



## A Job-Ready and “Serious” Candidate

### What is a “job-ready” candidate?

- A person who has a **current/up-to-date resume** (professional in appearance, content and formatting) in a portfolio or folder
- A person who always has two working pens and no less than five copies of his/her resume
- A person who understands that “**image matters**” and is conscious of his/her appearance, apparel, personal hygiene, etc., because he/she knows “**you only get one chance to make a first impression**”
- A person who understands that a **properly prepared presentation** (on paper and/or in person) makes the difference in getting to the next level
- A person who can answer **important self-assessment questions** and know:
  1. What job(s) they can do?
  2. What job(s) they can do best?
  3. What job(s) they would most like to do?
    - a) They’ll seek employment with companies looking for people to do the jobs they would most like to do and have the relevant skills/skill-sets that are required for that position
- A person who has **researched information about a company** (online, news articles, annual reports, etc.) **prior to interviewing or testing**

### What employers want and do not want:

#### EMPLOYERS WANT CANDIDATES TO:

- **Arrive early to interview** (allow time for traffic delays, completion of paperwork, etc.)
- Have a strong, **professional resume**
- **Present himself/herself in a professional manner** (appearance, good attitude/demeanor)
- **Know about the company** and the position he/she is applying for
- Have **good eye contact and a firm handshake**
- **Be honest and be himself/herself**- his/her best professional self. If a person gets hired by acting like someone other than himself/herself, then both the employee and employer will be unhappy.

#### EMPLOYERS DO NOT WANT:

- To spend a lot of time reading a **lengthy resume**
- **Candidates who are not prepared** (asking for a pen, copying a resume, etc.)
- **To hear negative comments about previous employers/employees**
- **Candidates who act desperate** or will take any job or position
- **Candidates who falsify his/her application** material or answers to interview question
- **Candidates who have a cell phone on during an interview** (including text messaging)
- **Candidates who show up in casual or inappropriate clothes** for an interview or for work after the job is secured