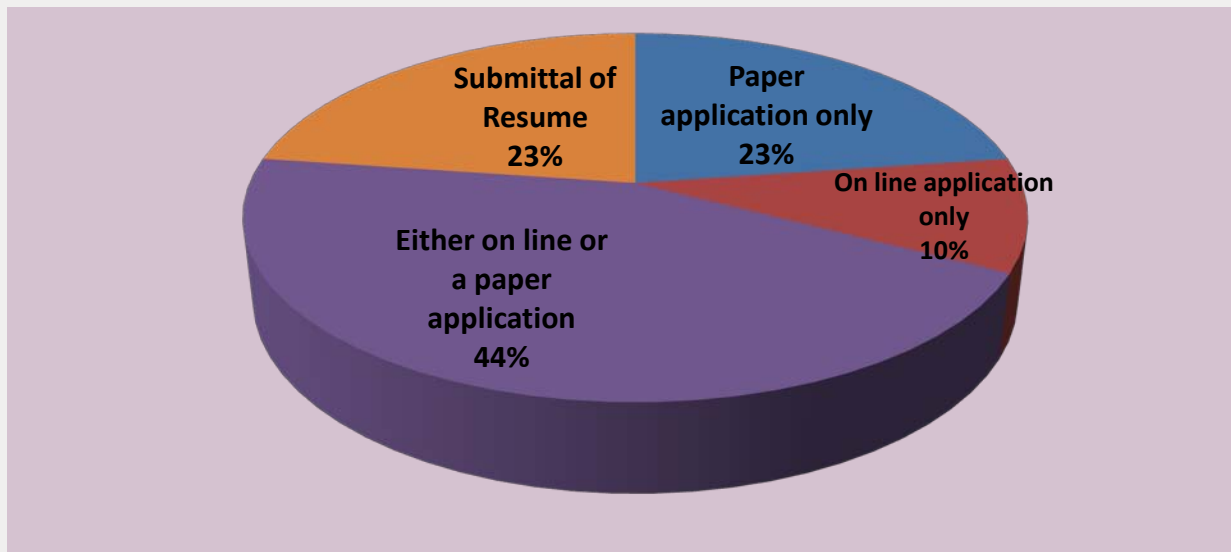


# What it Takes to be a Qualified Job Applicant (32 responses from HR Mgrs)

## 1. How do job applicants apply for your job openings?



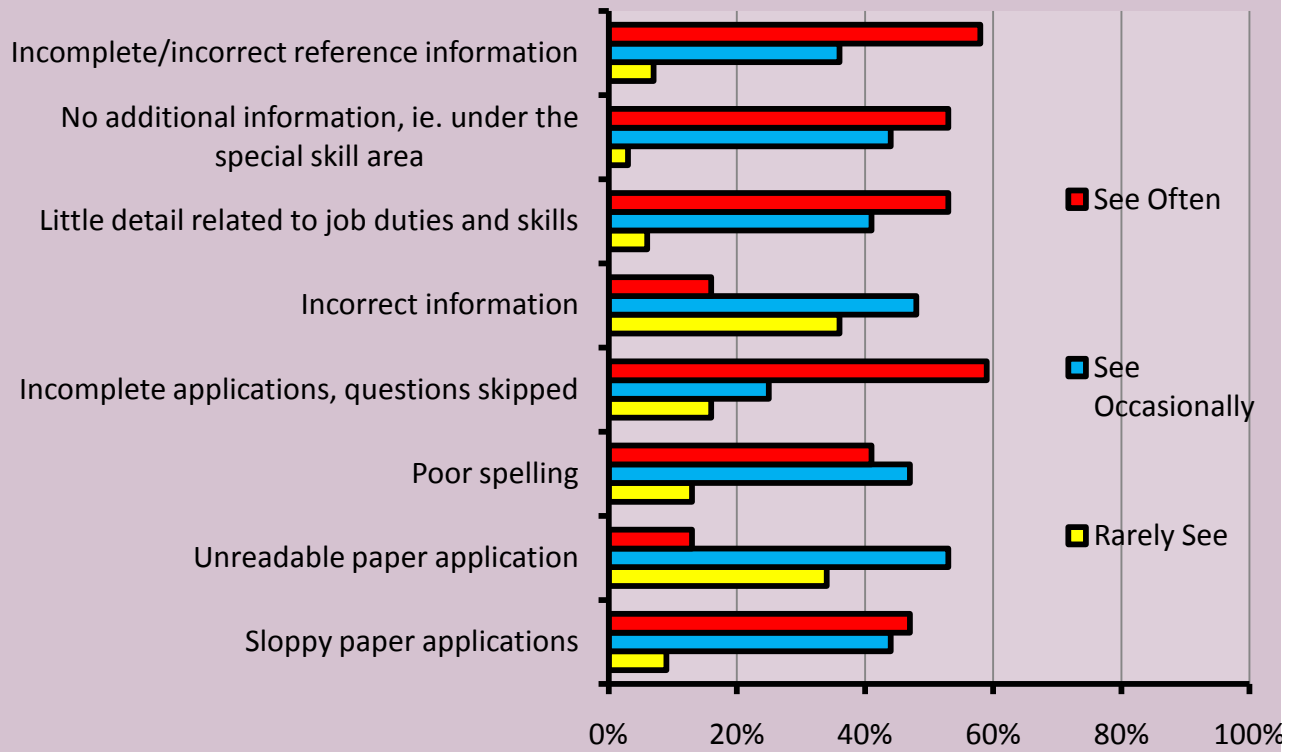
## 2. Please determine if you agree or disagree with the following statements:

