

# **Job Placement For Engineers and Technicians**

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*You must have an open Internet connection for the active links in this eBook to work.*

## Introduction

Does your technical expertise qualify you for an opening to a better paying job? Are you ready to advance your engineering/technology career or get that first job as a technician? Can you use some tips from experienced human resources directors, engineers and technicians that will make it a lot easier to get that dream job? Take the first step in proactively taking control of your career. Now more than ever we're all hearing the talk of recession, rightsizing, downsizing, mergers and acquisitions etc. The people who get ahead in today's corporate environment are those that proactively take control of their careers!

Electrical and electronics engineers and technicians design, develop, test, and supervise the manufacture of electrical and electronic equipment. Some of this equipment includes power generating, controlling, and transmission devices used by electric utilities; electric motors, machinery controls, lighting, and wiring in buildings, automobiles, and aircraft; and in radar and navigation systems, computer and office equipment, communications and broadcast equipment.

Your qualifications include a college or technical school degree or a long hard apprenticeship. On-the-job training includes night-class, seminars and correspondence courses . While you have been working to build a career there have been opportunities for more lucrative and prestigious positions that passed you by. You may feel stuck in a thankless work environment or unemployed. Everything may seem uncertain to you right now, and you may not be sure what direction you career should take. There are no guarantees, but by using the information and resources included in this eBook you will be able to present your qualifications in a most positive manner to companies that provide fantastic employment opportunities.

Being selected as a candidate for a screening interview shows that a potential employer has already reviewed your work history and determined that you have the right qualifications. Getting past a screening interview and into the employment interview means that your chance of being selected for the job has increased to thirty-three percent. Use the information in this eBook, presented free to subscribers at [ElectricBasics.com](http://ElectricBasics.com), to put your best foot forward.

Traditional sources for finding employment openings are often inadequate when the unemployment rate is high in a specific area or industry. Online resources are more effective because they send your information to those head-hunters who recruit in your Industry. Follow the steps listed here to get an advantage over the competition.

In this eBook, you will learn:

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- How to get the interview of your choice.
  - How to prepare for the interview.
  - How to make a great first impression.
  - How to conduct yourself during the interview.
  - Common Interview Questions
  - Questions to ask during the interview
  - Common mistakes
  - .Post Interview
  - Post Interview
  - Follow-Up
-

## Health First

**JOB LOSS** is the most stressful condition for American's between twenty-five and fifty-five years of age. Fatigue caused by stress should not be part of your job search. Do whatever you can to place yourself in the best possible light. Imagine the positive image you will project during an interview if you are asked a question about a convoluted electronic network and you are wide-awake and able to think it through clearly.


That old saying, "If you have your health, you have everything," may not be important when you are trying to figure out how to make payments on time but it must be your first priority. According to a report published in The Journal of the American Medical Association, the most common complaint of patients in general medical practice is fatigue, and in fact, chronic fatigue is reported by 20% of all patients seeking medical care. If you are going to be a statistic, it is better to be among the other eighty percent.

Remember, exercise and good nutrition are your best resources for staying alert and awake during the interview process.

*When the Health food salesman comes to your door, go ahead and vitamin.*

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### Electric Basics

 Brush up on practical applications of electronics or just learn some new device or circuit information. The 300-in-ONE Electronic Lab offers 300 experiments for the world of advanced electronics. Go step by step with the illustrated manual. Learn to design and assemble basic electrical circuits, relay circuits, motor control circuits, digital circuits, counters, analog circuits, amplifiers, oscillators even a crystal radio and more. Battery powered solder-less connections [CLICK HERE](#)

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## How To Get the Interview

Understand the company's application process before taking your first step.

When a company is hiring locally they post an ad in the newspaper or an online job bank. Contact information is included in the ad. The information will be posted on a company bulletin board or newsletter first, giving insiders an advantage, but your qualifications and experience are significant. Local Unions and Associations will also get copies of solicitations. Get on the contact list of these organizations even if you are not a member. They need you!

If company requests a walk in presentation or a faxed resume be sensitive to that distinction. Complying with the company's initial contact information will facilitate the paperwork and help you put your best foot forward.

