

5 Secrets About Recruiters

There is no point in sending a resume if you do not meet the job requirements.

Fact #1: Employers establish minimum requirements out of necessity and with good reason, so that they can find a candidate who can do the job. Skilled recruiters will know when you do not meet the minimum requirements, and will not help you 'spice up' your resume to make you look more qualified than you really are.

So what do you do? As a rule of thumb, do not submit your resume if you do not meet the minimum requirements of the job, because when employers see that you are missing those requirements on your resume, they will simply move on to the next candidate.

However, there are exceptions to the rule: if your qualifications are really close to the minimum requirements, or you have other skills that either make up for or are equivalent to the minimum requirements, it may be worthwhile to still give it a shot. Should this be the case, detail why you believe the employer should consider you in your cover letter.

Fact #2: The telephone interview is actually the first interview with your prospective new employer and is very significant, requiring preparation, practice, and attention on your part.

So what do you do? Be enthusiastic, clear, and concise with your answers. Be prepared for the telephone interview to take longer than 5 minutes - be patient and do not try to accelerate the process. If you cannot talk at the moment or do not have enough time, reschedule the interview to a more convenient time that works for both parties, and even if the interviewer offers to call you at a later date, make sure you take down his name and phone number. People get busy, especially if they are interviewing dozens of people, so to ensure that you have the best chance of proceeding to the formal interview, you may have to follow up on the phone interview yourself.

Fact #3: The purpose of the question "What are your salary expectations?" is to find out if your expectations reasonably match those of the prospective employer. There is no point in continuing the interview process if there is a large gap between your salary expectations and those of the employer.

So what do you do? Answer the question honestly and directly when asked about salary expectations, whether it be a certain salary range, a minimum amount, or

completely flexible. Be clear and concise – do not apologize or ramble on endlessly. There is no need to be afraid of this question, as it will come eventually, and the sooner the better. If the salary expectations of both parties are too far apart, both sides can feel good about walking away from the table and not waste any more of each other's time.

Fact #4: At the top of the list of most difficult questions in a job interview is, "What is your greatest weakness?" On the one hand, no one wants to sabotage one's own interview, but on the other hand, if you do not offer up a negative trait, you will likely to be seen as narcissistic or lacking in self-awareness.

So what do you do? First of all – be careful. Avoid negative traits that would directly or significantly impact your ability to function in the prospective new job. Rather, you can specify a negative trait that may be quite obvious such as being new to the area or field, or English as a second language, then explain how you deal with it so that it does not hinder your ability to do the job.

Fact #5: Employers are looking for professional and personal fit to the position and organization, and do not necessarily disqualify candidates because of their age. So what do you do when you feel that your age is a disadvantage? Job seekers who are over the age of 50 should not be discouraged. Use your years of experience as an advantage, and highlight how it is relevant to the position, using content from the employment ad as cues to what the employer is looking for. Beware of overloading your resume - if necessary, shorten it to one page with the most relevant employment history.