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Most job applications meet our quality standards.	0%	31%	56%	9%	3%
Most resumes meet our quality standards.	0%	50%	44%	3%	3%
Most cover letters are well written.	0%	44%	44%	3%	9%
Most job seekers interview well.	0%	37%	60%	3%	0%

### Comments

1. Job seekers interview skills are 50/50 sadly
2. We seem to be getting resumes from unqualified workers
3. I get very few cover letters - those I get are 50% good 50% poor
4. Cover letters are very few and far between. Most workers do not know proper interview etiquette.
5. Many people do not realize that an application is a legal document and must be completed in full.

**3. Listed below are some of the common job application problems. Please identify if these are issues you see regularly.**

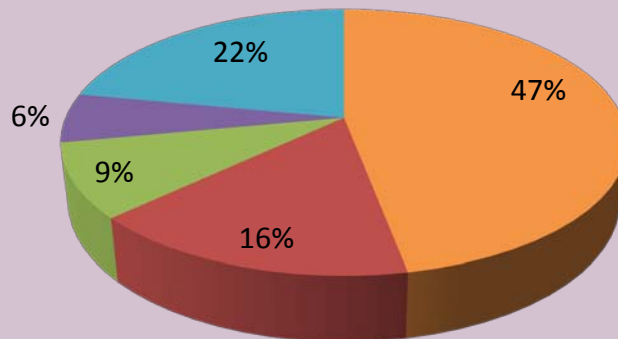


**Comments**

1. Reason for leaving previous job is often left blank
2. Need to have Customer Service skills, telephone skills - speak clearly.
3. Coming in to fill out an application? Bring a pen!- rarely see
4. The inability to properly complete an application is bothersome.
5. Spelling may be from poor typing skills since we have online application only
6. Most of the "problem" applications are just plain incomplete, leaving out important information. They appear to have been rushed through.

