

Getting Hired Guide



METALJOBS
— NETWORK

"Personal Solutions to Your Personnel Puzzle"

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Why work with MetalJobs Network

Working with a recruiter:

- Access to unpublished jobs
- Confidentiality

Working with MetalJobs Network:

- Recruiters with extensive knowledge of the construction industry
- Thorough frontend evaluations to allow each candidate's story to be fully heard and then verbally presented to the hiring manager
- In depth, strategic-level information for what the hiring company needs/wants with the open position
- Transparency in feedback after every interview
- Resume feedback, Interview prep, offer negotiation, resignation prep, and on-boarding support
- 30-year reputation of protecting candidate confidentiality
- Access to hundreds of non-published jobs each year within the construction industry



Message From the Owner

Here at MetalJobs Network, our focus is on you. Whether you are actively looking to make a move, or passively keeping your ears open, we are here for you. We understand that making a career change can be one of the biggest decisions you will make in life, for both you and your family. For that reason, our team will invest significant time on the front end getting to know your background and your future career interest, so we can customize a search plan and help find the right job for you.

Best Wishes,

Mark Stucker

**Trust the name that candidates and companies
have been turning to since 1991.**



Speed - Specialization - Process - Professionalism - Quality

Resume Format

- Make sure your resume showcases your achievements and stands out to a hiring authority. Here are three quick ways to improve your resume:
- First, lead with a summary of your skills instead of an objective.
- Second, avoid going into too much detail about your previous employment. Assume that the person looking at your resume already understands your job function. Use paragraph format under the job title for any descriptions you include.
- Third, use result-oriented statements with metrics.

Do Your Research

Before your first contact with a potential employer, whether by phone or in person, take time to learn about the company. Most company websites offer plenty of information about their product and processes and often address company history, philosophy, and culture. Hiring officials take pride in their company's attributes. Being able to respond knowledgeably when asked what you know about the company shows your interest in becoming part of their team. Demonstrating company knowledge shows your motivation for that position.

Interview Preparation

Never walk into an interview without a plan. Since your objective is to get an offer, it is essential to anticipate potential questions and already know the answers. Taking notes during your interview preparation will provide a nice outline to review just before your interview. The confidence that comes from being well prepared will be apparent during your interview.

Dress for Success

Appropriate dress for an interview is often business casual. Ties, jackets, or suits may be appropriate when interviewing at corporate headquarters or with a corporate officer off site. If you are unsure about proper attire, discuss this with your recruiter ahead of time. Regardless of what you're wearing, make sure your clothes are clean and pressed, your shoes are shined, and your hair is well groomed. Dress for video interviews like you were there in person.

Interview Follow-up

Within 24-48 hours of an interview be sure to send a brief thank-you email to each person with whom you interviewed. These should be individualized and personal. Do not copy recipients. Keep it short by following this format:

1. Open by thanking them for their time.
2. Personalize the next line with a compliment or something you were impressed by at the company.
3. Reiterate how you fit the job
4. Communicate your interest in that specific position.
5. A good closing line could be something like, "I would like to become a member of your team, and I look forward to hearing from you."

This email reinforces the positive impression you established in the face-to-face visit.

Recruiter Follow-up

Immediately after your interview, call your recruiter so they can continue to act as your advocate throughout the hiring process. If the recruiter has not heard from you before the company calls them, it could be interpreted by the recruiter and/or the company as a lack of interest on your part. Remember the recruiter wants you to get hired.

Resume Goals

Companies don't hire based on a resume; they interview someone because of a resume. **The intention of a resume is to create enough interest for a hiring authority to want to speak with you.** This is your first opportunity to demonstrate how you present yourself. You want to impress the hiring authority and leave them with a desire to know more. Only include sentences that sell yourself and leave out ones that imply describe you.



Resume Outline

Put what sells the best FIRST.

- Summary of Achievements
- Work History (with specific achievements)
- Awards
- Quotes from References
- Education
- Use bullet points over paragraphs

Achievement Summary

Most hiring authorities will scan resumes looking for something to jump out, so why not make it easy. Instead of starting with an "objective" that may limit your opportunities, start with a list of your proudest accomplishments. These should be measurable and should be in a format that describes one or more of the following:

- Q - How did you make a company money?
- Q - How did you save a company money?
- Q - How did you change a process that improved a company's bottom line?

Work History

Function Description: Assume that the person looking at your resume probably already understands what your job function was. If you feel a description is needed, put in paragraph format under the job title.

