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JOB SEARCH TIPS

**The Top 10 Reasons You DIDN’T get the Job**

Based on in-depth conversations with recruiters

1. **You didn’t fill out the application clearly and completely.** Recruiters and hiring managers see dozens or even hundreds of applications every day. They’re not going to bother with applications that are incomplete. And they don’t have time to try to piece together clues to figure out the dates of your work history or what you did on the job. Always make sure you answer the questions in an organized, complete, easy-to-understand way. Don’t make the hiring manager work for it.
2. **You were not honest.** You can never lie on a resume or application. If you don’t have the certification they’re asking for, don’t pretend that you do. If they ask if you were ever fired, or if you have a criminal record, tell the truth and explain. They will find out anyway. Almost every company in America runs thorough background checks – including calling former bosses – before hiring someone.
3. **You were clearly just chasing a paycheck.** Do you apply for every single job the company has open? Are you applying for jobs you’re not really qualified for or interested in? If someone asks you, “What kind of work are you interested in?” do you say, “Anything. I just need a job”? These are major turnoffs to any recruiter. They want to talk to people who know what they want and are passionate about their work. Don’t apply mindlessly for every job you’re remotely qualified for. Focus!
4. **Your work history was unstable.** A work history which includes a lot of short-term jobs (less than a year) is a major red flag to an employer. They want employees who will be committed.
5. **You didn’t convince me of your qualifications.** The recruiters don’t know you, and they don’t owe you anything. They’re not going to give you a job just because you want one. You have to convince them that you are the best choice for the job. Your application should discuss, in detail, your relevant work experience and education. Don’t mindlessly list everything you’ve ever done.
6. **You didn’t follow up.** Okay, so you’ve submitted the application – now you just sit back and wait, right? Wrong! They get hundreds of applications every day. One thing that will help you stand out from the crowd is if you call the human resources office or email the recruiter after you’ve submitted your application. Say that you’ve just applied for XYZ position with them, and you’re contacting them to follow up and make sure everything went through okay, because you’re really excited about this opportunity. Be careful not to sound pushy, demanding, or entitled. If you make it to the interview stage, remember to follow up there too by sending a thank-you note after the interview.
7. **You were hard to reach.** Did you give them a phone number or email address which is now out of service? Is your voicemail not properly set up, or is your mailbox full? Do you have a habit of not returning phone calls and emails promptly? These things will cost you job opportunities.
8. **You failed the phone screening.** The phone call is like a pre-interview. If the recruiter calls you at an inconvenient time, don’t just rush through the phone call – this is their first impression of you, and you need it to be a good one. If it’s a bad time, politely explain that you’re unable to talk at the moment, get their contact information, and schedule a time to call back. You should be polite, friendly, and enthusiastic about the job opportunity. You should be able to talk about why you want the job and why you’re a great choice for the job. You should be in a quiet place with no distractions.
9. **You failed the drug screening.**
10. **You looked unprofessional.** Proper dress code is crucial for a job interview. You should look very conservative. Dress for an interview like you’re going to a funeral, or like you’re about to meet the President. Don’t wear anything that’s stained, torn, saggy, wrinkly, too tight, or revealing. Tattoos, piercings, flip-flops, sneakers, jeans, t-shirts, hoodies, sunglasses, baseball caps, flashy jewelry, and unnatural hair colors are strictly forbidden. Watch your body language too - don’t chew gum, slouch, fidget nervously, play on your phone, keep your arms crossed, or refuse to make eye contact. Look like you’re taking this seriously.

**Need help overcoming any of these obstacles? The Career Center is here to help!**

Visit our website at www.careercenterbr.com for valuable free resources to aid you in your job search,

or call (225) 231-3733 to schedule an in-person, one-on-one appointment.