



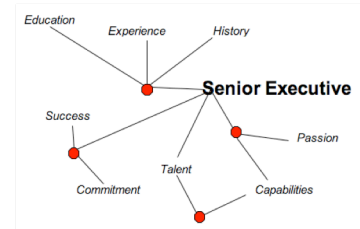
Meridian Executive Resources

Executive Career Development www.meridianer.com

Securing a New Job Opportunity

You have found an interesting career listing. **BEFORE** applying for the position you need to do your homework to assure they are a company that YOU want to join.

Job interviews are two way street. As much as the hiring company is interviewing the candidate, the candidate is interviewing the company. Here is a list you should review **BEFORE** contacting the company:



- **Understand the company:** to see if you are interested in them. The more you know about the company the better equipped you will be to evaluate the opportunity.
- **Collect as much information as possible:** The more you know about the company and position the better you will be equipped to secure the interview.
- **Most position descriptions:** will be incomplete and missing key information on what they are looking for. The more you know about the position the better you will be at presenting yourself for the position.
- **Analyze the position description:** Only 50% of job descriptions are useful. Deconstruct the description to identify the key elements: *(Title, Reports to, organizational position, experience, education, special skills, objectives, responsibilities, role in the organization, and market connections).*
- **Develop a checklist:** on the position's role, responsibilities, and goals for the position. Align the description with your strengths as the right candidate.
- **In the interview when asked:** "Tell me about yourself." be prepared to "Tell them WHY you are the right candidate for the position using your career and accomplished linked to their needs". *(DO NOT give a running history of your career. Stay focused on how your accomplishment fit their requirements.)*
- **LinkedIn information is critical:** Key to your visibility and positing includes, *(Management bios/backgrounds, information on person currently in the position, range of employees & backgrounds, publications, individual and company references. Look to double your connections and referrals)*
- **'Tune' your PDF formatted documents:** resume, biography, and, written references, and your synced LinkedIn page to be consistent with your documents. *(< 80% of the time a hiring will go to your LinkedIn page)*
- **If you have published any knowledge paper/articles:** have copies with you at the interview. *(DO NOT) flood the hiring managers with documents before the interview. Clear intro letters and one page resume are the key to getting their attention and securing the interview. (Getting the interview is how you get the job.)*
- **Multiplying your market visibility:** The more connections you have the greater the potential you have for making the right connection. Send and request as many references as possible to raise your visibility.
- **Go sit in their lobby at lunch:** before the interview. It is amazing how much you can learn about a company's culture by observing people coming and going.

Meridian has been providing career development and support for more than twenty-five years. Please give us a call if we can help or you have questions. We look forward to supporting your preparation in securing the interview and winning the position.

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