Extra effort and patience will have unbelievable long-term benefits. Technicians frequently tell of being out of work for several weeks and then getting two or three fantastic offers the same day.

Networking is considered the best source of job information for engineers and technicians. In lean times, job openings are filled before they are posted because someone always has a friend in the trade who wants to submit an application. When the job market is wide open, job postings are allowed to lapse after a couple weeks and the position stays empty.

For us, networking means contacting the right person to find a job opening and getting an application. Networking experts claim that it takes three phone calls to find the right person in any situation.

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*If your boss wants you to work like a dog, eat like a bird, think like a fox and run like a rabbit, make sure the company includes veterinarian care with your health insurance.*

# THE APPLICATION PROCESS

## Your Resume

Be prepared with a brief, concise work history. Human Resources or Management will select candidates based on resumes. Tailor it to highlight your qualifications, work experience and education. Include any special recognition you have received and list special training and accomplishments.

### Things that recruiters expect:

- An accurate employment history. Include address, phone number, position held and job description.
- Continuity in your employment history. Be prepared to answer questions if you have such gaps.
- A brief summary that is easy to read. Managers are often over fifty years old. Remember to use 12pt standard fonts with margins so it is easy to read and check.
- An objective report.
- No Distracting Pictures and/or graphics.
- Brevity, Honesty, Simplicity
- Resume matching job opening.

*I told the boss to pay me what I'm worth. He told me that he would like to but he is required by law to pay the minimum wage.*

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## Sending Your Resume

When you mail in a resume, include a **ONE PAGE** cover letter describing the position that you are seeking and a few details of your qualifications and skills. The short lead-in letter acts as a frame for your work history. It must contain your personal contact information.

Call the company and find the name of the person to whom the letter is addressed. Your information must get to the right person at the right time. Correctly addressing the right person will save time and draw the kind of attention that you need.

Small businesses are more flexible when considering an applicant with the qualifications and experience that will improve their investment in human resources.

If hundreds of applicants seek the same job with a big company, keep your tactics simple and stick to known methods. Your goal now is just to get a screening interview. Ultimately you want the JOB interview. The KISS principal is still the best method of operation.

**KISS** def. *Keep It Simple Stupid*

## EMAILING YOUR RESUME

Email is a standard way for recruiters to get your work history. Most companies offer this method as an alternative. Here are a few tips that will make it work better.

Include your name and the Job Title in the SUBJECT line. Companies prefer your resume as an attachment to a message. [Adobe Create PDF Online](#) lets you create and save PDF documents from your word document file, [ONLINE CLICK HERE](#)

When the company instructs you to use specific methods for addressing an emailed resume, or certain subject line requirements, then you must follow those instructions. Send the message with a 'return requested' option.

*Today I was one under; one under a tree, one under a rock, one under a bush, one under water...*



## **FAXING YOUR RESUME**

You will need to include a cover letter when you fax your resume. If you are not using your own fax machine, be sure to include the proper contact information. The rules for your cover letter are the same as for mailing your resume. More about cover letters will be provided a bit later on in this book.

When you use an online Fax like eFax.com make sure the image size is correct. Recently someone sent me a four-page fax with the entire text in a two-inch square in the middle of each printed page. The image on the computer terminal was fine it just printed out as small ‘tiff’ image. Check you settings.

## **WALK-IN YOUR RESUME**

For this type of application procedure be sure to dress appropriately. Dress just like you would for an interview. If the job requires interacting with customers, supervisory personnel will assess your grooming habits when you walk in. A walk in interview is similar to the large companies screening interview in that you will have at least one formal interview later if you are accepted as a candidate .

Walk-ins do not require a cover letter but be prepared to fill out an application form . Make sure you have application data with you. Put your best foot forward.



Quality Engineering Titles at:

[Wiley](#)

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## TELEPHONE RESUME

If telephone communications play a role in your work the boss will learn your work history and get a feel for how you handle yourself through a telephone conversation. Any small shop owner will tell you that the person answering his phone is the single most important sales person on his staff. The impression the customer gets in the first few seconds will be reflected in a successful transaction.

