Tips for Applying Online
National Association of Colleges and Employers

More and more employers use the online application process to help them find the right person for the job. So, it’s likely that you’ll have to apply online for some job openings that interest you.

Like many students, you may be worried an online application makes you “one of a million” instead of “one in a million” and that your particular skills and unique talents will get lost when you click “send” and your application gets swallowed up by cyberspace. That doesn’t have to be the case: In fact, employers say there are lots of things you can do to ensure your application gets the attention it deserves. In a recent survey, employers offered the following advice for how to make an electronic application outstanding:

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Tailor your application information to the position. Don’t copy and paste text from your generic resume.
- Use keywords, buzzwords, and industry verbiage. Use the verbiage in the job and as your model. Employers search on key words when they’re looking for people to fill specific positions.
- Create a skills-inventory section if the application doesn’t require it. You might put this in a “comments” section.
- You should also include remarks in the “comments” section that demonstrate that you have researched the company and industry.
- Complete all fields—even those that aren’t required.
- If the company offers an optional assessment test online, take it.
- In some cases, you may be asked to attach your resume to or paste it into the application. Make sure your resume can hold its own in a very simple format: Fancy bullets and text, italics, and bold do not convert well in an electronic application (many employers scan paper resumes into their applicant systems. As a result, even if you aren’t required to apply online, there’s a good chance that your information will end up in the same place as if you had, so keeping your resume format simple is good advice regardless of whether or not you’re applying online).
- If possible, spell check and grammar check your application before submitting it. Have an error-free application; this application serves as the employer’s first impression of you.
- Include a strong objective. Ask a career counselor to help you word your objective.
Interviewing Types and Tips

Employers often use a variety of interview techniques and settings to determine your hire-ability. It is to your advantage to be aware of which type of interview you’ll be having and how to respond accordingly. Following are common interview types and suggestions on how to be successful in each situation.

SCREENING INTERVIEW
Screening interviews may be conducted in person, over the phone, or via video to help employers determine if you meet the minimum qualifications for a job. These interviews are usually handled by a representative from the HR department and tend to follow a set format and logical procedure. Sometimes a written “personality” test will accompany this type of interview. **Tip:** Emphasize succinctly and directly that you possess the desired skills/abilities for the position. For phone interviews, keep your portfolio close at hand for easy access and reference. For video interviews, rehearse in advance with a career counselor to come across naturally.

ONE-ON-ONE INTERVIEW
This is the most common interview format and is usually conducted on site by the hiring supervisor. The interviewer focuses on questions to assess your skills, knowledge, and abilities as they relate to the job. **Tip:** In addition to selling your key strengths, ask what problems the supervisor currently is facing and then suggest strategies that he or she could implement to resolve the issues.

PANEL INTERVIEW
This group interview is usually conducted by three or more people representing different departments within the company, and they generally ask you questions that correspond to their areas of interest/expertise. **Tip:** Remember to direct your answers to the person who asks the question, but maintain eye contact with the other members of the group as well. Following the interview, be sure to send a thank-you card to each of the participants.

PEER GROUP INTERVIEW
This type of group interview will introduce you to your potential co-workers. They will probably not have the ultimate authority as to whether or not to hire you. Rather, they will be evaluating you and making recommendations as to whether or not you will “fit” in. **Tip:** Focus on being agreeable and approachable rather than someone with all the answers.

LUNCHEON INTERVIEW
The purpose of the lunch interview is to assess how well you can handle yourself in social situations. You will probably be dining with your potential boss and co-workers, as well as HR professionals. **Tip:** Make your meal selection carefully. Select light, healthy, and easy things to eat. Steer clear of spaghetti and other potentially messy foods that are not easy to eat gracefully. Do not order alcohol even if others do.

