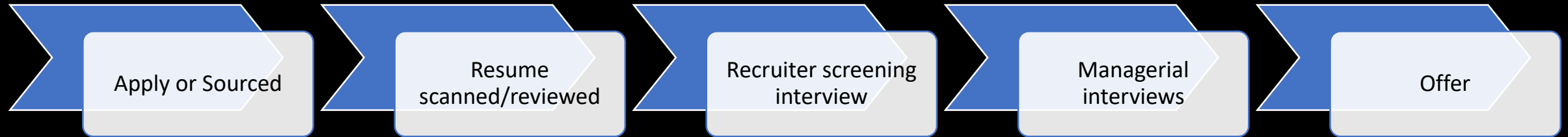


Tips on Getting a Job or Internship

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Process of Getting a Job Offer



Steps to Prepare

1. Research jobs on LinkedIn, gather skill keywords to use.
2. Improve your LinkedIn profile.
3. Pull through changes to your LinkedIn profile to your resume.
4. Prep behavioral interview responses for screening interviews.
5. Prep for managerial interview conversation.

1. Researching Jobs

- Use LinkedIn especially, but also Handshake and other job websites.
 - Don't worry about location, exact fit, etc.
- Pull skill language to include in your LinkedIn profile and resume.

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2. Improve your LinkedIn Profile

- Profile image
- Header
- About Section
- Skill keywords (link to jobs & in your About section)
- Work experience
- Education
- (Hidden: open to work, green banner)

2. LinkedIn: About Section

I use my training in Psychology to [do a thing to benefit somebody; 1-3 lines]. My key accomplishments include:

- 3-5 of your strongest bullet points from jobs, internships, labs, leadership of student groups, etc., all in action-result format.

When I'm not at work, you'll find me [brief humanizing statement of interests].
Please reach out; I'd love to connect!

Professional Skills

Communication | Ninjutsu | 5-10 things drawn from job ads

Domain Knowledge

High Explosives | SPSS | 5-10 things drawn from job ads

2. LinkedIn: Work Experience

Middle School Tutor, Ramsey NJ 2014-2016

- Educated sixth and seventh graders in honors Pre- Algebra math lessons
- Provided students with in depth notes and diagrams for each lesson
- Prepared students for midterms, NJASK testing and finals

- Use stronger language, and add results with metrics if possible.
- Use ChatGPT to help craft language, but *beware fictional elaborations*.
- Give skills to your jobs that match your About statement.

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3. Write a Resume to Get to the Next Step

- Name, email, phone #, city/state location, LI profile URL
- Jobs
 - Focus on actions and results
 - Mirror skills on resume to those on LinkedIn
 - Include only relevant & recent experience
- Education
 - Omit dates for degrees (after graduation), GPA, etc.

3. Write a Resume to Get to the Next Step

- Tailor to the *kind of role* that you're targeting
- Use tools to improve your first-draft language:
 - Jobscan (www.jobscan.co) – 5x/mo
 - ChatGPT
- No fancy design templates; export & upload as PDF

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4. Prep for the Screening Interview

- Screening interview vs. hiring manager interview:
 - Screening interview emphasizes more your skills and preparation; be prepared, answer questions directly, and be friendly with recruiter.
 - Hiring manager interview emphasizes fit (with org, manager, team), should feel more conversational.

4. Prep for the Screening Interview

- Open with a play for insights after brief small-talk:

Could I ask a few questions for context before we get started?

I've read through the job description thoroughly and learned about the organization...but from your conversations with the hiring manager [or whatever this person's role is], what is the most important thing that the person hired for this role will need to do? What are the big challenges right now?

4. Prep for the Screening Interview

- Be ready to handle common screening questions:
 - *Why this role & organization?*
 - *What are your career goals / doing in 5 years?*
 - *What are you really good at doing professionally (strengths)?*
 - *What are you not good at or interested in doing professionally (weakness)?*
 - *How would your recent past bosses judge your performance?*

4. Prep for the Screening Interview

- Think about, and practice, stories that demonstrate competencies:
 - Dealing with stress responsibly and persevering under pressure.
 - Multi-tasking and being adaptable when faced with shifting priorities.
 - Successfully working with a difficult person.
 - Appreciating diversity and working constructively with different people.
 - Organizing a big or complex project/task successfully.
- Leading, persuading, and motivating others to accomplish a goal.

4. Prep for the Screening Interview

- Think about, and practice, stories that demonstrate competencies:
 - Providing significant support, help, or mentorship to someone else who needed it.
 - Receiving and using negative feedback well.
 - Thinking through a tough choice; being decisive when presented with ambiguity.
 - Developing a creative or innovative solution to a problem that worked.
 - Acting with integrity, especially when you had the opportunity to be unethical.

4. Prep for the Screening Interview

- *STAR Format*

- Situation – starting problem/context
- Task – charge or challenge
- Action – what YOU did, high abstraction
- Result -- impact

- *SARI Format*

- Situation
- Action
- Result
- *Interesting feature*

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5. Have a Good Conversation

- Start with friendly small talk!
- Expect some repeat questions, but give improved answers:
 - Why this role & organization?
 - What are your career goals / doing in 5 years?
- Bring lots of questions of your own; respect the give & take of asking & answering questions.

5. Have a Good Conversation

- Some potential questions to ask:
 - *What about the culture/practices of this place keeps you here and make you happy?*
 - *If you hired me and I was successful, what would we have accomplished together in my first six months?*
 - *What do you find most rewarding about this work? What are you most excited about doing within the next year that I might be able to support?*
 - *What do you think you do especially well as a leader?*
 - *What should I NOT know about this job?*

5. Have a Good Conversation

- End with an action intention and a search for objections:
 - *Now that we've spent some time talking, how do you see my background fitting with the role?*
 - *What hesitations do you have about my fit with the role?*
 - *What is your timeline and the next steps for your hiring process? Do you need anything else from me to help make your decision?*