

Excerpt from an email sent to the HGS Personnel Placement Committee:

February 5, 2004

Recently I posted a job on the HGS website. I was thrilled to get so many qualified responses, but absolutely appalled when I interviewed some of the experienced people!

To people applying for jobs, you should:

1. **Always arrive on time.** Many of my applicants told me they couldn't find the building. If you don't know where it is, go the day before and find it.
2. **Dress like a professional.** Jeans are not appropriate dress for a serious interview.
3. **Think about the questions a potential employer might ask and be prepared.** For example, "tell me about your last job and your duties". Many applicants could not answer the questions! One gentleman told me, "I was a geotech". I then asked him exactly what he did, and he replied, "Geotech stuff"!
4. **If you didn't submit your references with your resume, have them typed and ready if the interviewer asks.** Scribbling them on a scrap of paper is not professional.
5. **Be prepared for any tests the potential employer may give you.** I asked one applicant to look at a well log and she told me she forgot her glasses and couldn't do it.
6. **Tape yourself talking.** One applicant used the phrase "you know" 32 times in a 30 minute interview. The same applicant also use "and stuff like that" 16 times.
7. **Send a thank you note to your interviewer.** It is just a good practice, and out of the 30 or so I interviewed, I only received 2 thank you notes. Makes me think they really do not want this job!
8. **Check your spelling on your resume and your cover letter.** If you are applying for a job that requires attention to detail, you will not get an interview if your resume has typo's.
9. **Send your resume one time.** I had one young lady who sent me her resume 6 times. Apparently, she was just applying daily for everything on the HGS website.

Thanks.

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