The quality of your phone conversation and the personality you express will help the hiring agent make his decision. This is not a personal judgment about you. The small business owner needs the right person in the right place at all times. Be polite and prepared to answer a lot of questions. Many of them will be unrelated to the job you are seeking. Say your name and correct telephone number, with area code, slowly and clearly. Repeat it slowly, and then let the interviewer direct the conversation. You might approach the telephone interview like this: “Hello Mr. Brown, this is Anxious Jobseeker calling with regards to your ad in the Post about the engineer/technician position. My home phone number is 555-555-5555.”

Be aware that a business line is the small businesses only link to paying customers and managers don't want it tied up. Be friendly, helpful and brief! Be prepared to answer questions about previous work experience. Explain how long you have been doing that type of work and give a description of your duties. Use your landline whenever possible. Wireless and Mobile phones fade at the worst possible time.

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## **THE COVER LETTER**

Cover letters are generally short, one page, and to the point. Direct your cover to someone in particular. You should never address your cover letter with “To whom it may Concern” or “Dear Sir/Ms” it is unprofessional and doesn’t show a genuine interest in the company or the job.

The cover letter is the sole purpose for looking at the resume. For Engineers and Technicians the cover letter is just as important as the resume. The first two lines of a cover letter should begin with a basic greeting and the position that you are applying for. The second paragraph should be a brief description of your qualifications and why you applied for work at their company.

The closing should announce an interest in hearing from them soon, and a thank you for their time.

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**Sample Cover Letter**

My Name  
My address  
City, State Zip  
My Phone  
My email address or Mobile

RE: Electronics Service Technician Position

Mr. Brown  
3232 Jackson St.  
Jackson City, FA  
32443  
Attention: Mr. Joe Brown

Dear Mr. Brown,

This letter is in regards to the Electronics Service Technician position that is available in your company. As my enclosed resume will show you, I have three years experience in a similar position.

During my career I have successfully integrated new equipment testing procedures for my previous employer, UrlastJob that increased their productivity by thirty percent. Those procedures are still in use and have been integrated into two other affiliate companies.

I thank you for your time in reading this letter. I hope to hear from you once you have had time to read my resume.

Respectfully,  
YOUR NAME  
Enclosure (1)

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## PREPARING FOR THE INTERVIEW

Successful salesmen have a saying, “Good Luck is when opportunity meets preparedness.” For you, the opportunity is the Job Interview. Concentrate on preparing yourself emotionally. Your technical ability has already been demonstrated in your resume or pre-screening test.

Use whatever natural relaxation or visualization techniques work for you in preparation for the interview. A pre-interview Martini, a toke or a pill will work against you. The slightest indication of substance use to a trained professional human resources employee will doom any chance of getting the job, ever. With our type of work, companies will require a drug test. There is an exception; if the owner invites you out for a Martini you got the job.

A relaxation method that works for most people is to just sit quietly for a few minutes before the interview and relax. If there are any relaxation techniques that have helped you in the past, use them now.

A successful public speaker told me about a technique that works for him. He clasps his hands, momentarily, at chest level with his index fingers extended and touching. He then imagines all the tension in his body running down his arms and into his hands. Observing closely you will notice the index fingers open and close a few times. “Mr Flynn,” he told me, “when I open my fingers like that, all the tension from my body leaves through the space between my fingers.”

The imperceptible movement of the fingers also attracts attention to the speaker and helps establish eye contact. Try it if you don't have any relaxation techniques.

If you are going to a screening interview for a major corporation or public entity it is unlikely that the interviewer knows a lot about electronics. Their role is to eliminate candidates who do not have the qualifications or have something in their background that makes them a hiring risk. Typically, there will be technical questions of a general nature that you must be prepared to answer. The interviewer will base her recommendations on the way you respond rather than your technical knowledge.

Picture yourself as a candidate with five years static-drive experience at a screening interview at an automated plant, expecting to find work with robotics.

The screener asks an open-ended question, "What do you know about broadcast radio?"

Your first inclination is to shrug and tell her, "Honestly, I have no experience with broadcast radio."

If you have no knowledge of the subject, briefly reframe the question and place your positive experience within that framework. The screener wants to see your degree of emotional change, like anger or frustration, not learn about amplitude modulation.

The best thing that can happen in a screening interview is that you are in and out in a short time.