SECOND INTERVIEW
Second interviews are similar to first interviews except they are usually longer (1 to 2 days), involve more people, and are often held at company headquarters. You may have a combination of individual, panel, and peer group interviews throughout the process. **Tip:** Switch your focus from emphasizing your specific strengths to selling yourself as a well-balanced package.
## Common Types of Resumes

**Job Choices: Diversity Edition: 2009**

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<tr>
<th>CHRONOLOGICAL</th>
<th>COMBINATION</th>
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<td>Had educational and employment history organized by date. This is a traditional resume format and the sections are, in order, contact information, objective, qualifications (optional), education, and work experience.</td>
<td>Combines elements of chronological and functional resumes. For example, a job seeker might separate experience into “related” &amp; “other” categories, citing related experience by its importance to the job sought. Sections are, in order, contact information, objective, qualification (optional), skills/achievements, work experience, and education.</td>
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<th>FUNCTIONAL</th>
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<td>Emphasizes duties and responsibilities of all jobs throughout a career. Job seekers use this type to list skills and experience related to the type of work sought. Sections are, in order, contact information, objective, qualifications (optional), skills/achievements, and education</td>
<td>Can be computer scanned to sort according to key words, which tend to be nouns, not the verbs that are used in most resumes. Use the key words that appear in the company’s posted job openings. Keep the design simple– don’t use fancy fonts.</td>
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## Interview Checklist

**Job Choices for Business & Liberal Arts Students: 2009**

### BEFORE

**Research:** Employers are interested in candidates who ask intelligent questions and are able to engage in conversation based on what they know about the organization. Learn as much as you can in advance-know the company’s products and services, profit margin, management culture, dress code, and anything else you can think of. Good sources are your career services center, the library, and the Internet.

**Practice:** Do practice interviews with a career counselor, friends, and family members– and by yourself in front of a mirror. Employers prize communication skills in job candidates, and the interview is your opportunity to showcase your verbal skills, so be prepared.

**Be prompt and prepared:** Arrive 10 minutes early. Bring extra copies of your resume, your list of references, an pen and paper, your list of questions for the interviewer, and samples of your work, if applicable.

### DURING

**Act professionally:** Dress appropriately– make sure your clothing is pressed, your shoes are polished, and you are well groomed. Give a firm handshake. First impressions count!

**Converse:** Don’t have the interview turn into an interrogation. Answer the interviewer’s questions thoroughly but ask questions throughout the process. Remember, the purpose of the interview is for each of you to learn about each other.

**Be enthusiastic:** A positive attitude goes a long way. Let the interviewer know you are a go-getter and are excited about the possibility of working for the company.

### AFTER

**Follow-up:** Send a thank-you note to the interviewer(s) within 48 hours. The note can be typed, handwritten, or e-mailed, depending on the organization’s culture. Keep the note brief, but reiterate your interest in the position if you are, in fact, interested.

**Review the interview process and your performance:** Immediately following the interview, jot down key components about it. Record names and titles of persons with whom you interviewed with and anyone you met as well as organizational information.

**Evaluate:** Determine if the job is right for you. Did the job description match your interests and abilities? Ultimately, a good fit will lead to a more successful and fulfilling career.
CAREER EDUCATION SERVICES CH 151
Are you on the right career track? If not, we have career services to help you in your career search.

Career and Life Decisions—This thorough, 2 credit hour course is designed to aid students who are in the process of making a career decision. Just log onto your Ozone account and web register for SSC110—now available as a web course.

The Career Center—Learn about your career before you start. Stop by and discover all the books and websites that are available for career exploration. Check out our career pick of the week on the display board outside the Career Center. College Hall 151-Hours 8-5 Monday-Friday

Individual Career Services—Exploring your personalities/interests and how they relate to a career choice. For more information or to set up an appointment call the J.O.B.S Office at 567-661-7501

Workshops/Planned Series—An opportunity to meet with others and learn about the career planning process. Get acquainted with the many tools available for researching your career. For more information call the J.O.B.S Office at 567-661-7501—Fliers will be posted.

Online Assistance—Take the Career Journey—valuable information is waiting and just a website away—www.owens.edu—click on Career Ed. Services

UPCOMING EVENTS AT OWENS COMMUNITY COLLEGE

FALL 2008 TOLEDO HEALTH CAREER EXPO

Date: Tuesday, October 21, 2008
Location: AVCC 125-128
Time: 2:00 p.m. to 4:30 p.m.

FREE to the community, students and alumni!
Bring copies of your resume!
Dress as if you were going to an interview!

FALL 2008 FINDLAY HEALTH CAREER EXPO

Date: Thursday, October 23, 2008
Location: Conference Center Room (Findlay Campus)
Time: 2:00 p.m. to 4:30 p.m.

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