

# 10 HABITS OF SUCCESSFUL JOB CANDIDATES

- ✓ ***They approach every interview with one question on their mind, “Do I want this job?”***

They know themselves. They have a good idea what they want in their next job - from the work they'd like to do, to the corporate culture. They know what they can be flexible on, and where they will not compromise.
- ✓ ***They've targeted the employer that's interviewing them.***

They know the company could be a good fit because they've spoken with people who work there, or used to work there. If there is an employee referral program, they've been referred. Even if there's not, they've been networking with people at the company, so they've connected with someone who knows they'd be a great addition to the team.
- ✓ ***They've decided they not to allow fears and discomfort to keep them from the job they want.***

They know that fear, anxiety and worry are part of a job search. It's not that they're not scared or anxious. But, when they experience nerves and emotional discomfort that can come with job hunting - they remind themselves that it's temporary. They move forward anyway, even if it means stammering or shaking their way through the interview. They know it never looks as bad from the outside as it feels on the inside.
- ✓ ***They've planned ahead and know what they are going to say when the interview begins.***

They have practiced it thoroughly, and know how to convey their message in several different ways, so they can adapt to whatever opening question they get, from “Tell us about yourself,” to “What was it about the position that interested you?”
- ✓ ***They've done their research so they understand exactly what the role requires.***

This allows them to talk about their skills in a way that shows they are a great fit. They can tell stories that demonstrate what they've already achieved, and how their skills relate directly to the hiring manager's needs. Their stories are true and convey their abilities without sounding arrogant or bragging.
- ✓ ***They go into the interview prepared with their own questions.***

Their goal is to determine if the role and the company are a good place to invest their knowledge, skills, and abilities.
- ✓ ***They enthusiastically express their continued interest in the job before saying good-bye.***

They know that “hard to get” is a bad strategy when it comes to landing a job and that employers want to bring on people who are truly excited about the opportunity. They ask about the interview process, next steps, and when they might expect to hear back.
- ✓ ***They collect contact information for everyone at the end of the interview...***

and follow up promptly and individually with every person involved in the interview process thanking them for their time. They personalize the message and include something that stood out about that individual.
- ✓ ***They don't sit by just waiting. They continue with their job search...***

following up on every lead, networking and applying until the right company recognizes their talents and brings them on board.
- ✓ ***If the time arrives and they haven't heard back, they follow up and reiterate their interest.***

They ask about the timing again. They continue to follow up politely and respectfully a few times. If they still don't get a “yes” or a “we chose another candidate,” they let it go, knowing that a failure to respond is a message that the job, the culture, or the people would have been a bad fit.

## ★ BONUS TIP:

### ***They ALWAYS ask for feedback when they don't get the offer.***

They consider the feedback seriously, and adjust their approach as needed, recognizing that job hunting is a skill and sometimes the greatest insights can be gained when we stumble.