Bullet Points for Achievements: the most important part of the resume is the achievements; and anywhere they are listed, they need to stand out. This is done best using bullet points under each job description. Again, address how the achievements helped the company make money, save money or improve the bottom line.

Awards

The strongest candidates tend to come from competitive backgrounds. Most any type of award can be relevant here including: professional awards, athletic awards, academic awards, philanthropic awards association awards, personal awards, etc.

Education

Make sure to showcase all of your education. This includes degrees, certifications, seminars, trainings, and any sort of continuing education.

For Executive Level Resumes

Executive and high-level managerial resumes should be written in paragraph format. They should be customized for the specific position, broken into four paragraphs, and fit onto one page. The four paragraphs are:

- Career overview showcasing skills
- Examples of work history achievements
- Why you are the best fit for the position
- Personal life goals



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Telephone interviews are often your first contact with a future employer and are their screening tool to determine who will be invited for personal interviews. Usually a specific time will be mutually scheduled for the call. Less frequently the hiring manager will work in the call during a busy schedule and other times you will be asked to call them. **Remember your goal is to move on to the next step in the process by selling yourself, your skills, and your accomplishments.** Preparing for this conversation will greatly enhance your odds of being asked in for a personal interview.

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Any time you're in the job market, make sure your voice mail message is detailed and professional. Don't take the risk of an unclear, flippant, or otherwise inappropriate recording being an interviewer's first introduction to you. Make sure your voicemail is empty.

When scheduling the interview, confirm the time zones and adjust as needed. If an emergency arises and you will not be available for a scheduled interview, let your recruiter and the hiring manager know as soon as possible. A timely notice will indicate your true interest and professional demeanor. Conversely, no notice or late notice could end your career with this company before it's even begun.

Just as you would before any interview, research the company, products, revenues, and other pertinent industry information. Also, if relocation would be involved, research the area where you would be living. Corporate cultures are often proud of their companies and communities, and they are looking for candidates who care enough to find out about both.

Assemble a list of questions that you would like to ask. During the interview, check them off as they are answered because limited time will not allow you to have them all answered during this first interview. You don't want to monopolize the conversation with your questions.

Practice and record your answers to those questions you anticipate. You'll be able to hear your "ums" and "uhs" and "you knows" and "okays", so practice reducing them from your conversational speech.

Know your resume. Don't assume that the hiring manager knows your background or is familiar with your past employers. Practice describing what they did. Don't assume managers have shared information amongst themselves.

If at all possible, use a landline. However, when using a cell phone, make sure you have a well-charged battery and are in a place with good reception. If you're in an automobile, find a safe and non-busy place to park during the conversation. Don't interview while driving.

- Always have two pens and plenty of blank paper handy for note taking.
- Have a calendar or planner for scheduling the next telephone or personal interview.
- Keep your resume at your fingertips for easy reference.
- Prepare a list of accomplishments for each of your past positions.
- If at home, clear the room - evict the kids and the pets and close the door. Turn off call waiting, stereos and TVs. The less distraction and disruption, the better the call.
- Make a list of your skill sets and know what you are going to highlight.
- Place a bottle or glass of water close by in case you need to moisten your mouth. Do refrain from smoking, chewing gum, or eating.

B E F O R E P H O N E I N T E R V I E W

Speak directly into the receiver clearly and slowly. Talk loudly enough to be heard with some variance in inflection and tone.

Be enthusiastic. Smiling will be heard in the tone of your voice and will project a positive image to the hiring manager.

As a general rule, use the person's title (Mr., Ms., Dr., etc.) and their last name. Only use a first name if they ask you to.

Note taking will be invaluable both now and when preparing for the face-to-face meeting. If for any reason there is an interruption, jot down the topic under discussion. When the conversation resumes, you can recap. It will be appreciated and set you apart from the others.

Establish a connection. Ask about the caller's experience with the company or mention something you have read about the company or their location. When the hiring manager asks a question, don't just answer "yes" or "no". Take your time to formulate your responses – it's perfectly acceptable to take a moment or two to collect your thoughts. Giving examples of related experiences is a great way to sell your skills and abilities. Demonstrate your accomplishments by recalling a recent problem that you turned into a positive situation. Help the hiring manager understand the problem, your specific role, the path you took to resolve it, and the final result. However, beware of dominating the interview with too much information because often it will turn off and/or bore the hiring manager. Being a great talker but a poor listener leaves most hiring managers with a bad impression.



