



Top Ten Reasons I Won't Hire You

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Topics

- Top Ten Reasons
- Over Qualified (Really?????)
- Musings
- Jobs.Mo.Gov – New Look – New Name

Top Ten Reasons I Won't Hire You



Reason #1

You're too Old



Are We Dating Ourselves?

- I have 25+ years of experience
 - Respected expert...
- Resume talks about tools and technology more than 10 years old
- Resume reflects what you did (job roles) vs. what you accomplished
 - I was responsible for...
 - Managed a team of...

Reason #2

- Inability to adapt to new technology



Relevancy

- Resume
 - Identify “updated” skills
 - Show relevant technology skills
- Interview
 - Describe situations in which you adapted new technologies to the problem at hand
 - It is helpful if these examples aren’t from the distant past (1864) but relevant to the interviewer and the job

Reason #3

- Old technology skills



Technology Skills

- 142,000+ Jobs YTD
 - 16.8k required Microsoft Excel
 - 14.3k required Microsoft Office
 - 7.5k required Microsoft Word
 - 6.3k required Microsoft PowerPoint
 - 36.2k required Communication Skills (team based)
 - 20.1k required Customer Service Skills (internal/external)

Reason #4

- Poor LinkedIn Profile



Ask Yourself

- You walk into a room with 100 strangers, your handed a microphone and asked to describe your business skills in three words
- What would those words be?
- Are those the first three skills on your LinkedIn profile?

Reason #5

- Using the Wrong Words



Baseline Skills

		<i>Career Area</i>															
<i>Skill</i>	Overall	Clerical and Administration	Customer & Client Support	Finance	Healthcare including Nursing	Hospitality, Food & Tourism	Information Technology	Manufacturing & Production	Maint. Repair, Install	Personal Care & Services	Sales	Transportation	Logistics	Science	Design, Media & Writing	Management & Operations	Human Resources
Communication Skills	#1	#1	#1	#1	2	2	#1	#1	3	#1	#1	2	#1	#1	2	#1	#1
Writing	2	2	3	2	5	4	3	4	8	2	2	5	3	4	3	2	2
Organizational Skills	3	3	6	6	6	3	9	8	7	5	3	4	5	5	8	5	3
Detail-Oriented	4	4	4	3	16	9	8	5	14	13	11	9	9	6	7	7	4
Computer Skills	5	5	2	8	7	10	20	7	5	8	6	10	10	10	16	9	6
Multi-Tasking	6	7	8	11	17	15	13	13	12	12	13	26	12	13	14	14	11
Research	7	8	13	4	10	29	7	15	22	11	19	22	7	2	6	12	7
Problem Solving	8	9	5	5	8	12	4	6	6	14	8	8	4	9	9	4	5
Team Work/ Collaboration	9	11	18	10	3	13	6	12	11	4	7	12	6	11	4	6	8
Time Management	10	12	15	13	21	16	21	22	17	16	10	13	13	16	13	20	13
Physical Demand	11	15	9	19	11	#1	24	3	4	3	4	#1	24	12	23	8	17
Planning	12	13	21	7	#1	11	5	11	15	7	9	7	2	14	10	3	10
Building Effective Relationships	13	16	10	9	12	8	15	20	16	6	5	14	16	29	17	10	9
English	14	20	12	26	13	5	23	18	9	17	17	3	28	26	15	16	18
Mathematics	15	24	16	17	25	6	19	10	19	9	12	6	20	15	36	18	29
Presentation Skills	16	32	28	23	28	39	18	32	35	27	14	18	19	19	12	21	14
Critical Thinking	17	33	35	24	4	40	31	34	45	33	41	36	22	25	31	32	31
Leadership	18	26	24	20	20	14	12	16	13	10	15	24	14	17	26	13	19
Troubleshooting	19	29	19	34	18	34	2	9	2	31	32	23	41	7	18	25	20
Analytical Skills	20	28	27	12	34	44	17	23	18	36	30	30	8	22	21	19	15
# Jobs Posted	2016	8420	6439	13743	35865	14564	23745	5547	5544	1763	27303	17507	403	1417	2598	13083	4982

LABOR INSIGHT/JOBS

Burning Glass Technologies

Top Baseline Skills

The table at left shows a ranked list of top baseline skills by career area, highlighting those skills which are more commonly requested, and thus more valued, for each particular groups of jobs. For example, Communication Skills is the overall #1 requested baseline skill, but falls to #12 in Healthcare, #11 in Hospitality and does not register in the top 20 skills for the Maintenance, Repair and Installation or Design, Media & Writer industries.

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Outdated Resume

- 5 Simple Tips to Update Your Resume

1. Get rid of “zombie phrases”

1. Self starter
2. Works will with ...
3. Superior communication skills (not keyword)
4. Proven track of success...
5. Skilled at managing cross functional...

Outdate Resume

2. Tailor your resume with accomplishments that go along with the job you want
3. Summarize anything you did pre 2009 into 3 bullets
4. No more than 8-10 bullet points for each employer (rank)
5. Don't be "Frank" – Optimal 2 pages – No more than 3 (exceptions)

Reason #6

- Networking



Networking Wrong

- #1 way to find a job has been and always will be networking
- 80% of the jobs are not posted
- 24% of new hires came from Networking
- ~~It's not what you know – It's who you know~~

2017 – Thought for the Day

It's not what you know -- it's

“How you tell your story”

to the right person!

