

SUMMARY: Panel Session: Moderator: Dr. Pat Buhler
Panelists: George Barber – Job Searching/Networking, Gail M. Klee – The Interview Process, Lynne LaPore – Proper Etiquette, Carolyn Osborne – Impressive Resume Writing

This highly interactive panel discussion identified many critical components necessary to be a successful job candidate in today's competitive market. Each panelist provided opening and closing remarks to help the audience better understand his or her perspective on the areas of expertise they each covered.

Social Networking is prevalent today, especially for job seekers. Dr. Buhler asked what advice the panelists could provide to potential job candidates on this subject. The answers ranged from cleaning up your e-mail addresses to not posting inappropriate photo's. As one panelist said, "do not put anything on Facebook that you don't want the world to see."

Carolyn Osborne suggested that a resume' be kept to one page, and definitely no more than two pages. She emphasized that the resume's should be structured to the job that you are searching for and include about 6 – 8 bullet points related to your experience for each position held. She also reinforced the concept that one misspelled word or grammatical error will eliminate an applicant's potential of being selected for an interview.

In terms of the actual interview, Gail Klee mentioned that behavioral interviews are a great way for both the interviewer to get to know a candidate and how he/she will handle specific situations in the workplace. She gave a couple of behavioral interview question examples such as: "Tell me about a time when....." or "How do you define success?"

Lynne LePore explained the STAR technique to utilize in a behavioral interview:
S – focus on the SITUATION or
T – TASK
A –explain the ACTION you took to address it and
R – define the outcomes or RESULTS

George Barber emphasized that you can't ever network too much. He suggested writing a hand-written note after meeting someone, as e-mail has become such a common way to communicate, and is no longer considered a novel approach. He also shared this tip: "to learn how to market oneself, Google "self-marketing".

How one should dress for an interview was also raised. Lynne LePore explained that even though more companies are accepting business casual, one should go a step beyond and over dress vs. under dress for an interview. Shirts need to be ironed and skirts, pressed. Do not wear open toed shoes and leave a cell phone in the car.

Be polished, professional and above all continue to build your networks. There is only one first impression!