Use questions to stimulate the conversation as needed--just don't interrupt to ask. Asking good questions illustrates that you are already thinking seriously about the position and joining the company. Most potential employers expect to be asked questions and welcome opportunities to talk about their companies and/or their own backgrounds. Some good questions would be about the responsibilities of the job or your first assignment. Remember, the more you can find out about the employer's expectations, the better you'll be able to tailor your responses to show why you are a good match for their needs.

Be clear about your reasons for leaving your current and past employers. Almost every hiring manager will ask that question. If you were laid off or downsized, be sure to mention how many others were affected so it is apparent that it was not just you. If you left a job because there was a conflict in the department or with your manager, be brief about the conflict. Don't avoid the skeletons in your closet. However, under no circumstances, at this or any other time, should you be negative about any past employer or manager. Be honest and positive.

Don't worry about compensation and benefits now. Usually, they are discussed at a later time during a personal interview. The phone interview is about how you can help them. Your recruiter has and will address compensation.

Yet be open to compensation questions if you are asked. Be specific and precise about the base, bonus, stock options, car allowance, etc. If asked about your salary expectations, a good answer is, "My current package is a base of \$XX and bonus of XY%, and I am hoping you will make me a fair offer based on my experience and the value I can bring to your company." Answering in this manner is usually sufficient.

At the end of the interview, thank the caller for their time; and let it be known that you are interested in the opportunity. If the hiring manager has not asked you about your schedule or availability for the next interview, you should ask what the next steps would be and when they would occur. Allow the hiring manager to answer your question and conclude the interview.

As soon as the interview is over, call your recruiter to discuss any thoughts or concerns you have about the interview, the company, the position, or the location. This is an extremely important step in the process because the company will soon be contacting the recruiter to get your feedback and provide their thoughts and impressions of you. If the recruiter has not heard from you when the company calls, it could be interpreted by the recruiter and/or the company as a lack of interest on your part.



A F T E R P H O N E I N T E R V I E W

If your next interview has already been scheduled, this will be the time to discuss strategies with your recruiter to enhance your chances of getting an offer. If there has been no interview scheduled, your input will be valuable in helping your recruiter work towards that goal.

Occasionally, a telephone interview results in you losing interest in a particular opportunity. Immediately make your recruiter aware of this. Then on your behalf, your recruiter can gracefully withdraw your candidacy. This will also allow the recruiter to submit other qualified applicants. In turn, let your recruiter know if you desire for them to continue searching for better suited opportunities. Professional communications only make good sense, plus, it keeps you from burning any bridges to future opportunities.



Formal Interviews

An interview is not just a casual meeting between two parties with a common interest, and it is also never an informal heart-to-heart. It is an opportunity for you to sell yourself and for the employer to evaluate your:

Qualifications

Maturity

Energy level

Enthusiasm

Communications

Confidence

Attitude

Stability

Analytical skills

Since your objective is to get an offer, you must show why you are the best candidate for the position. Before you get there, know what you can do for the company; and be able to explain how your past career accomplishments are relevant to this position.



Have Questions Prepared

- An organized list of well thought out questions will make you much more efficient as well as show your interest and intellect. They are equally as important as the questions you answer and will positively influence the hiring manager's assessment of you. This will also give the hiring manager openings to sell you on the company and the opportunity. It also ensures you won't overlook needed information.
- Your list of questions should be carried in your portfolio or folder. Make a list of all the data you need to gather. From that list, you need to develop 10 –15 strong questions. These questions should include

Q-Why do you feel this position would be attractive to someone

Q-with my background and skills?

Q-What things make it attractive to be an employee of your company?

Q-What qualities do you appreciate most in a member of your staff?" (Often followed by "What do you appreciate least?")

- Having 10–15 questions is very important because most of the data you want will be given to you in various ways throughout the interview. At one or several points in the interview, the hiring managers will ask if you have any other questions. At this point a very shrewd thing to do is to pull out your questions list, scan it, and ask a couple of questions. This will make it crystal clear to the hiring managers that you took the interview seriously and were prepared.

What to Bring:

- Preparation and execution are the keys to showing why you are the top candidate.
- Before your interview, make certain you have directions, a map if needed, and the contact information of the person with whom you are meeting.
- Limit yourself to one hand-held item (briefcase, purse, or portfolio). Carry it in your left hand so you are prepared to shake hands during introductions.
- The best choice is a thin folder or portfolio that holds a legal pad. It looks professional and gives you a place to carry cards, resumes, pens, and references. For quick access organize everything in your portfolio before the interview.

