

# Looking for a job?

## Responding to a job announcement

**Carefully read the job announcement before responding** to confirm the post is still current. Be sure to follow the company's application process.

**Thoroughly edit your resume and cover letter** and tailor them to the position.

**If the position requires you to fill out an application, fill it out completely.** Even if the information is on your resume, don't leave areas blank. It's the first of several indicators that employers look for to determine an applicant's motivation and willingness to follow procedures. Incomplete information will not serve you well.

**Do your homework.** Learn as much as you can about the company and position in advance.

**Compare the job** to similar positions in your area and learn what other firms are paying.

**Know your value** before an interview. Learn what the market is paying for someone with your knowledge and abilities. You'll be prepared to give an informed response when asked about your salary expectations.

When you find yourself in the market for a new job, preparation is essential to increase your chance of landing the perfect position. Two areas of focus are:

- ▶ How you stand out from other candidates.
- ▶ How to be sure the position you're exploring is the right fit.

As a leader in employment services in the Chico area for over 40 years, we've assembled some of our best advice to help you prepare and interview with confidence.

## Websites with reliable salary data based upon geographic location:

**PayScale** [www.payscale.com/research/US/Job](http://www.payscale.com/research/US/Job)

**CA EDD occupational salaries**  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



## The Interview

There are simple truths associated with interviewing that few people ever discuss. Take time to ask questions of yourself and consider what's important yet realistic when searching for the right position.

**An interview is a face-to-face meeting to exchange information.** It is not a performance.

**Be true to yourself.** Understand your skills, abilities, limitations and your value.

**Be genuine and professional.** Hiring managers often decide whether they move you to the next level within the first 30 seconds of meeting you.

## Plan for Questions

**Be prepared to answer behavioral-based interview questions.**

**Prepare for questions about your salary expectations.**

Visit [Allevityjobs.com](https://www.allevityjobs.com) to explore available jobs and to register for our talent database.

Questions? Call: **530-891-1955**

## More Questions

**If you're asked about compensation** early in the interview, it's wise to respond with "I'd like to learn more about the position first so that I can give you an informed answer."

**If the salary for the position remains a mystery, it is acceptable to ask** (and important to know before moving ahead in the process). As the interview winds down, the following statement is professional yet direct: "Now that you have an understanding of my skills and abilities, what does your firm typically pay someone at my level?"

**Come prepared with a short list of questions regarding the company and the position.** This shows you took time to do research and are truly interested in their organization.

**Wrap up—thank the interviewer** for taking their time to meet with you. Then ask about the next step of the process.

**Send a thank you, via email or a hand-written note.** Thank the hiring manager again for the opportunity to interview. This can be a great tie breaker when they're undecided between top candidates.

