



# Resumé Workshop, Interview Skills and Human Resources Best Practices

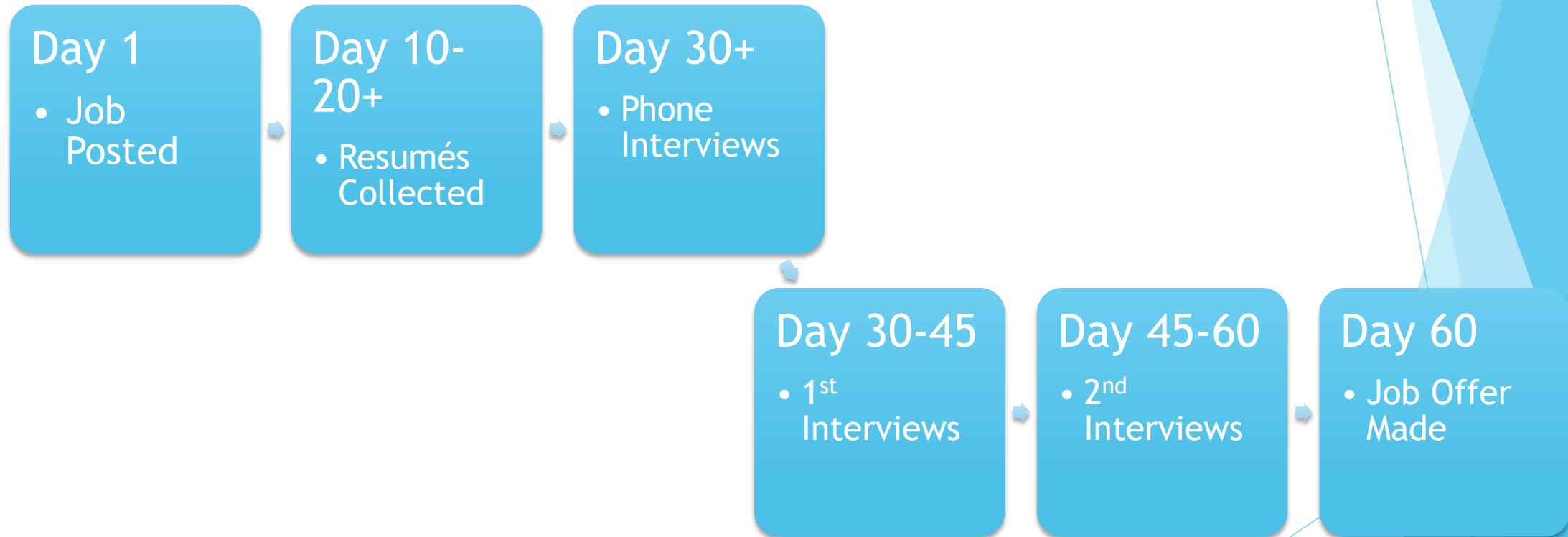
Suzie Allen

Director, Benefit Plan Administration  
Virginia Bankers Association

Justin Kimlel

HR Specialist  
Essex Bank

# A Timeline of the Hiring Process





# LinkedIn & Recruiting

# LinkedIn

- ▶ Don't be afraid to link with recruiters.
- ▶ Be sure your profile is consistent with your resumé.
- ▶ Keep it neutral!



"According to your LinkedIn profile you're a focused, disciplined achiever. According to your Facebook photos you love Jack Daniels and are pretty comfortable with your body."



# 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



## 2020 Résumé Feedback

- ▶ Having a well-organized, easy to read résumé will help you move to the front of the line. Be sure your formatting is easy to read!
- ▶ References do not need to be listed on the résumé (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 résumé.
- ▶ GPA should be listed only if it is 3.5 or higher.
- ▶ Use past tense if you no longer work for a company.
- ▶ In regard to “skills” section, be sure there are examples and evidence to support skills listed.
- ▶ This is your opportunity to “sell” yourself and show the hiring manager why you should be chosen over other applicants - show this through DETAILS on work/volunteer experience

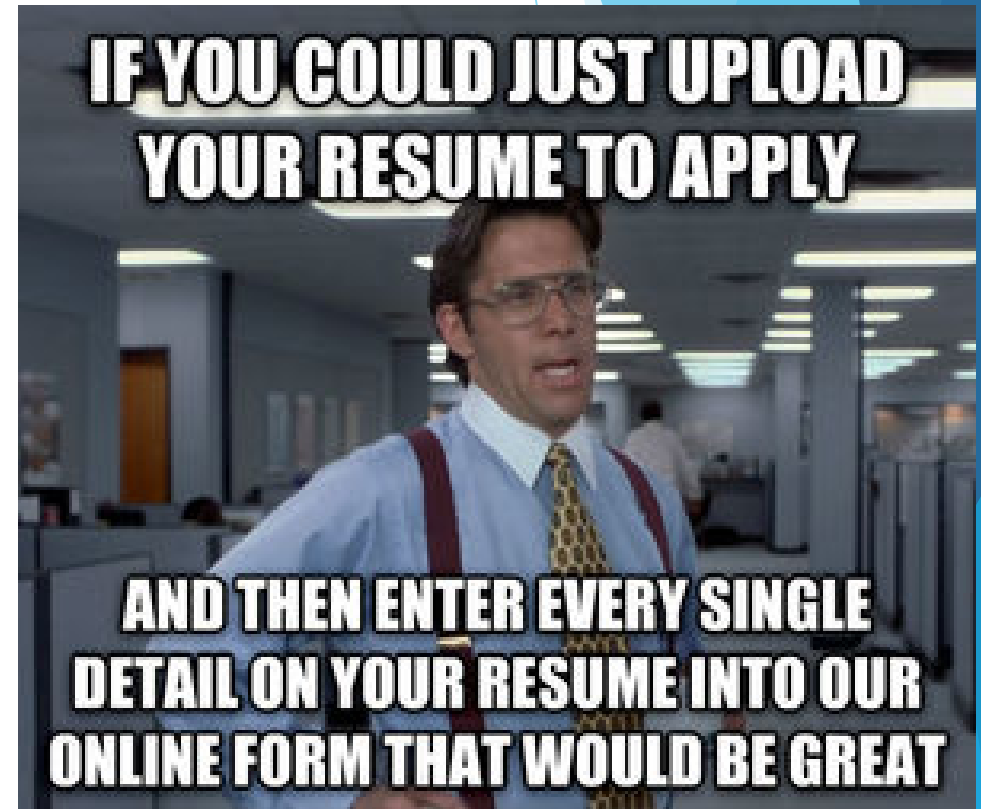
## HR Committee Feedback

- ▶ *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



## 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.”





# 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 Résumé

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





# Questions?