

Interview Etiquette

There are several schools of thought when it comes to interviewing. I prefer to take a simple approach and whenever I send candidates out to interview I include an article on interviewing tips attached to the Interview Confirmation e-mail. Here's my simple approach:

1. Do wear a suit
2. Don't be late (if you are interviewing in an area of town that you don't know very well, do a dry run so that you know where you're going-you have enough to think about)
3. Do your HW on the firm (if you're working with a Recruiter-then they should have provided the link to the firm the names of the attorneys you will be meeting so that you can do your due diligence. They should have also provided you with a synopsis of the culture within the firm).
4. Don't ask about salary or benefits during the interview. This is the time for you to sell yourself.
5. Don't ask about "room for growth" focus should only be on the task/job at hand. Ambition is great, but if you want the job that you're interviewing for then that's the sole focus of the interview.
6. Do remember to ask for the business cards of each of your interviewers because (see step 7)
7. Do write "thank you" emails. The email should thank the interviewer (s) for their time, reiterate your interest in the position and finally highlight the skills you have that will be an asset to the open position.

Social Media

Social Media is taking a more important role in recruiting. "Almost one in five technology industry executives say that a candidate's social media profile has caused them not to hire that person." *

* Source Forbes.com "***How Your Social Media Profile Could Make Or Break Your Next Job Opportunity***"

Social Media sites employers most frequently use:

Facebook: 65%

LinkedIn: 63%

Twitter: 16%

Other: 17% **

Facebook is a great place to connect with our loved ones. However, 34% of hiring managers said that the following social media findings led to a candidate not getting hired:

49% Candidate posing provocatively/inappropriate photo

45% Candidate excessive drinking/evidence of using illicit drugs

35% Poor communication skills

33% Candidate bad-mouthed previous employer

Britt-Angela Williams & Consultants, Inc.

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28% Made discriminatory comments: gender/race/religion, etc
22% Candidate lied about their qualifications**

Basically, Social Media can help you or hurt you. LinkedIn is definitely a place for professional connections. . I personally really like LinkedIn and I use it as a recruiting tool. I also use it as a way to see how a potential candidate presents himself or herself.

****Advice-**Basically post a simple picture of yourself. List a professional summary with education & expertise.

Social Media has also been used to extend an offer to potential candidates:

58% Felt they got a good feel for the candidates personality

55% Felt that candidate conveyed a professional image

54% Background information supported candidate's professional qualifications

51% Candidate was well rounded and showed a wide range of interests

49% Candidate had great communication skills

44% Candidate was creative

34% Other people posted great references about the candidate**

Source: Careerbuilder Workbuzz