



## Diagnosing Your Career Roadblock

Sometimes, despite our best efforts, the words “you’re hired!” remain an elusive dream. Don’t give up – overcoming the obstacles to securing your first job may be easier than you think!!

SYMPTOM	DIAGNOSIS	REMEDY
<p>You are sending hundreds of resumes, but have <b>not received a single phone call back</b> or an invitation to an interview.</p>	<p>Your resume and/or cover letter may not up to par. These important documents create the first impression an employer forms of you, so it is vital that they are top notch and error-free. Are your documents tailored to the position for which you’re applying? Would the employer see the clear connection between your skills and experience and the job responsibilities?</p>	<p>Have your resume and cover letter critiqued by a Career Coach during scheduled drop-in hours. Be sure to ask about the best way to submit your documents.</p>
<p>You are getting invited to interviews, but are <b>not receiving any job offers</b>.</p>	<p>Focus on strengthening your interviewing skills, which can encompass a broad array of verbal and non-verbal areas. Have you done extensive research on the organization/company? Are you articulating concrete examples of your skills and abilities? Do you display confidence, a strong handshake, and a positive, professional demeanor? Are you dressing in proper interview attire?</p>	<p>Schedule a mock interview with a Career Coach. Be sure to wear your interviewing apparel to the mock interview. It is also recommended that you review the interviewing information on our website, including videos on professional dress, and a copy of our interviewing handout.</p>
<p>You have a phone interview with a recruiter, but <b>do not get asked for a follow up</b> on-site interview.</p>	<p>Phone interviews provide a unique set of challenges. Focus specifically on practicing your over-the-phone conversational skills, which may also include improving your basic interviewing skills. What is being conveyed by the tone of your voice (since you aren’t face-to-face)?</p>	<p>Dress professionally and smile during phone interviews, it will make you sound confident and alert. Do not converse in a place where there is background noise. Request a mock phone interview with a Career Coach.</p>
<p>You are attending many job fairs, but are <b>not hearing back from any recruiters</b>.</p>	<p>You may not have an effective “one minute sales pitch” to use when approaching recruiters. Other contributing factors may be your resume, attire, or lack of follow-up.</p>	<p>Talk with a Career Coach about how to successfully navigate a job fair. Watch the “Career Fair” video on our website. Pick up a “Job Fair Tip Sheet” from the Career Center.</p>

## Other Important Considerations

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Like it or not, there are many factors in the job hunt that are beyond your control. Recognizing these factors is an important step towards job-hunt success. At times, it can be easy to take “no” personally; but understand that as a job seeker you are only aware of a small piece of an organization’s hiring needs and time schedules. **Focus on the things that you *can* control** versus those that you cannot, and realize that the job search requires confidence and determination, even in the bleakest of moments.

### CONTROLLABLE Factors in the Job Hunt

- Your interview attire
- Quality of your resume and cover letter
- The amount of time and energy you put towards your job hunt
- Your attitude and demeanor
- Expanding your personal and professional network
- Interview preparation – which includes researching an organization as thoroughly as possible
- Appropriate follow up (write that thank you letter!)

### Factors BEYOND Your Control

- Number of applicants
- Qualification of applicants
- Personality and agenda of the interviewer
- Time schedule of hiring decisions
- Existence of internal candidates or personal referrals

## Career Center Resources

The Career Center has numerous resources to assist you with each and every step of your job hunt. Contact our office at 717-691-6016 or [career@messiah.edu](mailto:career@messiah.edu) for more information about any of the following:

Resume/cover letter critiques

Mock interviews

Individual career coaching sessions

Online job search resources (<http://www.messiah.edu/offices/career/jobSearchRes.html>)

Networking resources

### FOR MORE ON THIS TOPIC, CHECK OUT THESE WEBSITES!

[www.cnn.com/2010/LIVING/worklife/02/03/cb.10.reasons.not.hired/index.html](http://www.cnn.com/2010/LIVING/worklife/02/03/cb.10.reasons.not.hired/index.html)

[career-advice.monster.com/job-interview/following-up/getting-interviews-but-not-the-job/article.aspx](http://career-advice.monster.com/job-interview/following-up/getting-interviews-but-not-the-job/article.aspx)

<http://recareered.blogspot.com/2007/07/30-things-you-can-control-in-your-job.html>