



Help! I'm Getting Interviews, But Not Offers

Job searching is tough, and few things are more frustrating than being able to land interviews, but not ever being offered the job.

Landing a job interview means you did a great job on your resume and application. That's a win that you shouldn't underestimate – most applicants don't get through Applicant Tracking Software.

That said, there's stiff competition for work from home jobs and, with hundreds of people applying for the same position, you have to be on top of your game!

When answered candidly, this self-assessment can help you to pinpoint those areas that may be standing between you and your ideal job.

ABOUT YOUR RESUME AND COVER LETTER

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did I write my own resume?
<i>(Having someone else write your resume is fine, but you must read it carefully to make sure it's an accurate representation of their capabilities and voice.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | My resume is free from "embellishments" of my skills and/or experience on my resume?
<i>(Interviewers are checking to see if your verbal responses support your written claims. If you sound less knowledgeable than your resume led them to believe, it could land you in the "no" pile.)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Are my cover letter and resume written in my "voice"?
<i>(Remember the first time you saw a picture of your favorite radio personality and they were nothing like you'd imagined? Interviewers who are "star struck" by a great resume and cover letter experience the same thing when the candidate's interview undermines what they "envisioned" in the written application phase. If your written submissions sound confident and knowledgeable, but you meekly "umm" your way through the interview, the interviewer may feel let down.)</i> |

ABOUT THE INTERVIEW

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Was I on time for my interview? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was I in a quiet place or could the interviewer hear background noise and/or see too much activity in my would-be workspace? |

(When interviewing work from home job candidates, hiring managers want to confirm that you're able to provide a workspace that you can be productive in. Usually, that's one that's quiet and free from distractions.)

- Did I prepare for the interview?**
(Taking the time to learn as much about the position you were interviewing for as possible is critically important. If they've taken the time to create a FAQ and you haven't read it, the interviewer may see that as lack of initiative and preparedness – both traits that are important when working remotely.)

- Was I fully attentive during the interview?**
(Remote interviews are unique in that you are not sharing space with your interviewer. It can be tempting to glance at your cell phone when it buzzes, notice a pop-up alert on your computer monitor, Google a response to a question, and ignore the "helpful" spouse of friend who may be silently mouthing things to you in the background.)

- Did I TRULY meet all of their job criteria and did my interview answers prove that?**
(Interviewers are checking to see if your verbal responses support your written claims. If you sound less knowledgeable than your resume led them to believe, it could land you in the "no" pile.)

- I can honestly say that none of the questions catch me off guard.**
(Interviewers will sometimes intentionally try to throw you off with a curve ball question just to see how you react under pressure. Be prepared for "behavioral" questions like, "Tell me about a failure on the job and how you handled it.")

- Did I emphasize how my skills will benefit the position?**
(Being able to discuss your skills is great. Being able to discuss your skills as they pertain to this particular job and company is better!)

- I gave direct and meaningful answers without rambling.**
(The best interviewees don't ramble. Rambling answers the question "eventually," but not until they've taken the interviewer on a long and wandering path through too much background and detail. The best responses have the right amount of information delivered in the right amount of time. If you are a "rambler" by nature [they often make the best storytellers], don't try to remedy the situation by giving the same amount of information at a faster tempo, instead, wait a second or two before starting your reply. Collect your thoughts and give a direct answer without unnecessary detail.)

- Did I ask meaningful questions about the company and the position?**
(Job interviews are a 2-way street. The company gets to learn about you, and you get to learn about the company and the position. Toward the end of the interview, the interviewer may ask if you have any questions and, if they don't, you should ask them anyway. Why? Asking good questions shows you are truly

interested, intelligent, and want details that will help you make the right decision if offered the position.

Consider asking:

- *What are your expectations for this role during the first 30 days, 60 days, a year?*
- *How would you measure my success in this role?*
- *How would you describe the culture of the company?*
- *What is the typical career path for someone in this role?*
- *What do you think are the most important qualities for someone to excel in this role?*
- *What are the next steps in the interview process?)*

- Do I feel like I conveyed everything I wanted to about myself?**
(You only get one shot at a first interview. Did you leave the interview thinking, "I should have said," or, "I wish I had mentioned?" If you did, you may not have left the interviewer with a full picture of you as a candidate.)

ABOUT YOUR ONLINE FOOTPRINT

If you aced your job interview and the hiring manager has listed you among their top choices, their final choice may come down to what they can find out about you online. Make sure your social media presence and comments/photos you make in public forums help rather than hurt your job search efforts.

Yes No

- Do your social media accounts make a good first impression?**
(Even if you have your privacy settings set for Friends only, if your profile picture shows you mooning the camera, it may not make a great first impression.)
- I refrain from making posts that bad-mouth or complain about a current or previous employer, co-workers, or customers/clients in online forums?**
(You have every right to your opinion, but a prospective employer may see a "trouble maker," disgruntled employee, or even potential for litigation in their future if they hire you.)
- I refrain from making posts or sharing photos that might lead an employer to think I am often under the influence of drugs or alcohol, or engaging in any other activity best left private?**
(Employers don't want to risk hiring someone who may be rendered unreliable or inconsistent due to the influence of their outside activities.)

BOTTOM LINE - If you answered NO to ANY of the questions above, you should take steps to ensure you can answer YES to all of them before and after your next interview!