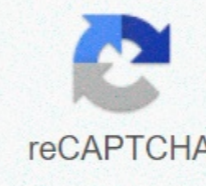




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Example additional information job application

If you have ever applied for a job and wondered why no one called you for an interview, it might be because you're not doing enough to get your application noticed. At a time when cover letters and resumes are submitted en masse through online job search engines, job hunting has become impersonal and increasingly competitive. It is imperative that you take extra steps to get your application noticed by potential employers. Create a professional quality resume. If you are a college graduate, visit your school's placement office. A placement specialist can analyze your resume and ensure that it includes the necessary information. You can also submit your resume to a professional resume service like those found on major job search websites. Some will provide you with a one-time free analysis, while others charge a small fee to have your resume professionally reviewed. Ask to speak to a hiring manager when you go to apply for a job. Simply dropping off your resume and hoping for the best is like playing the lottery. The odds are stacked against you from the outset. Show up at the place you intend to submit your application, fully dressed in business attire and ready for an interview. Without being arrogant or obnoxious, politely ask to speak to someone in charge of conducting interviews. Don't take no for an answer the first time, or maybe even the second time you ask. You don't have to actually have the interview that day, but by insisting that you speak to someone in charge, you can get your application noticed by introducing yourself to the hiring manager. This will create the perception that you are someone who takes charge and knows how to get things done. Network your way through the application process. Contact any established connections you have in the business community and ask them to make a recommendation on your behalf. Recommendations from well-respected members of your industry or others in the business community can go a long way toward getting you and your application noticed. Research potential employers and tailor each application to the specific needs of the company or organization. Find ways to include your target employer's slogan in the introductory paragraph of your cover letter, Career Builder suggests. Or include a two-column side-by-side listing of your qualifications and your potential employer's needs. This will give a clear indication of how you fit that company's current job opening. No one likes to be rejected and I don't believe there is a single "best way" to do it. But as it is the single-most frequent task recruiters do, here's my guide on how to reject a job applicant based on the simple philosophy of treating people with respect and using common sense. As a general rule of thumb, I believe that the rejection should reflect the amount of effort we have expected from the applicant depending on the stage of the process they've reached. Sometimes a "higher touch" more personal process may be appropriate for very senior or specialist roles. Often Recruiters agonize for so long on how and what to say they end up doing nothing. That is unacceptable and leads to a very poor candidate experience! At every stage, feedback/rejection should be given within 24 hours—if more time is needed to make a decision, then send a holding message with the expected time frame. This way the applicant will still feel that they're important to you. Rejection at application stage. A standard but personalized email rejection is fine. Thank them for their interest, but advise them you are working with candidates who more closely match your requirements. This template should be a standard feature of your ATS. Rejection after initial screen (phone or video.) A rejection email is still acceptable at this stage. Always thank them for their time and if you can, give a specific reason why you have decided not to proceed. If you prefer to call the candidate you should be prepared for them to ask for specific details about how you reached your decision. Rejection after technical test. Some technical tests can take hours to complete and most candidates already have full-time jobs and lives—even if they don't reach the standard you want, they deserve to have feedback on their results, given the effort they've gone through. It is imperative that the commentary is provided by the Hiring Manager or Assessor so that it is authentic and constructive. The delivery of this message can still be by the Recruiter via email or phone call, depending upon personal preference. Rejection after face-to-face interview. An applicant who makes it this far in the process should always, at the very least, be rejected by a phone call or video chat (for example, Skype/ Google Hangouts.) They've committed a lot of time and effort to your process and this should be reflected in the manner of your rejection. Provide them with honest, constructive interview feedback and specific reasons, and follow up via email if they request it for reflection later. Joanne Ward is the Managing Director & Co-Founder of Winter Court Consulting, a UK-based company providing internal recruitment teams on a project basis to help startups and scaling businesses manage recruitment challenges. Follow Joanne on Twitter @Joanne_WCC and LinkedIn. nhs additional information job application example. what should i put for additional information on a job application. what should i put for additional information on an application. what to put for additional information on a job application. what do you put for additional information on a job application. what to write for additional information on a job application

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