#### 4. How does the resume factor into the decision of which job applicants will be brought in for an interview?

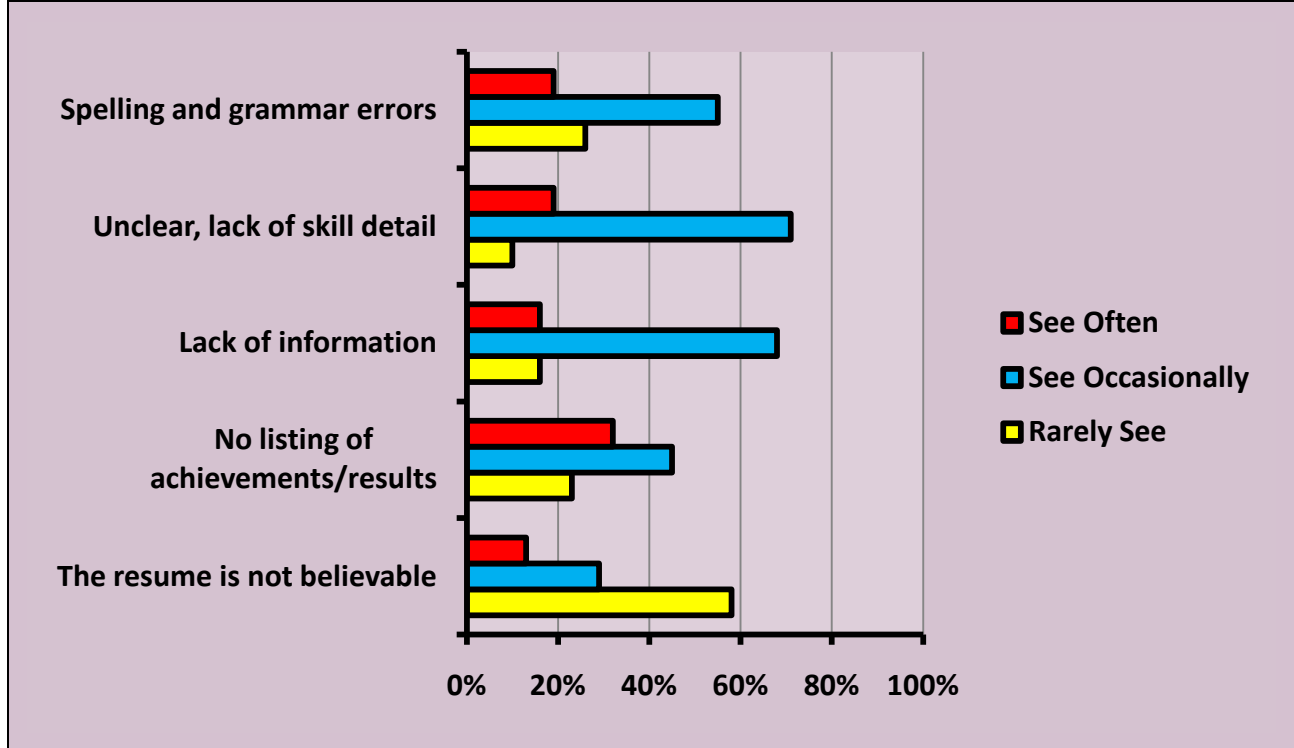
- The resume is very helpful, the applicant will stand out among other job seekers
- A resume is somewhat helpful
- The resume is not important, the job application must meet standards
- Resumes are a required component of the application process
- Resumes are not required



#### Comments

1. A person is not considered a job applicant until they fill out and sign & date a job application. Resumes are helpful but not necessary to be called in for an interview -- we need a signed application. The applicant is attesting to the truth of the information within.
2. Only professional applicants are required to submit a resume.
3. We will normally look at the resume and decide from there if we will bring them in for an interview
4. Resumes are only required for exempt level higher; however, a good resume with a paper application for any job will put candidate above the rest if qualified.
5. A resume is required for all positions.
6. Although not required, the resume is helpful. We have called applicants in for interviews based on the resume, and they must fill out an application before the actual interview.

**5. Listed below are some of the common problems with resumes. Please identify if these are issues you see regularly.**



**Comments:**

1. We realize that people can say whatever they want on a resume -- it is the signed job application that is worth its weight in gold!!
2. Often, resumes are clearly "copied" from a book or downloaded with just the name changed and no real information about the person's experience.
3. Many are too wordy.... ie: My duties included ..... and some time I was asked to.....

**6. How important are the following items in determining who you interview?**

	Very Important	Important	Somewhat Important	Not Important
Quality application with a skills/background match	72%	28%	0%	0%
Quality application, with some transferable skills	23%	77%	0%	0%
Quality resume	16%	50%	25%	9%
Employee referral/recommendation	23%	40%	27%	10%
Poor resume or application but a skills/background match	10%	32%	52%	6%
Job seeker follows up, but not to the point of nagging	9%	50%	34%	6%

**Continued- 6. How important are the following items in determining who you interview?**

Eligibility for On the Job Training Wage Reimbursement while training in a new position	16%	9%	34%	<b>41%</b>
Eligibility for Tax Credits	12%	16%	34%	<b>37%</b>
Eligibility for the no cost Bonding Program	7%	7%	27%	<b>60%</b>
Comments 1. Some applicants interview well and perform poorly. Other applicants interview poorly and perform well. 2. Answers based on hourly entry level positions.				

