiter's hand show not only professionalism but also confidence.
- Stay engaged during the office tour. Paying attention pays off.

For virtual interviews:

- Make sure your technology is working well. Make sure your battery, apps, and equipment are in tip-top shape.
- Use a plain background. Apps usually have virtual backgrounds available.
- Stay focused. Maintain eye contact with the interviewer and refrain from looking around your screen needlessly.
- Be in a quiet room. Find a place or room where you won't be disturbed.

Bonus *Best Practices*

- ▶ **Wear the appropriate clothing.** It helps put you in the right mindset for the interview and shows that you're sincere about getting the job.
- ▶ **Smile.** It does wonders for your confidence and positively affects how the interviewer perceives you.
- ▶ **Send a "thank you" email as soon as you can.** It's less common but hiring managers appreciate your gesture and it will make you stand out.

Say that you appreciate the opportunity given to you to try out for the job opening. This email is also a means to maintain your connections with the employer or recruiter, even if you choose a different path after an interview.



After All Is Said and Done: *The Post Interview Period*

At this point, it's now a waiting game. But there are still a few things you can do while waiting for the phone to ring.



Review your past Interview

Reflect on how well you handled the questions and what you could have said better. If these questions were asked again in another interview, you would already know how and what to answer.



Keep all your lines of communication active

Make sure you can be contacted easily and that you have access to your contact information.



Wait a few days to follow up

After the interview, send an email to follow up on their decision. If they haven't responded, try sending another follow-up within the week.



Hit the ground running during onboarding

What if you got the job? Even before you receive the job offer, have the necessary paperwork like government documents and certifications ready to go.

“Follow up immediately with your Recruiter or Human Resources with your thoughts. Reconfirm your needs with your recruiter.”

***– Rich
Technical Recruiter***

Deal or No Deal: *Evaluating the Offer*

Take your time when accepting an offer. Know your true worth as a professional. Keep in mind your past experiences and capabilities as needed by the industry you are in.

Have an idea of the following:

Salary Expectations

Ask for what you think is a reasonable salary for the position you'll be filling.

Paid Time Off (PTO)

Determine if you'll be satisfied with the number of days' leave you are given.

Possibility of Relocation

Decide if the job offer is worth relocating to a new living environment. If yes, ask if the company handles relocation and living expenses.

Other Perks

Aside from your salary, consider what other perks, if any, you'll receive at this job.

You can approach your recruiter for any help since they act as liaisons between you and the company. You may want to consider:

▶ **Some companies cannot raise salary offers.** It's a reality that most companies have a cap for salaries, and they may not meet the candidate's needs. This may be not easy at first, but reaching this impasse indicates that the offer is not for you.

▶ **Salaries rise over time.** On the other hand, employee salaries increase as they stay longer with the company, more so when they go the extra mile. Many professionals stay in their positions for a long time because of a concrete career acceleration plan.

There is no one way to decide if the offer is for you or not. Listen to your instincts, be open to negotiating, and you'll come up with a decision that will sit well with you as you move forward with your career.



Good Luck with Your Quest

You, as the jobseeker, are front and center in a candidate-centric job market. Take this opportunity to tell them who you are as a professional by:

Looking beyond job boards for career opportunities. But still be critical about which ones to apply for.

Personalizing your resume. Strike a balance between what you want to say and what companies want to hear.

Acing that interview. Engage with the interviewer and show your professionalism even up to the smallest non-verbal cue.

No waiting in vain for results. Set a time to move on to other opportunities, but keep your fingers crossed.

Before you communicate your terms, finalize them first. A list of your non-negotiables and an openness to listen may lead you and your prospective employer to a win-win situation during the job offer.



“ But what if I fail? ”

It's easy to fall into a series of what-ifs, so why not include best-case scenarios? What if your dream job is just one interview away? What if you got the job?

These positive outcomes are possible and will be easier to achieve using the advice provided here. There are a lot of jobs out there. Your first order of business is to prepare to look for them!

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