

## **12 Employer Expectations – 12 Rules of Etiquette**

### **Step 1 Prepare: Job Seeker**

1. Prepared: Ready and resourceful
2. Focused: Goal oriented with a plan
3. Attractive: Eager with intent and purpose

#### Examples Provided by Hiring Managers

- Delivered resume promptly (if requested)
- To the point, grammatically correct, free of misspelled words.
- Complete with name, address, telephone and email address.
- Complete with accurate dates, without unexplained gaps in time.
- Legible as a printed document and as an electronic document.
- Updated to the present job.
- Compatibility with the opportunity—makes sense.
- Shows forethought and career planning.
- Conveys genuine enthusiasm for chosen occupation.

### **Step 2 Screen: Prospect**

4. Genuine: Interested and curious to learn
5. Personable: Able to impress with personality
6. Flexible: Willing to accommodate

#### Examples Provided by Hiring Managers

- Prompt in returning their calls and emails.
- Available when they need to speak to you.
- Optimistic and positive in your comments about others.
- Direct and answer questions honestly and straightforwardly.
- When you don't know the answer you politely say so.
- You reviewed the company website and are well informed.
- You ask very good questions as if you have an objective.
- You are able to clearly communicate thoughts and ideas.
- You substantiate your accomplishments with ready examples.
- Engaging as a conversationalist—someone they would like to know better.
- Good handle on your own strengths and development needs.
- Your goals and expectations are aggressive and realistic.
- You are willing and available for future interviews.
- You tell them you are interested in taking it to the next step.
- You are consistent with your resume.
- No surprises.

### **Step 3 Interview: Interviewee and Interviewer**

7. Committed: Serious and does what it takes
8. Integrity: Responsible and accountable
9. Confident: Humble but achieved closure

#### Examples Provided by Hiring Managers

- You are appropriately dressed.
- You arrived prepared to complete an application with professional references.
- You took responsibility for your accomplishments and failures.
- Your answers are consistent with what you said previously.
- You asked good questions—and wanted to hear the company’s story.
- You asked for serious consideration.

#### **Step 4 Decision: Candidate and Negotiator**

10. Selective: Marketable with options

11. Decisive: Timely, consistent and thorough

12. Grateful: Genuinely appreciative

#### Examples Provided by Hiring Managers

- References were ready and available.
- You are excited and appreciative of the offer.
- You diplomatically negotiated with the thought of accepting.
- You have your answer promptly.
- You are flexible and accommodating on the start date.
- You follows-up with a nice thank you letter to your new boss.

#### **Step 5 Start: Employee**