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## THE FORMAL INTERVIEW

The next step is the **JOB** interview. You must be a salesman. You are there to sell yourself to a prospective employer. Market yourself in the most interesting way possible. Great preparation for the interview is your best bet. A salesman that is knowledgeable, friendly and positive always gets the close.

One or more department heads, supervisor or foreman will conduct the interview. The technical questions will be specific to the work you are expected to do. A snow job will not work and a know-it-all will rub them the wrong way. It is OK not to be an expert on everything. It is OK to give a wrong answer but you must show technical expertise and openness to learning new techniques. When dealing with a foreman, try to let her know that you respect her knowledge. After all, she will be your next friend and colleague.

At some time during the interview you must positively suggest to those conducting the interview that you will be working there in the future. “When I’m working on this type of equipment is it...” or “When I’m at my workbench...” well, you get the idea. Do this once or twice. More than that and it becomes obvious and you may encounter some resistance.

## DO YOUR RESEARCH

It doesn’t matter how much knowledge or experience you have about the position if you don’t have a clue about the company or what they do. It is disastrous to enter into an interview and not be able to tell your interviewer what their company is about. How else are you going to tell them why you feel that you would be a good addition to their company?

A good and less time consuming way to get to know about a company is to go to their website. You can get all of the general knowledge about them that way, including the names of key people and their job titles. (There will be more on that in a minute) You should sift through most of their pages, including the pages that show samples of their work and/or products.

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You can also look them up in the media files if there are any. Read the articles about them and soak in as much information as possible. Another thing that would be nice to do is to check out the surrounding location. It makes for a nice breaker during the interview when you comment about a particular monument or resting place nearby.

A trickier way to get a little extra information about the company is to call them on the phone and ask general questions, without revealing yourself as a potential employee. It's an effective way to get the goods on upcoming promotions etc.

## KNOW YOUR CONTACT

When called for an interview, ask to whom you will be talking. Greeting your interviewer by name helps demonstrate that you have done some preparation.

You will also want to do some research on the person that will be conducting your interview. Learn what they do for the company and try to get some samples of their work or achievements in the company.

If you know what department you are going to work in, get the names of your potential colleagues and superiors prior to the interview. Try to get some information about their roles in the company and the types of work that they have done. Reiterate some of the things that you have learned about your potential colleagues in the interview.

## HOW SHOULD I ACT?

There are many things that you can do that can take some of the pressure off during an interview. The way that you behave is one of the most important. It's not all in the words that come out of your mouth, but often has a lot to do with the mannerisms that you use.

Interviewers are not just wondering if you are skilled enough for the job, they need to know that you will fit in with your co-workers. Your personality is on display. Pay particular attention to details, that is, put your best foot forward. Chewing gum or breath mints are out during the interview. Trade jargon and technical terms are OK when dealing with technicians but avoid it if the interviewer does not have trade experience. Tech terms often give the interviewer the impression that you are trying to snow them.

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## **SHOW CONFIDENCE**

Be sure of your abilities without appearing cocky or narcissistic. You want to let your interviewer know that you are equipped to perform well at your job, without alienating other workers. You should point out your accomplishments in your field while remaining humble.

List your accomplishments in a matter of fact way without going into too much detail. I know this sounds repetitive, but you can never get this point too strongly. Understand that body language plays a large part in exuding confidence to others. Sit straight. Practice good posture, and keep your head up.

## **BE POSITIVE**

You should always try to smile and keep a positive outlook during your interview. If what you are hearing something that doesn't sound good to you don't frown and look disgruntled. Keep a slight smile on your face until it is time for you to say something. Then approach your interviewer with your questions or concerns when the time is appropriate.

## **MAKE EYE CONTACT**

Keeping eye contact with your interviewer is very important, especially when one of you is speaking to the other. If you are looking around the room or at the items on the interviewer's desk, you will appear uninterested. Just imagine what you would be thinking if you were speaking to him and he was looking all over the room. You would probably think that you already lost the interview. The flip side is that, in normal conversation, you don't lock-in with eye contact. The interview is normal conversation.