To determine your accomplishments, personality, desires, and habits, the company will ask a variety of questions. While there are entire books devoted to listing hundreds of interview questions, here are a few that you should be prepared to answer:

Q - Why should we hire you?

Q - Why do you want to change jobs?

Q - What training or qualifications do you have for the job?

Q - How have you helped your company's bottom-line?

Q - How does your past experience relate to this opening?

Q - What has made you successful?

Q - How many and what type of people have you managed?

Q - Have you ever hired or terminated anyone?

Q - How does your family feel about this possible move?



Sell Your Successes

- The hiring manager will probably ask you to talk about yourself. Have a concise, informative, upbeat answer for this question and wrap up with, "I'd like to tell you more while tailoring it to this opportunity. What are the key responsibilities in this position?" This puts the interview right on track and you can spend time explaining the value that you would bring to the company.

- Showcase your value by detailing your accomplishments, focusing on the problems you have encountered and your solutions for them. Focus on the financial effect of your actions. Be careful here—don't make yourself sound like the sports star taking all the credit as if there was no team support. Use terms like:

Accountable	Responsible
Team	
Directed	
Coordinated	Managed.

Companies are looking for can-do employees and being negative about past employers or managers reflects poorly on you

- Highlight career experiences that closely relate to the opportunity based upon what you have learned from your pre-interview research. Learn everything you can about the company from every available source. Invest plenty of time becoming familiar with the company's website..

Close with these words:

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I am very interested in what I have learned here today, and the opportunity presented. Is there anything more you need to know about me to ensure we go to the next step of the process?" If they do not tell you what the next step is, ask and assumptively try schedule it.

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During Interview:

- Remembering names from introductions and using them in conversation during the interview will help you make a stronger connection with the hiring manager.
- Early in the interview, ascertain the skills, experience, and objective being sought by the company and the hiring manager. This will help you calibrate both your questions and answers. The recruiter gave you enough information to get you excited about the opportunity, but now you want the employer to review more of the details. You want them to express their own needs by describing the position and everything involved.
- Once you know the employer's needs, you can provide examples of previous accomplishments that are relevant to those needs. Hiring managers interpret past results as being a predictor of future behavior.
- Remember the hiring manager's interest in you is driven purely by company need, and they want to hire the person who can do the most for them. Your attention should be focused on company needs, while your agenda temporarily takes a backseat. Once you have created a strong interest from the company, then you can discuss your needs,
- Be prepared to discuss why you want to change employers and have reasonably detailed explanations for each past job change. Having accurate and well thought out answers to these questions beforehand will provide a level of comfort to the hiring manager.
- If the hiring manager believes you will accomplish the company's objectives, you will be considered for employment. Being capable and amiable will get you an offer.
- Some hiring managers analyze your previous behavior in specific situations to determine how you would react in their position. Since it can take just one situation to establish a pattern, the hiring manager assumes that your behavior will repeat itself.
- An example of a behavioral interview question is "Have you ever made a mistake at work?" The answer should be yes since everyone makes mistakes. Next the hiring manager asks probing follow-up questions about the mistake. The agenda is to find out if you learn from mistakes.
- Another example is "Tell me about a time when you were frustrated" with a follow up question of "What happened?" Again, the hiring manager is looking for patterns either positive or negative.
 - Q-Is this person a quitter?
 - Q-How aggressive is this person?
 - Q-How determined is this person?
 - Q-Did this person come up with creative solutions?
 - Q-What are this person's human relations skills on the job?
- When answering open ended questions, be brief. If the hiring manager wants elaboration, he or she will ask
- If by the end of the interview you are interested in the position, ask for the job. This does not commit you to anything and may be the difference between getting an offer or a rejection letter. Tell the key hiring manager that you are interested in the opportunity; and if they are your presumptive manager, then add that you are interested in working directly with them. If you feel the chemistry is good between you, they need to know it so they will go to bat for you if necessary.

Immediately after the interview, call your recruiter...

Be prepared to discuss what you liked about the opportunity as well as any concerns you may have. Also discuss the answers you gave to the difficult questions they asked. If the recruiter is made aware of any miscommunications in the interview, they can often rectify the situation. Most likely you will have unanswered questions, and your recruiter can help gather additional information.