**7. How important are the following items when you evaluate an applicant's performance on the job interview.**

	<b>Very Important</b>	<b>Important</b>	<b>Somewhat Important</b>	<b>Not Important</b>
Articulation of skills	<b>62%</b>	34%	3%	0%
Appearance	<b>47%</b>	<b>47%</b>	6%	0%
Discussion of past jobs and/or coworkers	42%	<b>48%</b>	10%	0%
Articulation of why they are the best job candidate	37%	<b>50%</b>	9%	3%
Body language	34%	<b>56%</b>	9%	0%
Applicants questions asked of you	12%	<b>62 %</b>	25%	0%
Knowledge of the job and your business	22%	<b>59%</b>	19%	0%
Presentation of materials, such as portfolios, resumes, etc.	12%	25%	<b>37%</b>	25.0%
Impression that applicant can get along with others	<b>74%</b>	26%	0.0%	0.0%
Thank you note	9%	16%	<b>41%</b>	34%

Comment : Punctuality- Very important

**8. Please estimate the percentage of job seekers that PASS the various required prehire evaluations.**

	Response
On line evaluation/assessment (11 responses)	71%
Pre-hire job specific skills test (13 responses)	61%
Credit checks (10 responses)	67%
General background check (18 responses)	83%
Drug test (12 responses)	86%
Criminal background check (18 responses)	90%

**9. Please indicate level of computer skills required by all of your employees.**

	Required	Helpful But Not Required	Not Required
Basic keyboarding	55%	24%	21%
Internet	33%	47%	20%
Email	37%	50%	13%
Microsoft Word	23%	60%	17%
Microsoft Excel	14%	69%	17%

Comments:

1. Depends on the position (2)
2. Telephone, General Office machines
3. Some of these items mentioned in the survey are important in finding the right person for the job. However with all the unemployment benefits available today why would anyone apply for any job. To get America working again we need to get rid of all unemployment benefits. This works very well in other countries.
4. Mostly Direct Care with no computer requirements, For Admin. all computer skills required.
5. These are usually required of employees even at entry level administrative. We do not hire unskilled laborers
6. We're a warehouse, no keyboarding required; however, more and more is moving to web based services.
7. Depends on positions- some positions this is required, majority of our positions we will train, but we are heading towards using e-mail and computer generated reports for everyone.
8. Absolutely required for most jobs, but not required at all for some.

## 10. Please provide job seekers with your most important job search advice.

1. Be prepared - do your homework and learn all you can about your perspective employer BEFORE you go to your interview -- that way you can actually ask intelligent questions!
2. Be on time, look me in the eye and be honest about work ethic and expectations.
3. Be prepared. First impressions leave a lasting impression. Make the first impression count!
4. I look for an applicant that is confident with themselves. I am also a stickler for neatness, spelling and structure. If I find mistakes on a resume, it automatically gets "filed." That tells me that you do not check your work, therefore, that is a major problem in my eyes.
5. This is your opportunity to brag about yourself! Talk about what you know and how it pertains to the requirements of the position!
6. Training is expensive! I will hire someone with skills anyday over someone w/out them. Getting along w/others is VERY important. Must be a team player! Must demonstrate that they will do whatever I ask of them job related.
7. Make an effort--act like a professional. Be honest and be yourself.
8. Change your voicemail message when seeking for a job so that it sounds professional. Remember, first impressions go a long way.
9. While walking into a interview please pick up your feet while walking.
10. First impressions count. Make sure resume is current and spelling is correct. When sending cover letter, watch spelling, grammar and punctuation.
11. Interview the company, show interest, not just desire for a pay check.
12. Prompt, polite, professional, well spoken and dressed appropriately.
13. When applying for a job, please complete the application with factual and complete information. When attending an interview; dress appropriately, be respectful, do your homework on the company, ask questions, show ambition/excitement to become a part of the team and thank the interviewer for his/her time.
14. Know the position and the company you are applying for: what they're looking for and what's required. If you know you don't meet the basic requirements, it's probably not going to go anywhere. Also, when asked why you should be hired for the position, DO NOT respond with, "Because I need a job." A lot of people need jobs. That doesn't make you unique.
15. Fill out the application completely and neatly. It is the first representation of you. Also apply for a specific position and highlight your info as to how it applies to that position.
16. -Keep track of who you are applying to,
17. -complete all applications in full
  - follow up- human resources departments are very busy
  - don't lie on resumes and applications or put "will discuss in interview" because you won't get one
  - research the co. and their location- it's not our job to tell you how far we are from your home
18. Present yourself well on your application and in person. Fill out your own application, we can tell when someone else does it for you. Do not come to interviews with dirty, ripped, etc. clothing - be clean.
19. Dress for hire, presentational skills, sell yourself
20. It is very important to make a good first impression, whether it be in person or on a legal form. So many applications/resumes get put aside due to sloppiness and lack of completion.