



CAREER SERVICES CENTER

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Interviewing Dos and Don'ts for Job Seekers Survey

Here are some of the results of a September 2009 survey of randomly selected **Recruiting Professionals** about ***“Interviewing Do’s and Don’ts for Job Seekers.”*** The link to this doc is at: <http://www.shrm.org/Research/SurveyFindings/Articles/Pages/InterviewingDosandDonts.aspx>

Here are a few interesting excerpts from the survey results:

“How long does it take you to make the NOT-to-hire decision when you meet with a job candidate for an interview?”

- 33% said “5 minutes or less.”

“If a job candidate exhibited the following behaviors/characteristics during the job application process, how detrimental would these behaviors/characteristics be to getting the job?”

- 67% said “*dressing too provocatively*” is a major problem/deal breaker
- 58% said “*typos/grammatical errors in cover letter or resume*” is a major problem/deal breaker
- 58% said “*being late for the interview*” is a major problem/deal breaker
- 49% said “*talking negatively about a previous supervisor*” is a major problem/deal breaker
- 40% said “*applicant’s cell phone ringing during the interview*” is a major problem/deal breaker

Which of these classic pieces of job-seeking advice do you think is irrelevant today?

- 47% said “*listing an objective at the top of one’s resume.*” An objective can be replaced with a powerful summary statement describing skills, character and unique abilities that make a candidate stand out above other job seekers.

Resume Tip: Summary Statement vs. Objective

Start out with a summary statement instead of an objective.

Example 1:

“ Customer Service and Sales Clerk with a combined 5 years experience working directly with the public. Extensive work performed in various direct sales and service positions; including cashiering, retail floor sales, concessions, waitressing and ushering. Skilled at answering questions and directing customers to the services and products they need. I possess a strong work ethic with ability to complete assigned responsibilities in a professional, timely and efficient manner.”

Example 2:

“ Outstanding administrative professional with more than 15 years of project management, event planning, leadership and administrative support experience working with diverse groups of people. A loyal team player and a leader with a can-do attitude, who can be depended upon to produce top-notch results in a timely manner with a positive disposition.”