## **DRESS REHEARSAL**

### **PRACTICE YOUR RESPONSE**

Practice the wording and tone of your responses. Keep them brief and complete. Get a friend to help and give opinions about your delivery and gestures.

A list of the most common questions will appear later in the manual.

### **DRESS THE PART**

For an engineer or technician this is the easiest decision in the whole process. The rule of thumb (we love rules of thumb don't we?) is to dress one grade above what we would normally wear to work. If you will normally wear coveralls to work then clean, new coveralls are acceptable. Clean work clothes would be better. If you will wear slacks and shirt to work then select your best from that category. A sports coat with tie is also acceptable for a man. As for women, after a few years of marriage I learned not to make suggestions about the way they dress.

If you are a man being interviewed by a woman remember that color coordination is important. Women should consider their eye make-up carefully. Colors with red or blue highlights may look fantastic with incandescent or soft-white fluorescent office lights but under cool-white fluorescent or some HII lighting in shops, the tint becomes extreme.

The interviewer will use some intelligent ways to see if you know in the first split second after they meet you. Smile! Again, your technical expertise has already been established, the interviewer wants to know how you will fit-in with their people and system.

**Color Coordination**

## GET ORGANIZED

Prepare a day in advance. Make a checklist of the things that you will need. You should always have an extra resume handy during the interview. You should also bring a note pad to take notes during the interview. A PDA or laptop is an important accessory if you need to demonstrate IT or computer skills.

Have a business card handy to provide contact information. Business cards demonstrate your organizational skills. Make your own quick, inexpensive business cards. Buy the material at an office supplies store or look for 'Business Paper Products' online at:



[123inkjets](#) has all the paper and printer products you need



[Business Card Printing at VistaPrint](#) offers free business cards : [CLICK HERE](#)

Absolutely, positively ask the interviewer for their business card. Glance at it briefly, and verify the name if necessary or make a positive comment about the card. Treat it respectfully.

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[Electricbasics.com](http://Electricbasics.com)



**300-IN-ONE Electronic Project Lab – Model MX-908**

Everything you need to build 300 exciting electronic projects

## BODY LANGUAGE

We've touched on this a little bit but you should mind some of the common errors that many people make when they are speaking to others. I've listed some of the common things that you should be aware of during the interview.

- If you give the interviewer something to read, do not interrupt him while he is reading.
- If the interviewer takes a phone call or talks to someone else, don't interrupt.
- Let the interviewer control the conversation.
- Remember the selection process is stressful for everyone involved. Stay calm.
- Do not shrug your shoulders when asked a question that you are unsure of. Take a second to think of your response. Shrugging your shoulders gives the impression that you don't know the answer.
- Don't answer with nods and headshakes. Use your words to answer questions.
- Get plenty of sleep the night before the interview. You don't want to yawn in front of the interviewer. He will think that you are expressing boredom.

## DOs and DON'Ts

Do's	Don'ts
Arrive on time, or better yet 10 minutes early.	Be overly aggressive or egotistical
Refer to the interviewer by formal name.	Spend too much time talking about money.
Smile and use handshake etiquette.	Act uninterested in the company or the job.

Be alert and act interested throughout.	Act defensively when questioned about anything.
Establish eye contact.	Speak badly about past colleagues or employers.
Make all comments in a positive manner.	Answer with only yes or no.
Speak clearly, firmly, and with authority.	Excuse your bad points about work history.
Except any refreshment offered.	Excuse yourself halfway through the interview, even if you have to use the bathroom.
Promote your strengths.	Ask for coffee or refreshments.

## **CLOSING THE INTERVIEW**

Once you have run the bases of the interview, it is still important that you end the interview well. The hard part is over and now all that is left is for you close out the interview in the same winning manner.

Wait until your interviewer stands up or requests that you do. Give your closing greeting. Thank the interviewer for his taking the time to see you. Shake hands correctly and ask when you might expect to hear about their decision.

