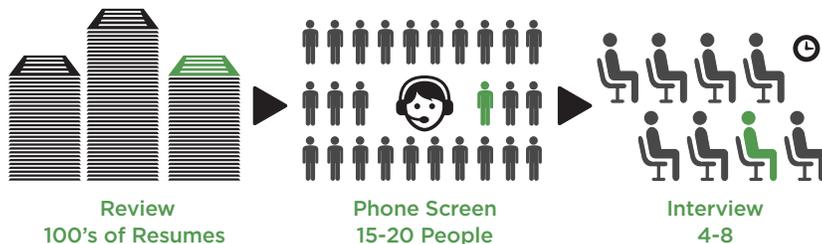


Step 14: Job Matching

Job Matching: Your Golden Key for Interviewing

During the average first round, Hiring managers will:



This means they will be overwhelmed with resume bullet points and overstated accomplishments from candidates. Sometimes the interview process is disrupted by company projects, leading to a drop in their recollection of specific aspects of the candidates. In order to be memorable and really stand out above all other candidates, we have discovered that Job Matching is your golden key. Job Matching is when you focus all of your communications with the hiring manager on matching your skills and experience directly to the top priorities you believe the hiring manager has for the position (winning factors).

- 1 **Research Employer's Needs:** Research the winning factors such as the job requirements, goals, pain points, and culture aspects of the staff.
- 2 **Match Yourself To Their Needs:** Narrow their needs down to the 3-5 most important winning factors. Research what the company does, and what they are seeking in the open position. Seek to understand the company Mission Statement and Values. The Mission Statement and Values contains their lingo. You can adopt their lingo to demonstrate you are like one of the team.

Time For Training

You do not have to wait until you have a job interview scheduled to practice your interviewing skills.

The Most Common Reasons People Do Not Get the Job Offer

- × Poor Appearance
- × Too aggressive with self promotion instead of answering questions and discussing the position
- × Unable to answer questions clearly, without being long-winded
- × Didn't demonstrate interest in the company or enthusiasm to do the job
- × No obvious preparation or taking notes
- × Too much emphasis on money, benefits, time off
- × Focused more on the next career step than the current job
- × Spoke ill of former employers or blamed others for the reasons left each job
- × Late arrival to the interview
- × Did not ask any questions about the boss, position, company

Example:

"Seeking an accomplished new business developer."



Their Priorities:

Accomplished in new business development.



Your Matched Version:

"I have earned the Top New Customers Award the last three years."



Sample Job Ad

We have an immediate need for a proactive Collections Representative with ^{1.} 2+ years of experience soliciting payments for overdue accounts. The ideal candidate will be able to demonstrate ^{2.} excellent customer service skills. In this position, you will ^{3.} respond to incoming questions from clients and educate them and/or solve their issues to result in prompt payments. The relationships with ^{4.} our clients are sensitive, so you must show good judgment while still achieving ^{5.} high collection rates.

Skills/Traits Needed

1.	2+ years of experience
2.	Excellent customer service skills
3.	Respond to incoming questions and educate them or solve their issues to result in prompt payments
4.	Sensitive to client relationships
5.	High collection rates

Your Job Match Examples

↔	<i>I have 3 years of experience as a Collections Representative.</i>
↔	<i>My boss Frank, the Collections Manager for Best Widgets, LLC awarded me The Customer First award because of my skill with achieving high collection rates without resorting to threats.</i>
↔	<i>For instance, one client was 55 days past due on a \$250,000 invoice. I contacted the client and learned that they had several questions about the way the invoice had been formatted. I worked closely with the Accounts Receivable department to generate a replacement invoice that resolved the client's questions. Not only did this result in immediate remittance of the outstanding balance, the client personally contacted our company's CEO to praise the way I was able to respond to their needs.</i>
↔	<i>While working at Consolidated Widgets the top sales executive, Tonya, was so impressed by my judgment and sensitivity to her clients' needs, I was the only collections representative she would allow to contact her clients.</i>
↔	<i>I was able achieve 95% collection rates compared to the company average of 80%. This resulted in saving the company more than \$5 million in write-offs.</i>

Activity Alert!



Job Match

Take a Target Employer job posting and fill in the Job Match

It's easy, right? Now you try. Find a job you want to apply to and match yourself to it.

1. Employer's priority skills/experiences/traits needed for the position:	2. Your Job Match skills/traits/experiences:
Most Important Skills:	Skills:
Most Important Experiences:	Experiences (any \$ contributions come first):
Most Important Traits:	Traits: