

# ***Post mortem detailed recommendations***

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**1. APPROACHED A "CROOK" (DISHONEST PERSON)**

- Accept your mistake but take advantage of it by discovering what the "crook's" interests and priorities are.
- Be polite, do not show that you noticed you're facing a "crook" and do not rush to make any quick decisions.
- Be prepared for an aggressive negotiation and reflect on what you can learn from it.
- Do research and networking before any interview to know who you will face.
- Find out if you may have a chance to work for someone else or in another division/department within the organization.
- Form the habit of asking more questions earlier in the hiring process, so you will not be disappointed at a later stage.
- Gather information on your interviewer before the interview through: 1. Internet: Google, 2) Alumni from your school, 3) your own network. Make sure to triangulate (have at least 3 sources of information).
- Have a clear set of values. Write down 3 to 5 issues/priorities (keep a note in your wallet) about which you will never compromise, to save time or to say "No" if need be.
- Identify, very early in the hiring process who will be your boss. Gather information and if it is negative, decide if you want to proceed further.
- If possible, ask to meet upper management or the person who will be your immediate boss.
- In relation to what the "crook" wants, create possible solutions or proposals.
- Keep your mind calm at all times. Don't show anger.

**2. DID NOT ATTEND JOB HUNTING WORKSHOPS**

- Approach the person that gave the workshop for some advice by asking 2 or 3 very specific questions.
- Ask for feedback and 3 key advice/recommendations from 2 or 3 people who have attended a workshop. Make copies of the handouts used.
- Find several websites about the topics you missed and study them. Research and take notes so you can develop your own paper/handout.
- Go to "Career Services" and explain your case to get some advice.
- Network (outside your school/university) to gather the information that you missed during the workshop.
- Reschedule to take the workshop you didn't attend (provided it one that is repeated).
- Use the site ([www.porot.com](http://www.porot.com)) and do the exercises on-line.

**3. DID NOT FIND A MATCH BETWEEN EXPERIENCE AND JOBS THAT WERE OFFERED**

- Broaden your search from a geographic standpoint (enlarges the area of your search or select new areas).
- Do not place significance on the lack of a match and keep looking.
- Get an internship/project/mission to get your foot in the door somewhere and start your search from there.
- Practice your pitch/introduction of yourself.
- Re-do your documents (résumé or letter) or modify what you say about yourself to project another aspect/image (as long as this corresponds to a job you'd like to do).
- Work on your "Where" (Targeting) to redefine either the function/title/activity and/or the field/industry/domain you are interested in.

**4. DIDN'T KNOW WHAT JOB WAS WANTED**

- Discover your skills and abilities by talking to your family, peers, and friends.
- Do an internship and discover areas of interest.
- Do self-assessment exercises to identify your ultimate skills, values and preferred fields.
- Gather information from people who work in different jobs/industries to learn about the job market.
- Take a career exploration class or workshop.
- Use the Internet to research job titles and duties; check out different career sites for information and exercises.
- Use your interests and hobbies as a place to start career exploration.
- Work at any job for a short time, even one you don't really like to gain knowledge/experience.
- Work with a career counselor/coach/mentor.

**5. FACED A FINANCIAL CRISIS AFFECTING SECTOR (NOT HIRING)**

- Approach people employed in your chosen industry to help get you in the door.
- Attend school to get (another) degree/MBA – consider retraining.
- Be flexible on your job goals and consider a plan B - it may mean changing careers.
- Compromise on pay and title vs. potential.
- Consider starting your own company/becoming a consultant.
- Do an internship; take a part-time job; volunteer.
- Find public jobs (government jobs).
- Gather information about possible jobs using the internet.
- Learn how to prove your value by showing the direct effect you will have on the bottom line.
- Look for a job in another country.
- Start a blog about the industry to potentially discuss/consider issues/solutions to the crisis as a potential networking opportunity.
- Target a sector of the market less affected by the crisis - emerging markets.
- Think about the same job/function/position in a different sector.
- Use self-assessment tests to redefine your objectives and decision criteria.
- Utilize your network to find out about jobs that may not be advertised.

**6. WERE INDECISIVE ABOUT JOB DESIRED OR JOB OFFERED**

- Ask for advice from: 1) a Career counselor, 2) someone you admire or who inspires you, 3) people who are working in fields/industries that attract you, but who are doing jobs very different from the one(s) you want to do.
- Interview friendly, open people around you to find out about their job, what they do, how they got the job, what they like and what they don't like.
- Place a higher value on the things you enjoy doing, than the things you are good at doing (enthusiasm > expertise).
- Redo your self-assessment by taking more risks than before (where you may have been too conservative).
- Research very odd/original career paths.

**7. LACKED CAPITAL FOR PRIVATE VENTURE**

- Accept silent partner(s) with a clear written "divorce/separation" contract.
- Adjust/reduce objectives.
- Find alternative/creative ways of financing.
- Offer share of equity to major potential customer(s).
- Postpone project until times are better financially.

**8. LACKED JOB OFFERS**

- Attend social events; try finding a job through them.
- Change/re-evaluate your interview strategy or seek help on strategy.
- Conduct "cold" calls/visits to companies.
- Conduct informational sessions to explore other possibilities might exist.
- Contact your alumni network for leads.
- Do an internship or volunteer to gain experience, which is "low-risk" for the company.
- Expand geographic location where you would be willing to work.
- Find a way to create a new job.
- Get feedback from interviewers about what you can improve.
- Improve job search tools - resume/CV, cover letter & interview skills.
- Make sure expectations are realistic - have 1st, 2nd, and 3rd choices.
- Re-evaluate the match between your skills & jobs you are interviewing for.
- Specialize to get new credentials.

**9. LACKED SELF-CONFIDENCE**

- Ask to your peers about your strengths, your skills and what is unique about you.
- Capitalize on your unique skills.
- Develop self-awareness of your strengths and weaknesses.
- Do intensive research on the company you want to approach (internet, alumni, point of sales, suppliers...) and identify its weaknesses.
- Exercise, play sports and walk 1 to 2 hours per day.
- Find those you like and/or respect and ask them to give you positive feedback.
- Get advice/help from a professional/therapist.
- Modify your image (change the way you dress, your hair style...).
- Polish your pitch and/or identify more achievements and place a value on them.
- Practice interviewing techniques in front of a mirror or through mock/simulation interviews with peers or friends.
- Prepare yourself for an interview. Rehearse over and over and know by heart what you're going to say during the first 2 minutes. Visualize your interviewer offering you the job.
- Spend the afternoon with people you know that did not finish high school.

**10. LOOKED FOR HOT CAREERS (I.E. CAREERS WITH STATUS/MONEY VS REAL PASSION)**

- Be willing to compromise: open your mind and search in different areas.
- Consider moving geographically.
- Create your own business.
- Determine if money is your primary motivator.
- Find an internship in a new field.
- Find financial gain in an area where you can do what you really love.
- Focus on your highest/best skills.
- Know what you want most.

- Reassess your priorities.
- Use social networks (e.g. LinkedIn/Facebook) to get more contacts.
- Work in the "hot career" for a while and save enough to be able to do what you love later.

## **11. NEGOTIATED WITH COMPANY WITH BAD REPUTATION**

- Ask for company recommendations from former employees.
- Benchmark with competitors.
- Check the web for news, blogs, social network (be careful about which source you trust).
- Google information about specific companies (or people working there) prior to approaching them.
- Interview people in the industry that attracts you (talk to clients, suppliers, shareholders...).
- Investigate the owners of the company you wish to approach.
- Make a more formal contract with clear commitments from both parties in case you have doubts and/or reservations.
- Observe the company's employee practices.
- Talk to 3 people that work in the company (triangulate).

## **12. DID NOT CUSTOMIZE APPLICATIONS**

- Develop a database of yours skills and achievements so you can use the correct ones, matching them up for the job to which you are applying.
- Find someone for advice to modify/adapt/improve your documents (résumés, letters, achievements...).
- Go to Career Services in your institution/school and ask for help.
- Research about the company, the industry and the person you want to approach and then adapt your pitch to fit.

## **13. DID NOT FOCUS/LOW QUALITY EFFORT**

- Ask for help from friends, relatives, advisors.
- Become methodical and find organizational techniques; find a structure that helps you keep organized.
- Change your routine.
- Do a physical activity/yoga to reenergize yourself.
- Find a coach/counselor/mentor to help you.
- Find ways to motivate yourself; take a break, talk with those who are unemployed to regain your enthusiasm.
- Look for a stopgap job until you feel more focused.
- Meet new people; expand your network.
- Practice by applying for more jobs and use each application/interview to learn something you can do better for the next time.
- Reassess your skills and become clear about what you should focus on.
- Use the Internet to do career games/tests; find new exercises that might elicit more information that helps to motivate you.

**14. DID NOT NETWORK PROPERLY (DID NOT KNOW THE RIGHT PEOPLE, IN THE RIGHT PLACES)**

- Approach and talk with your teachers; contact alumni.
- Attend business events/conferences/workshops in your areas of interest.
- Connect to people online (e.g. social networks).
- Get an internship.
- Join groups in areas of your life that involve your non-work interests/hobbies.
- Study less and engage in more socializing with students/peers.
- Take up a team sport.
- Talk with everyone you meet; ask thoughtful questions.
- Try cold calls/informational interviews.
- Use social networks.

**15. HAD NO PLAN B**

- Be flexible: look for the same function in a different industry – be flexible about relocation and working conditions.
- Be open to new opportunities (professional and personal).
- Broaden your contacts/network to get more advice.
- Define your search by skills, not roles/titles.
- Expand the number of companies you're looking at - consider targeting multi-national as well as middle-sized companies.
- Gather information from someone who worked in your chosen career/job and then switched to a new job/field.
- Keep your feet on ground (be realistic); know your limitations.
- List your priorities and a way to achieve them.
- Lower your expectations if you are trying for a job well above your skill level/experience.
- Search for another function – one that fits with your skills
- Start your own business.
- Think about secondary interests (what are you good at vs. what do you like).

**16. HAD NO SELF-AWARENESS (DO NOT KNOW STRENGTHS/SKILLS/FIELDS OF INTEREST)**

- Approach Career Services and ask for assistance.
- Ask for detailed feedback (ask mostly for positive input) from peers, former bosses and friends.
- Ask several people to tell you something that is unique about you (from their point of view).
- Attend a self-awareness seminar.
- Do an internship, or at least, try job shadowing (spending ½ or 1 day observing someone who does a job that inspires you).
- Find a mentor and spend 2 or 3 sessions with her/him (a retired executive that inspires you or a professional coach).
- Go to [www.porot.com](http://www.porot.com) and do the exercises in the "Self Assessment" module.
- Practice how you look/come across in front of a mirror.
- Read books on self-awareness and personal development.
- Review how you have managed in past difficult experiences.
- Take a personality test to get feedback and/or ideas.
- Talk with previous employers/colleagues/peers and ask them what they liked about you/what you did well.



**17. HAD VISA/WORK PERMIT PROBLEMS**

- Apply for citizenship.
- Ask somebody with a VISA how they got it.
- Find a job in your own country and be sent as an expatriate to your target country.
- Get a diploma from the country you ultimately want to work/live in.
- Locate a sponsor for your VISA.
- Look for companies that will be able to provide you a VISA/Work permit (usually larger).
- Talk with your embassy.
- Work for a satellite office in your own country and then transfer to another country.
- Work remotely – mostly online.

**18. DID NOT HAVE A WELL DEFINED GOAL**

- Analyze your vocational interests; identify your preferred skills and fields of interest.
- Approach people (preferably with vision) and ask them which industries your skills and interests are suited for.
- Ask people that know you very well what job you could do, and/or what jobs they see as a good fit for you.
- Consider working in something completely different from what you have done before.
- Find a mentor or a person you admire who can guide you through the process.
- Get to know people who work in very different industries or areas, and discover if your passion extends to those areas by exchanging freely with them.
- Look for success stories in an industry that interests you, and approach people in a very spontaneous way.
- Make a career plan for the next 5 to 10 years (that you will probably not follow, but that may help you focus in on the short term).
- Match your hobbies to a profession you may like or a field they related to them.
- Select a role model and identify what you need to become like him/her.
- Take tests (on vocational interests, personality traits, career directions...).

**19. WERE NOT ATTRACTIVE**

- Ask for advice on how you can improve your appearance from friends you admire, in shops or beauty parlors.
- Avoid using your photo on your CV/résumé.
- Consider surgery in case it is a major handicap (only if it is 100% justified and after careful consideration and consultation with doctors).
- Dress as the person you really want to be.
- Focus on your self-confidence, develop your skills and work to develop your own style.
- Gain self confidence by practicing in front of a mirror.
- Groom yourself carefully to control the image you project.
- Keep it simple and adopt a conservative look.
- Make sure to have good manners at all times.
- Remember that while presentation is important, it is not the most important factor in the job-hunting process (what you say about yourself and ask about them are the key elements).
- Try to have more phone interviews.
- Watch your personal hygiene and consider spending twice as much time taking care of yourself.

**20. WERE NOT PREPARED FOR CASE/BEHAVIORAL INTERVIEW**

- Analyze your previous experiences and link them to the value/contribution you can provide to the company you approach.
- Apply and attend as many interviews as you can, even if you are not really interested in the positions (you'll gain valuable experience and you never know where an interview may lead).
- Make a decision tree of possible answers and put it in writing.
- Find out exactly what the company is looking for and what their issues are prior to suggesting anything.
- Seek the advice of a close friend who works in HR or who has common sense and social skills to help you become better prepared.
- Learn and practice the methodology of how questions are formulated (i.e. "Tell me a time when you did this . . .")
- Make sure to avoid "No" answers.
- Organize workshops with peers who have had previous experience in case-based interviews.
- Play the role of the interviewer/candidate in several mock/simulation interviews.
- Read a couple of books on this type of interviewing.
- Redo or review your self-assessment (strengths and weaknesses) prior to going to the interview.
- Research thoroughly about the company and the industry (this will alleviate your stress).
- Video yourself and ask a friend, professional coach or Career Services person for some feedback.
- Watch online interview videos.
- Write down and practice the typically asked questions (there are 5 to 15 such questions) and the corresponding answers you would give.

**21. WERE NOT SYSTEMATIC ENOUGH IN THE JOB SEARCH**

- Assess your skills further and concentrate on jobs that match your 3 ultimate skills.
- Create a calendar with specific/quantified goals (on a daily basis for the 2 or 3 first weeks, then on a weekly basis for the 2 or 3 coming months).
- Create a file for every job you apply for (ad, job description, letter sent, pitch to be used...) and keep all papers pertaining to the job in the file.
- Define your life/work goal, 3 to 5 key values, and 3 to 5 issues/needs on which you cannot compromise. Put this in writing and consult it once a week.
- Develop a specific/customized strategy for every job opportunity you consider.
- Establish and observe a strict daily schedule for job hunting.
- Gather information (before approaching any company) and develop a questionnaire you will fill out after each interview.
- Have a series of customized résumés and file them carefully (so you will remember which one you used with whom and when).
- Look for a mentor in the industry to help keep you on track.
- Narrow down options and prioritize by setting job preferences.
- Target a very specific industry and then identify 5 to 8 companies you wish to approach.
- Understand the potential and differences between open market, hidden market and social network. Allocate a percentage of your time on each one of these 3 job-hunting avenues.



**22. WERE OVERQUALIFIED**

- Add responsibilities to the job that the company may not have considered yet.
- Adopt a low-key attitude to describe your background, education and achievements.
- Approach line managers, rather than Human Resources.
- Ask questions at the beginning of the interview (make your interviewer talk), so you can better position your pitch when they when asked to talk about yourself.
- Customize your documents (résumés, letters, pitches . . . ) for each job to which you apply.
- Demonstrate your flexibility during interviews and align yourself with the company's needs.
- Explore other industries with similar positions.
- Highlight your skills rather than your experience or education.
- Make sure to use their vocabulary during the interview so you will appear as "one of them" and adjust the data/figures of your achievements to their frame of reference (i.e. talk percentage and/or rank instead of absolute value and vice versa).
- Practice with someone before the interview so you can perfect your pitch.
- Reflect twice to be certain this is really the job you want.
- Use the services of a placement specialist to describe who you are.

**23. ADOPTED A PASSIVE ATTITUDE (NOT PROACTIVE)**

- Change your daily routines.
- Check in with someone every day; be accountable to someone.
- Define clear deadlines to meet your objective to create a sense of urgency.
- Discover something you are passionate about; concentrate on successes, not failures.
- Engage in social activities to meet more people; socialize with motivated people.
- Explore the reasons for your passiveness and address them.
- Find a coach/mentor/counselor to help you find motivation.
- Focus on short-term results; don't worry about the long-term picture too much.
- Force yourself to try new things; take chances; accept responsibilities that involve pressure.
- Get involved in new activities (i.e. art, culture, charity, etc.); join a social club.
- Participate in sports; maintain a healthy and active lifestyle.
- Prepare an impressive/improved résumé.
- Set achievable goals with specific deadlines; set time frames.
- Take a public speaking (Toastmasters) course to improve your self-confidence.
- Think about what motivates you – your values, friends, interests, and goals.

**24. SUFFERED FROM POOR PERFORMANCE OF CAREER/ALUMNI OFFICES**

- Count on yourself for 80%, on luck for 15% and on others for 5%.
- Do extracurricular activities good for networking (i.e. culture, sports, charity...).
- Get a Mentor (find a retired executive who loves to coach and will do it for free/nominal fee).
- Network with your peers or with Alumni.
- Organize an event and invite your target companies.
- Remember that Career Services does not owe you a job, only advice.
- Set up and run a "Field/Industry Club".
- Use Career Services for strategic issues and do not look at them as a "Placement Office".

**25. USED CONTACTS POORLY**

- Be generous; always create a relationship before asking for help to find a job.
- Create a list of all your contacts and the sector they belong to; have someone check the list (audit) for accuracy and prioritize who you should contact first.
- Establish win-win relationships; demonstrate give and take in your relationships.
- Join clubs, online social networks and attend social events.
- Remember that contacts are best used to provide information, not jobs.
- Understand that in many cases, people are eager to help you; don't let fear stop you from asking for help.
- Use your alumni network.

**26. DEVELOPED POORLY WRITTEN COMMUNICATION TOOLS (CV, COVER LETTER...)**

- Ask for advice from a professional or Career Services or a coach to review your work.
- Attend a workshop on how to improve your writing/communication skills.
- Benchmark your work with others (using your peers is a good way to do this).
- Browse the Internet and find 2 or 3 good articles on how to improve your documents.
- Communicate through social networks to alleviate the need for traditional methods.
- Contact someone who has worked in Recruitment or Human Resources and ask for advice.
- Define your key message(s) clearly and build your documents around it/them.
- Focus on the right recipient/addressee (R), make her/him an offer/proposal (O) of interest, and polish your design/outlook (D) (ROD principle).
- Get (at the minimum) 3 reviews of your résumés or letters (from peers or friends) prior to sending them out.
- Hire the services of a professional to get you started (understanding the basic rules).
- Keep It Stupid Simple (KISS).
- Read a book(s) on written communication skills, advice and styles.
- Read books on résumés and letters (showing examples and samples) and determine what kind of structure and design appeal to you the most.
- Use mind-maps to organize and outline your ideas.
- Use your friends to check your work and give you feedback.
- Write a blog or personal journal... to improve your writing skills.

**27. TRIED TO MAKE A RADICAL CAREER CHANGE, WHICH SCARED EMPLOYERS**

- Adapt your résumé for the specific industry (competencies-based résumés).
- Ask your peers for contacts in the industry who have made a radical career change. Go see them to gather information (without looking/talking about a job).
- Attend training courses, workshops ...
- Avoid using résumés when ever possible.
- Be willing to make a sacrifice for a limited period of time on salary and perks, to get the experience needed and then move to your fulfilling/dream job.
- Contact people who have made the move that you want to make and ask them how they did it.
- Decide to develop the specific skills that you lack which are necessary for the radical career change you want to make.
- Discover and approach "Vision People" in an organization (those who think and act out of the box).
- Do a project or volunteer in a non-profit organization to acquire the skills and experience you need.

- Gain insight into the industry through interviews with people already working in it, to identify what you may have to offer which is unique.
- Gather information on your interviewers and identify points of interest you have in common.
- Get an unpaid internship, as a trainee at the company for a couple months to show your skills and gather needed experience.
- Present yourself as different/unique (not superior or arrogant but confident and qualified).
- Research the company's issues and suggest a solution that only you can carry out.
- Study thoroughly the job you want to do and discover the "relative skills" you can offer, (which the company may now lack) and show how you can fill the gap.
- Talk about your skills rather than your experiences.
- Use keywords and vocabulary that are commonly used in the position you want (often called jargon).
- Visit specialized blogs and use LinkedIn apps such as "Buzz".

## **28. WERE RIGID (STIFF), NOT FLEXIBLE**

- Accept that you may not start in the position you ultimately aspire to. By beginning in another job/area you may be able to develop some unexpected skills, make yourself visible and grow professionally in a way you had not previously anticipated.
- Avoid limiting your job search to large organizations or only one narrow specific field. Do research to find and extend your search to smaller and less well-known organizations or other specific industrial fields.
- Customize your résumés, letters and pitch to companies and industries in order to meet their needs.
- Know your skills and mention them to a wide variety of people. You may discover something you would love to do.
- Make a list of possible changes (what you can and cannot accept) and enlarge your view.
- Negotiate by letting some things go and getting others in return.
- Search for additional information about your target jobs. You may be prejudiced or influenced by people who have a limited knowledge of the market.
- Stay firm on your key issues, but accept to let go of some that are more trivial.
- Take into account the current tensions in certain markets, financial crisis... and be more perceptive.

## **29. STARTED JOB SEARCH TOO LATE**

- Be more aggressive, pro-active, and straightforward than usual; invest yourself entirely in the process.
- Be open to entry level jobs to immediately get your foot in the door.
- Capitalize immediately on your network; reaching out to others for information/leads.
- Check for jobs in geographically different areas.
- Concentrate on a specific industry instead of being willing to settle for "anything".
- Consider a trainee program to get you started.
- Contact professors and job consultants/counselors/mentors.
- Establish schedules for job hunting, set goals and keep track of them on a calendar.
- Look for a mentor in the industry to help keep you on track.
- Make a clear plan with short-term objectives, print it and post in a prominent place.
- Make good use of online social sites for leads/suggestions/contacts.
- Prioritize available job offers by looking at the application deadlines.
- Remember it's never too late to start; today begins with a new chance at success.
- Take a short-term/temporary/contract job.

- Use social media to find a job. Identify the 5 to 12 key words for the job you want (thanks to 15 to 50 ads processed in wordle.net) and enter them on your LinkedIn profile. Associate each key word with results you have achieved or experiences you have had or topics you have studied.

### **30. ADOPTED AN ARROGANT ATTITUDE**

- Ask for feedback from your peers.
- Avoid badmouthing former bosses or subordinates (or anyone).
- Go to the flea market and sell things; this may prove to be a humbling experience.
- Invite someone very thorough to interview you.
- Maintain a regular and friendly tone of voice.
- Maintain eye contact and “smile through your eyes”.
- Make sure not to interrupt during the interview. Listen to what is said.
- Meet people more experienced and smarter than you - learn from them.
- Perform social service/volunteer work (evenings or week ends) to remain humble.
- Practice introspection. Write down feedback after each interview or at the end of each day and see what you could improve so you do not appear arrogant.
- Put yourself in the other person shoes and ask yourself what could be her/his top 3 priorities.
- Quantify your achievements and do not use adjectives to describe them.
- Select an appropriate, friendly and rather conservative outfit for interviews.
- Sit in a straight and correct position during interviews (i.e.: don't cross legs). Watch your body language.
- Smile two or three times as much as normal.
- Use good manners at all times and treat all people the same way.

### **31. WERE UNABLE TO PROMOTE THEMSELVES DURING INTERVIEWS**

- Analyze your strengths, weaknesses and skills. Back-up each one with an example of 3 to 5 lines (having tangible proof or quantified results for each).
- Apply some relaxation method (i.e.: breathing, visualizing...) that a therapist could teach you.
- Focus and talk about your results instead of just your abilities. Show how you did what you say you did.
- Hire the services of a third party (placement specialist) on a short-term basis to help you learn some strategies to talk about yourself without feeling self-conscious (provided this is authorized and legal in your country).
- Invest some time (and a small amount of money) on your personal appearance (rather formal and elegant clothes, shined shoes, haircut...) in order to project the right image.
- Jot down each pitch you have developed on a sheet of paper (using large size font - 25) and stick them to the wall until you learn them by heart.
- Make your interviewer talk about their issues at the beginning of the interview so you will know which skills and achievements you should talk about first/most. To do this, prepare a set of questions about the job and the company previous to the interview so you are ready to take control.
- Practice mock/simulation interviews (usually 3 will eliminate most of your difficulties, and 5 will have you 90% prepared).
- Prepare for an STAR (behavioral) interview (responding with “Situation, Task, Action, and Result”). Have your answers ready in order to leverage your experience and knowledge.
- Select and adapt the achievements you want to cover for each specific job.

**32. WERE UNLUCKY**

- Ask for feedback from the interviewer after they tell you of their decision (preferably not on the day of the interview). Do it face to face when possible. Keep in mind that someone else may have had a better profile for the job, so do not take things personally. Ask them what they felt were your strong points and what job they see as a good fit for you. Finally, ask them how you might improve your chances/answers/general strategies.
- Develop a job-hunting plan with quantified/tangible objectives you want to reach.
- Distract yourself for a while doing other activities (i.e.: culture, sports, spirituality...) so you can clear your head and resume your search with renewed enthusiasm.
- Extend your search to “odd” fields and risk moving out of your comfort zone (thinking out of the box). Surprise yourself.
- Find the root cause of your being “unlucky. Ask “why” five times to drill down to the bottom of the problem and see if you can discern patterns.
- Focus on your ultimate skills during the interview. Practice beforehand to gain self-confidence.
- Make a thorough self-assessment and revise your job targets to find out if something other than “luck” is the true stumbling block.
- Network and meet three times as many people. Remember that in the process of job hunting, “Chance is proportional to your number of contacts”.

**33. USED BAD NEGOTIATION TECHNIQUES**

- Act surprised at the first offer/proposal and do not accept it (making sure you express it with a non-aggressive and very gentle smile).
- Arrive informed and prepared to every meeting.
- Be very clear on what your objectives are (i.e.: responsibilities, means, salary, perks...) and stick to them.
- Figure out and compute how much your contributions are worth to the company (in terms of: increase of gains, decrease of costs or avoidance of errors).
- Go to flea markets and observe how the expert sellers negotiate.
- Have alternatives (i.e.: things you are ready to let go of and others you may accept) to be in a better position during your negotiation.
- Have several (at least 3) reasons prepared to reach your objective.
- Jot down on a note you carry with you: the maximum ideal figure you want and the minimum figure under which you cannot accept the offer.
- Know and be convinced of your personal value and potential contribution.
- Learn and practice remaining silent (count silently: 1 abc 2 abc 3 abc 4 abc ...) to yourself for at least 8 seconds.
- Practice with peers or friends.
- Predict “Zopas” and put them in writing (zones of possible agreement).
- Watch videos; visit Internet sites, read books and articles about negotiation techniques.

**34. WERE OFFERED WORKING CONDITIONS NOT MATCHING EXPECTATIONS (SALARY..)**

- Analyze job descriptions to have a better idea of what the company is looking for and ready to offer.
- Be open to different conditions (mostly to unexpected ones) such as: working in multicultural teams, moving to other countries, being promoted faster, and benefiting from continuing education...
- Benchmark with people in the same industries to gain objectivity.
- Change your job targets (different functions, different fields, different regions...).

- Make them “buy” and avoid “selling” (demonstrate with facts, figures and past achievements that you are worth the price you ask for).
- Redefine your priorities. Make a prioritized list of what you want and know the things you will compromise on and those you won’t.
- Sign a contract with clear commitments from both parties in case you have negotiated something special (this will avoid future disappointments).
- Use an unusual job-hunting approach so that the old rules of traditional negotiation do not apply.

**35. WANTED A CAREER CHANGE, BUT LACKED THE EXPERIENCE NEEDED**

- Attend conferences, events, and business fairs related to the new sector/industry.
- Figure out and practice how to tell an employer how your skills add value (be positive).
- Find a buffer job and then make the big change.
- Focus on your strengths, personality, soft skills and academic achievements that will benefit the company.
- Highlight the common ground between your previous experience and the new area.
- Invest in education and look at getting additional training; sign up for classes in the topic area if available (community colleges/online courses).
- Join an association in your desired field; join clubs that will increase your knowledge of the industry; join industry groups for networking and to learn industry-specific knowledge and jargon.
- Look for an internship to ease into a new area.
- Lower expectations; knowing you may not be able to start at the same level as before.
- Seek others in market who have a similar background and ask how they made the change; talk with people who have already made the “jump”.
- Show how transferable skills can move from one industry to another industry.
- Volunteer in your newly chosen field/area of interest.