

Searching for Work

By: Rick Teplitz

rick@englishcommunicator.com

Contents

- # An Opening Quote
- # Suit Yourself
- # The Curriculum Vitae
- # The Cover Letter (e-mail)
- # The Job Search
- # Preparing for the Interview
- # Types of Interviews
- # Salary Negotiations
- # Additional Suggestions
- # Resources

An Opening Quote

“I've looked for more than five years for jobs that matched my skills, and I can't get any serious interviews.”

*From the opinion piece titled “Why I'm heading back to the US” by David Teich
Jerusalem Post Feb 2, 2009*

What's wrong with this quote?

Suit Yourself

- # Not about what matches your skills
- # About how you match a potential employer
- # Need to be open minded, flexible and creative
- # Need to re-examine your skill set
- # Consider additional training

The Curriculum Vitae

- # Is your key to every job
- # Read from upper left to lower right
- # No longer than 1 page, employers receive hundreds at a time
- # Filename should be: **firstname-lastname-CV**
- # Be simple yet stand out, color, icon
- # Modified to match each job
- # Contain keywords that were used in source Ad
- # Contains objective that matches its target
- # Send by e-mail, fax and snailmail

The Cover Letter

- # Comes in many forms, e.g., e-mail body
- # Your first and only chance to be noticed
- # Like an executive summary of your CV
- # Subject: your full name and position applying for
- # Open by stating your full name, why your writing, and how you came to contact them
- # Talk about yourself in terms used in the Ad
- # Write with confidence, but not arrogance
- # A few short sentences why you're relevant to the position
- # Sign with your full name and mobile number

The Job Search

- # Regularly search job oriented websites
- # Search relevant company websites
- # Networking and combinatorics
- # Attend relevant professional meetings
- # Talk to friends and families
- # Be flexible and creative, its not about what you want, its about what employers need

Preparing for the Interview

- # Visit company website, understand what they do
- # Study the position being offered
- # Understand the relevant industry
- # Prepare relevant samples
- # Bring printed copies of CV (at least two)
- # Write down a list of relevant strengths
- # Determine a desired salary and package
- # Be ready for anything

Types of Interviews

- # **Potential Manager**
- # **HR Representative**
- # **Test**
- # **Salary Negotiations**
- # **Any number of others (potential co-workers, CEO, etc)**
- # **Mix of any of the above**

Types of Interviews

Potential Manager

- # Wants to know:
 - Your work history
 - Relevant skills
 - If you're easy to work with
- # May want to see samples if relevant

Types of Interviews

HR Representative

- # Wants to observe you
- # Trying to determine if you match the company “culture”
- # May repeat questions asked in earlier interview
- # Wants to know if you are stable, going to stick around

Types of Interviews

Test

- # Writing Test – usually part of standard interview
- # Psychometric test
 - Used to gauge ability to interact with others
 - Used to gauge your personality type (leader, follower, team player)
 - Be asked to participate in group activities (e.g., building a bridge)

Types of Interviews

Salary Negotiations

- # Last in series of interviews
- # Typically HR, may be with another
- # Open to negotiations

Managing the Interview

- # Allocate enough time, be ready to stay long if requested
- # Be early, be relaxed, use the restroom beforehand, etc.
- # Complete application slowly, handwriting may be used to analyze you
- # Smile when you come in, make eye contact and small talk
- # Let your interviewer speak their mind
- # Understand if you need to lead
- # Never speak ill of previous employers
- # Always give reason of changing jobs as the opportunity
- # Speak of what you can contribute, why you suit position

Salary Negotiations

- # Know the salaries for your industry
- # Know benefits: Bituach Minhalmim, Keren Hishtalmut, options, vacation, car, phone
- # Give a higher rate, say your open to negotiation
- # Be willing to start lower, but ask for increase after short period (3 months)
- # Consider current market conditions
- # Be creative e.g., less salary, more options and vacation

Other Suggestions

Resources

- # **Jobnet:** <http://www.jobs-israel.com>
- # **Marksman:** <http://www.marksman.co.il>
- # **CJI Salary Survey:** <http://www.cji.co.il/docs.htm>
- # **Elephant.org:** writer's salary survey www.elephant.org.il
- # **Yahoo! Groups in Israel.** Useful Yahoo! groups include:
 - **Ciwi:** Independent Writers
 - **Techshoret:** Technical Writers
 - **Digital Eve:** Professional Women
 - **MarcomIsrael:** Marketing Writers
 - **Targum:** Translators