

SUNY Fredonia Secretarial Conference Fall 2010

Preparing for Promotion & Transfer

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Program Overview

- Hot Topics
- Vacancy Announcements & Canvass Process
- Cover Letters, Resumes & References
- Eligibility for Interview
- Interviewing Tips
- After the Interview
- Questions
- HR Initiatives



Hot Topics

- Sec 1 (4 Vacancies)
 - Returning Retirees
 - Timeline for Interviews & Selection
 - Training
 - HR's Role
 - Resulting Vacancies
 - Preferred/Reemployment/Transfer Lists



Vacancy Announcements & Canvassing

- Cabinet Review & Approval
- Multiple Vacancies – Same Title
- Promotion Lists/Agency Lists/General List
- Beginning (Clerical/KBS) List
- Canvass Letter Responses



Cover Letters/Resumes/References

- Required v. Optional
- Current & Specific/Update Regularly
- Awards/Nominations/Trainings
- Glory File
- Proofread, Proofread, Proofread!!!
- Provide Hard Copies During Interview



Cover Letters

- Position Applying For
- Eligibility – Transfer/Canvass
- Included w/Cover Letter (Resume, etc..)
- Match Qualifications w/Needs
- Enthusiasm
- Closing Statement
- Sample



Resumes

- Purpose of Resume/Types
- Edit Carefully
 - Proofread
 - Have someone else proofread
 - First Impressions
- Use easy to read font (12pt recommended)
- 1-1 ½ page length is acceptable (balance w&b)
- Keep it focused & keep it current
- Always send cover letter w/resume



Resumes (continued)

- Steps to Creation

1. Objective

2. Identify your Skills (\neq job title)

- Use Action Words (prepare, establish, direct, etc...)

3. Work Experience

- Chronological (most recent first)

- Job Title, Years, Agency, Location

- Brief Description (incorporate skills learned w/duties)

4. Education, Military, Current Community Experience, Awards/Honors

5. Did I mention, proofread????



References & Reference Letters

- References v. Reference Letters
 - Ask for permission to use – every time
 - Available Upon Request
- Current, Relevant/Applicable
- With Resume or During Interview
- Source for Resume



Eligibility for Interview

- Rule of Three
 - Current Sec 1 Vacancies
- Internal Lateral Transfers
- Internal 70.1 Transfers
- 1 Year “Rule”
 - Probation/Holding Permanency



Interviewing Tips

- Everyday is an Interview
- Do Your Homework
- Be on Time (prepare for the unexpected)
- Be Polite (introduce yourself to everyone)
- Make Eye Contact (“smeyel”)
- Smile & Show Enthusiasm
- Anticipate Questions



Interviewing Tips

- Dress Appropriately
- What to Bring/Not to Bring
- Don't Speak Badly of
- Keep Nervous Habits In Check
- Ask Relevant Questions
- Keep on Track



Interviewing Tips

- Goals of the Interviewer(s)
 - Discover your skills
 - Understand your work ethics
 - Assess your attitude
- Interviewer has 3 Major Questions
 1. Can you do the job?
 2. If hired, will you do the job? How?
 3. If hired, will you get along with the people already there?



Interviewing Tips

- Your role in the interview
 - Convince them you are the best candidate (skills, ethics, attitude, collegiality).
 - Provide supporting examples.
 - Show enthusiasm.
 - Discuss skills and accomplishments.
- Closing Questions
 - Ask questions about the job (demonstrates knowledge, homework, authentic interest).
 - Don't ask about time off, flex hours, promotions, etc.



Interviewing Tips

- Questions to Prepare For
 1. Tell me about yourself? (the two minute drill)
 - Experience, qualifications, accomplishments
 2. Tell me about your education or training
 - Include how it helped prepare you for this job, value added, etc...
 3. Why are you interested in this position?
 - Change (Stagnation), Challenge, Interests – do not mention promotion or entitlement
 4. Why should I/we hire you?
 - Talk about the skills you bring, why YOU are the best candidate



Interviewing Tips

- Answering Tough Questions
 - Match strengths and accomplishments to job requirements – prepare examples.
 - Turn the weakness question into a strength or an accomplishment.
 - Collegiality – explain past issues, be honest
 - When you don't know the answer? – Team Player?
 - It's ok to ask for clarification.
 - Stay on track – “Have I answered your question”



After the Interview

- Write a thank you letter
 - Enjoyed meeting
 - Express Enthusiasm
 - Reiterate Specific Selling Point
 - Be Prompt (w/in 24 hours)
 - E-mail is acceptable (know your audience)
 - When you don't get the job, do.....
 - Congratulate on hire
 - Don't speculate
 - Can't say anything nice, don't say anything at all....



Pursuing Excellence

"A master in the art of living knows no sharp distinction between his work and his play, his labor and his leisure, his mind and his body, his education and his recreation. He hardly knows which is which. He simply pursues his vision of excellence through whatever he is doing and leaves others to determine whether he is working or playing. To himself he always seems to be doing both."

George Bernard Shaw



Questions

- Parking Lot
- After today's session
- HR Initiatives

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THANK YOU!