## EXTRA TIPS

Market your skills and related experience in the field that you are applying for. Be positive

1. Researching the company before your interview is a good way to know where you would fit into it. It lets the employer know that you really want to be a part of the company.
2. Bring a folder with the company's name on it to help you remember. Include a list of questions and extra resumes.
3. You have one chance to make a good 'first impression'.
4. Since many interviewers ask you what your biggest fault might be, you should pick a fault that is actually a good thing. Try saying "I don't take on projects that I can't give 110% on.
5. Let your interviewer bring up the topic of salary first. If asked about your expected salary, have a top-level figure but let them know it is negotiable. If it is a union shop then respond with "Union Scale".
6. Don't volunteer your personal opinions to your interviewer about any subjects unless you are asked.
7. Try to establish a good rapport with your interviewer. Be casual but professional, and most importantly BE YOURSELF!

## Common Interview Questions

You will encounter some standard questions during an interview. Professional Interviewers ask open questions. So here is your key to acing a job interview.

1. Tell me something about yourself.
2. How do handle stressful situations?
3. How do you deal with criticism and stress?
4. What is your definition of success?
5. Why do you think that you would fit in with this company? (This is where your research comes in handy)
6. Have you ever been fired, and why?
7. Where do you see yourself in 5 years?
8. Do you prefer to work on your own or as a team?
9. Why are you interested in working for this company?
10. Why should I hire you?
11. How do you handle a difference of opinion with your colleagues or superiors?
12. What do you know about (computers, electronics, dancing, almost anything etc)? *Always have a conversational answer for this type of question.*

## Common Entry Level Questions

1. Tell me about your most rewarding college experience.
2. What extra curricular activities did you participate in?
3. What have you learned in college that applies directly to this job?
4. How have you prepared yourself for the transition from college to the workplace?
5. Are you going to graduate school? If so, do you plan to continue working as well?
6. How do you plan to manage graduate school and working?
7. Did you get any hands on experience in College?
8. How do you feel that college has prepared you for this job?
9. Have you ever done an internship that helped to prepare you for this type of work?
10. What do you think is the best asset that you could bring to the company?

11.

## Questions That You Should Ask Your Interviewer

Ask the right job related questions, take notes demonstrate your organizational skills.

Here are some suggestions:

1. Why is this position available right now?
  2. What is the turnover rate for this position?
  3. What should the new person do that is different from the last person that had this position?
  4. What would you most like to see done in the next 6 months?
  5. What are the most difficult problems for this position?
  6. What is my role in the decision making process?
  7. What are my options for advancement?
  8. How has this company succeeded in the past?
  9. What changes do you envision in near future?
  10. What do you think constitutes success in this job?
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## Questions Employers Cannot Ask

There are many questions that an interviewer cannot ask. Some questions are illegal to ask. Many people don't realize that they are off limit questions for employers.

When or if you do encounter some of these questions there are ways that you can choose to respond to them. Since some people would probably answer them, it is good to know that you don't have to answer those kinds of questions. You can simply ask how those questions pertain to the job you're applying for. Here is a list of the questions that are illegal for an interviewer to ask.

1. Questions about your age are not allowed during an interview because it should not be a factor upon hiring you.
2. Questions about your marital status are inappropriate and can easily be mistaken for sexual harassment. This question also applies to whether or not you have children, your childcare plans etc. This type of question also includes any other aspect of your personal life that should not affect your chances of being hired.
3. Questions about your personal health are also off limits.
4. Questions about your ethnicity should not be asked by an interviewer or answered by the person being given the interview.
5. Your sexual preference cannot be a factor in your chances of being hired either. This type of question should not be asked.
6. Whether or not you have disabilities is a question that should not be asked.
7. Your arrest record is information that doesn't have to be answered. All an interviewer can ask you is if you have ever been convicted of a crime, they cannot ask you what for or how many times.
8. Basically, an interviewer cannot ask personal information. It is illegal, and you do not have to respond.

## The Post Interview Follow-up

Sending a thank you note is the first step in the follow-up. Thank them for their time and consideration in seeing you. Candidates often take a stamped, addressed envelope with the thank you note to the interview. Immediately after the interview they add the interviewer's name and add a line after the "Thank You" reminding them of any special identifying link to their strong point. Adding a line like, "I'm glad I had the chance to discuss my special training with the COM749 Model Gizmo." Drop it in the first available mailbox.

It will take about three days to reach the interviewer; about the time your interview is being reviewed. Now your interview is fresh on the interviewer's mind.

