



VIRGINIA BANKERS ASSOCIATION
BANK INTERNSHIP
PROGRAM

Resumé Workshop, Interview Skills and Human Resources Best Practices

Suzie Allen

Director, Benefit Plan Administration
Virginia Bankers Association

Justin Kimlel

HR Specialist
Essex Bank

A Timeline of the Hiring Process





Interviews

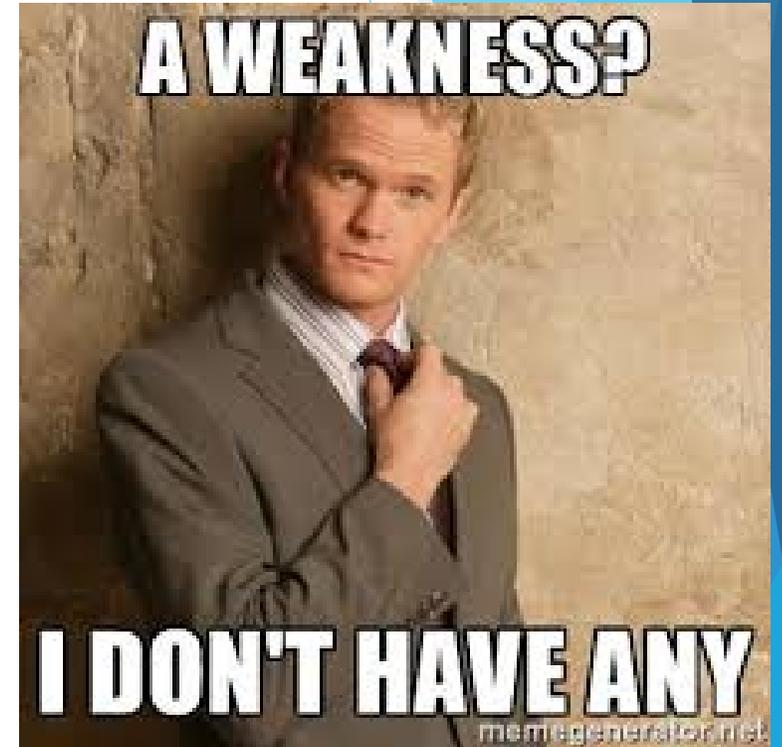


Trends in Interviewing

- ▶ Hiring for the cultural fit more than the technical skill set and measurables
- ▶ Hiring committee does the hiring, not the manager
- ▶ Asking the same question more than once
- ▶ Conducting non-traditional interviews outside of the office

HR Committee Feedback

- ▶ *What is the deciding factor for you when conducting the interview that will automatically eliminate the candidate from consideration?*
 - ▶ In person interview:
 - ▶ Contradictions
 - ▶ Not answering the questions that were asked
 - ▶ Poor body language
 - ▶ Late arrival
 - ▶ Unprofessional appearance
 - ▶ Phone interview:
 - ▶ Not speaking clearly or providing clear, concise answers
 - ▶ Poor connection
 - ▶ Not showing enthusiasm for the opportunity





Before You Go...

- ▶ Research the position and the company.
- ▶ Prepare “selling points” to show why you’re the best candidate for the job.
- ▶ Plan your professional dress.
- ▶ Practice with mock interview questions.
- ▶ Have a well prepared and updated resume, including a cover letter.
- ▶ Tailor responses to particular job.
- ▶ Have answers prepared for:
 - ▶ Your career goals and how this job fits into those goals
 - ▶ Your ideas for positively impacting the company

Remember...

- ▶ *You are interviewing them as much as they are interviewing you!*





Resumé Tips & Workshop



2021 Resumé Feedback

- ▶ Having a well-organized, easy to read resumé will help you move to the front of the line. Be sure your formatting is easy to read!
- ▶ Be careful with resumé format templates - those typically lead to a lot of wasted space. If possible, your resumé should fit on one page.
- ▶ References do not need to be listed on the resumé (your application will provide a section to list references).
- ▶ Unless it is your highest level of education, remove high school information.
- ▶ Education information should be listed at the top of the resumé. GPA should be listed only if it is 3.5 or higher.
- ▶ In regard to “skills” section, be sure there are examples, evidence and details to support skills listed. Use past tense if no longer working for a company.
- ▶ This is your opportunity to “sell” yourself and show the hiring manager why you should be chosen over other applicants - show this through providing DETAILS on work/volunteer experience.

HR Committee Feedback

- ▶ *What will make you “toss” an application?*
 - ▶ Typos and poor grammar
 - ▶ Incomplete or contradictory information
 - ▶ Not completing required sections and using “Please see resumé.”
- ▶ *What will make you “toss” a resumé and stop the hiring process?*
 - ▶ Typos and poor grammar
 - ▶ Evidence of job-hopping
 - ▶ No skills or experience that qualifies for the opening - mismatch for the job description
- ▶ *Do you expect a cover letter?*
 - ▶ When in doubt, include a cover letter



Resumé & Application Dos and Don'ts

▶ Do:

- ▶ Be accurate
- ▶ Be neutral
- ▶ Pay attention to the job description
- ▶ Follow directions

▶ Don't:

- ▶ Oversell yourself
- ▶ Get hung up on technical skills
- ▶ Use the same resumé for every job description

We'd love to hire you, but your spelling mistakes and poor grammar show you're not as "detail-oriented" as you claim.

Sorry.

someecards
user card



Adding this Summer Experience to Your Resumé

- ▶ Skills that you've gained:
 - ▶ Customer service skills
 - ▶ Communication skills
 - ▶ Money counting skills
 - ▶ Time management/multitasking skills





Questions?