Reason #7

- Unrealistic Salary Expectations



Salary Expectations

- Not in a \$\$\$\$ amount
- You Don't Know Your Worth
 - How much are your skills worth to the perspective employer
- Salaries have changed
 - Research
 - Review market trends

Reason #8

- Changing Careers



Changing Careers

- People successfully change careers everyday
- Resume | Cover Letter
 - Cover letter is required – 100% of the time
 - Must convey why you are changing careers
 - Must convey how previous skills apply
 - Must convey why you're qualified for the new career path
 - Employers won't make the connection without your help

Reason #9

- Change in job spec's



Job Spec's

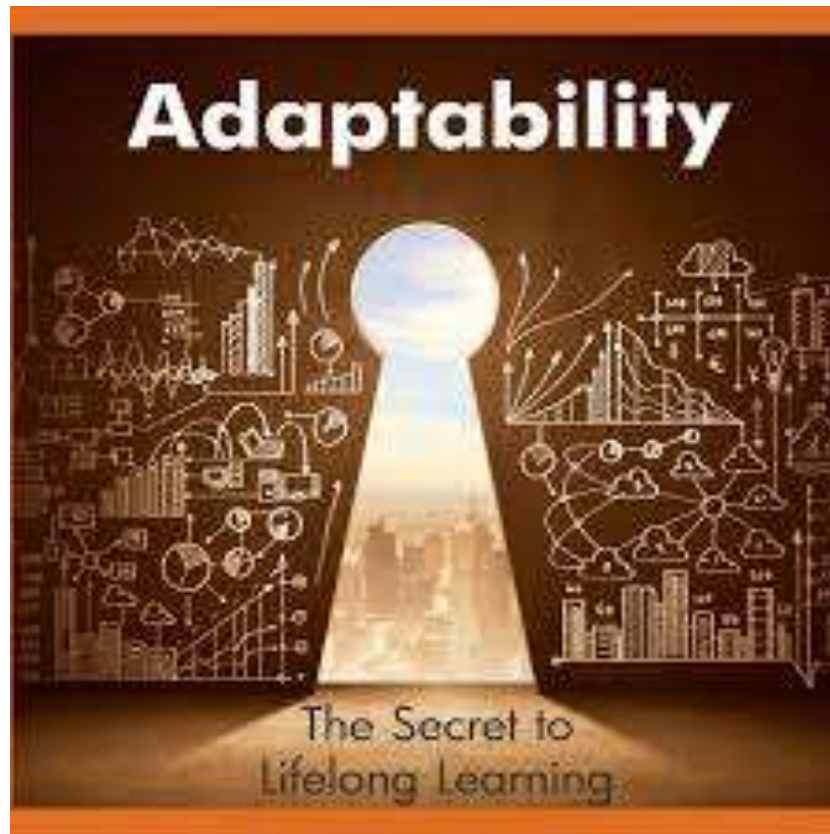
- You're qualified based on the opening that was published, however the hiring manager has changed them and the job was not reposted
- You're qualified but missing one tiny bullet point on your resume that some bureaucrat has deemed an Essential Requirement

Job Spec's

- You're qualified by the hiring manager has decided to hire an old college buddy.
- The hiring manager is holding out for a highly qualified candidate that will work for below-market salary

Reason #10

- Adaptability



Employer's Want To Know

- Will you:
 - Be able to excel in this role
 - Be able to learn and adjust as the role evolves
 - Be able to master the tools and technologies involved today and tomorrow
 - Get along well with others on the team
 - Take directions and feedback

Questions

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Overqualified

- Top 3 Reasons
 1. You didn't present your skills appropriately
 2. You're a career changer and you didn't present your skills appropriately
 3. An excuse!

Answer

- Show them how your skills apply
- Indicate the reason for the career change
- Ask them to articulate why they feel you're overqualified for the position and be ready and able to defend your skills and attributes
- Sometimes it's just one of many reasons and this is the short answer

Musings

- 4 years as a Workforce Liaison
- Seen it all (almost)
 - 3 page hand written resume
 - Networking with wine
 - Faxed “Cyber” safe resume
 - Actress – Used stage name – Link to Facebook bag lady part
 - White T-shirt, white shorts – flip flops
 - Cell phone during interview

Musings

- Box of cookies
- Keynote – Mental Health Conference – they were going to keep me
- Adult beverages with CEO
- Workshop problems
 - 60+ have cried
 - 130 have walked out (????)
 - 100's have cussed, stomped, ranted
 - Longest 5.6 years

Musings

- Kicked out of almost every college and university in the bi-state area
- Fake Degree
- Bought Pizza to get a job
- 20,000+ have registered for my classes 98% success rate – class to job

Program Developed by:

Work-Ready Employment Assistance Program



EO and Federal Funds Taglines

Additional Information

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

Equal Opportunity

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can call (800) 735-2966 or dial 7-1-1.

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