Wait one week for an offer then call the office to ask if they have reached a decision. This is not being pushy, it shows your enthusiasm and persistence. If they haven't reached a decision, ask when you might expect to hear from them. If they don't give an answer try again in another week and so on.

Occasionally a Human Resources Department will call when they hire someone else. Accept it gracefully. Ask the name and number of the person calling. Ask if you can call back in one week in case the successful candidate declines the position.

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## What Employers Are Looking For

When an employer decides to conduct an interview there is specific information about you that they are seeking. By following the information presented in this manual you will help your future employer see your positive attributes.

Since everybody wants to have a leg up when it comes to an interview, it naturally seemed to be appropriate to let you in on how employers are evaluating you.

- **Your Enthusiasm:** Employers want to know that you are willing and eager to be a part of their company. .
- **Your ability to speak clearly:** Your success in life depends on it..
- **Showing your teamwork skills:** Your ability to work well with others.
- **Leadership skills:** Encourage confidence.
- **Problem solving ability:** How do you handle yourself when a problem arrives.
- **Work related experience:** Be prepared to demonstrate your experience.
- **Community involvement:** Employers love to see that you have done volunteer work. It shows that you take pride in your community, and a willingness to be a team player.
- **Company knowledge:** Show a sincere interest
- **Flexibility:** Employers want to know that you are able to go with the flow.
- **Ambition and Motivation:** Ambitious people are generally motivated enough to make great improvements in the company as they are working their way up the ladder. .
- **People skills:** Your ability to get along with others is very important to an employer.
- **Professional appearance:** Neat and organized is reflected in the way you dress
- **Ability to Multitask:** This is getting to be a very necessary skill in the workplace
- **Reliability:** Employers want dependable and reliable people to work for them.

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*He had to quit his last job due to illness and fatigue. Everyone was sick and tired of him.*

# Employer Evaluations

Employers are generally monitoring and evaluating you on three skill sets during an interview. Those three skill sets can easily be broken down into these sections:

## Content Skills

These are the skills that are directly related to performing specific technical jobs. You get these skills by learning your craft in an accredited school through specialized training, work experience, attaining a degree, and internships. This shows an employer that you have acquired all of the knowledge that you will need to perform your job efficiently.

If you do not have this type of skill available, you can simply express that you are looking into specialized training, and/or would be willing to start. It may not be exactly what the employer is looking for, but it shows that you show initiative.

## Functional Skills

These are the skills that reflect your ability to work with others, and how you incorporate data. This is where an employer decides whether or not you are a team player. You can display this skill by displaying your past employment record and accomplishments that are directly job related.

Generally an employer will get an idea of your ability to work with others depending on your reasons for leaving previous jobs, whether or not you were fired before etc. If you have been fired before, don't lie about it, and do not act bitter about it when discussing the reason, this will not benefit you in the end. Be forthcoming and sincere. Express that it was a learning experience for you and tell them what you learned from it. It reflects well on your temperament .

## Adaptive Skills

This is a general show of your personality and temperament. It also covers your self-management skills. During your interview, the employer will be evaluating you on your general ability to get along with him/her. Your general personality traits are monitored during this time.

When faced with a difficult question, do not get defensive or angry. Take a few seconds to think about what you should say rather than say something you will regret. If you must, simply explain that you are little nervous so that you can buy a few extra seconds to answer.

Be at ease, (or as much so as you can) during your interview. Let the employer think that you anticipated everything that he/she is going to say.

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## Summary

By now, you have learned everything that you need to know before you enter into an interview. You have the skills needed to get and ace any interview. You have made the right move in choosing this manual as your guide. As promised, you are going to approach your next interview with a leg up on the competition. By now, you have learned to:

- Get the interview of your dreams
- How to prepare for the interview
- The best way to behave during an interview
- How to make a great first impression
- How to build the best resume for your dream job
- How to create a winning cover letter
- Why interviews for technical jobs are special
- How to dress for success
- How to close an interview
- What question you will be asked during an interview
- What questions you should ask during an interview
- What questions cannot be asked during an interview
- How to follow up on your interview
- What employers are directly looking for from you

You have it within you to do any job and more. Use all of the information in this eBook to increase the probability of your job placement.