- As soon as possible after the interview, write or e-mail a brief “thank you” note to everyone with whom you interviewed.
- The first sentence thanks the recipient and staff for their time and courtesy.
- The second sentence pays a sincere compliment, something along the lines of “I was impressed with...”
- The third sentence communicates why you are qualified for the job. You might say, “I am confident I can meet or exceed your expectations in the position.”
- The fourth sentence tells the prospective employer that you are interested in the position. It is important the hiring manager knows you have a strong interest.
- The last sentence asks for the job in a positive and enthusiastic way.
- In this letter, you have not said you will accept an offer and no compensation has been established. You are merely continuing to build interest in you as a candidate and foster the relationship you began in the interview.

For thank you notes to the other members of the interview team, you might use this format:

- The first sentence thanks the hiring manager for his or her time and courtesy.
- The second sentence references something specific about the interview. Again, good notes help. An example would be, “I really enjoyed our discussion of...”
- The last sentence says something like, “I really hope we get the opportunity to work together.”
- The main feature about this thank you note is its brevity.

Resignation Goals

Make your
resignation quick
and painless.

- As a rule, don't take the counter offer. You burn a bridge when you imply you are receptive to a counteroffer. You send the manager up the food chain trying to get creative in an attempt to keep you. When you finally say no, they have egg on their face. You come across as ungrateful. This can be perceived as playing games. Inform your manager you are leaving. Have a transition plan.
 - Inform your manager you are leaving.
 - Have a transition plan
- Use strong language:
 - "I am resigning because I have accepted another position."
 - "I am giving you 2 weeks' notice."
- Language to avoid:
 - "I am thinking about leaving."
 - "I have another offer."
- Remember, this is not an exit interview and there is no reason to discuss:
 - Why you are leaving
 - Where you are going

- The dynamic of your relationship with your manager changes the instant you resign. Up until that point, you are the subordinate and your manager controls all your conversations. The instant you resign, you become peers. In most instances, the manager spends the rest of the conversation trying to regain control. Look for him or her to insist on discussing why you are leaving and where you are going. Don't forget, you are peers now, so you can discuss or not discuss whatever you want.

- Keep the conversation professional and focus on your transition plan
- Remember, this is not an exit interview
- When your manager asks you why you are leaving, it is because you have a new position that is a better opportunity for you and your family not because of whatever is lacking in the current position.
- Be gracious and calm.
- Do not let this meeting become emotional.

Evaluation

We invest time getting to know our candidates. We want to determine your skill level, employment-related accomplishments, career goals, and product and territory exposures in the metals industry. We also seek to know why you are looking and what sort of job opportunities would interest you.

Matching

We use the information from the evaluation to create an employee profile of you, which we categorize within our database so that we can reach out to you about the opportunities that best match what you are looking for. When we learn about a new opportunity, we scan through our existing candidates to determine who are specific fits for that particular job.

Preparation

As recruiters who work with both you and the hiring company. We possess inside information about the culture of the hiring company, the personality of the interviewer, and the specific skill set the company desires for that particular position. We utilize this knowledge to prepare you for the job interview with the hiring company.

Debriefing

After each interview, we invest time with both you and the hiring manager to determine each party's level of interest and to anticipate any potential issues that might arise. The intention is to make sure that everyone involved is investing time in interviews that make sense for everyone.

Negotiation

Our offer-to-acceptance ratio is extremely high because we stay engaged throughout the hiring process and have a vested interest in helping assure there is a win/win offer. The needs, desires, and goals of both the company and you are critical when formulating an acceptable offer package. At this delicate stage, establishing realistic expectations for both parties is critical. The intermediary role we play is key to making an offer that everyone can be excited about.

Transition

Often, resigning can be people's least favorite part of the process. We will schedule time with you and give some simple do's and don'ts of resigning to minimize your discomfort. Our job doesn't stop when you step into your new placement. We maintain our established relationships with the hiring team, and we check in with you several times over your first couple months to make sure everything is going smoothly.

Here at MetalJobs Network, our team is here to help you advance your career path each step of the way. **Whether you are unemployed and need immediate help, or whether you have a long-term goal to make a confidential career change, let us help you open the right doors.** Candidates have been turning to MetalJobs Network since 1992 because we understand that every individual is unique, and we assure that every conversation is confidential.

Questions?

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www.SANINC.com/MJN



"Personal Solutions to Your Personnel Puzzle"