

Making a Great First Impression 3 Tips for Re-Thinking Job

In life and love, we often say that first impressions are everything. While that may be open to debate, one thing is certain: your first impression on job seekers is critical in helping create a highly qualified workforce that can be competitive in a shifting economy. Remember, a company is only as strong as it's most important asset – its people.

One often overlooked element in creating a positive first impression on job seekers is having fresh, relevant, and well-written job descriptions. Think about it: when's the last time you looked at your job descriptions? Are you using the same ones over and over again, without a second thought? If it's been a while since you examined your job descriptions, take some time to re-think what they say and how they're saying it. Don't think only in terms of what you want from a candidate; try to think about how a job seeker will view your company, industry and open position based on nothing more than the words they see. Try using these three tips before you start the process of writing a job description to ensure you're making a great first impression on the labor pool.

1. Think new. Most organizations have standard job descriptions they use over and over again, sometimes for years. But, the world of work changes quickly these days, as does the job-seeker pool, the types of degrees or certifications candidates receive, and the type of work performed or technology used. If your job descriptions still describe outmoded technologies, for example, you will quickly lose relevance with the most skilled candidates. That's why it's critical to approach job descriptions with a dose of new, and often. So, toss your old descriptions aside, and start over from scratch. Invigorate your hiring process by creating new job descriptions frequently and trying different approaches to what and how you write. Use a creative approach to make job descriptions stand out and reach more candidates.

2. Think big. Consider the big picture for each job in question. Why does the position exist? What are the main ways the position contributes to the company's goals, bottom line, and direction? Answering these questions will help you think beyond the tasks the person performs and help you demonstrate why the job matters. Job seekers want to find meaningful work that contributes to the company, but when most people write job descriptions, they focus on the day-to-day, task-oriented elements of a job.

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WEBSITE JOB POSTINGS

The website is now posting jobs for free for all CVHRMA members. For non-members, the price is \$30 for a 30 – day posting. The website has a feature that allows a CVHRMA member and/or company representative to email their jobs for posting.

Upcoming Luncheons/Events

- "Considerations to be taken when you decide to green your business"
- Speaker William Acevedo
- Time and Location
8/20/08 @ 11:45
Sportsman of Stanislaus



Making a Great First Impression 3 Tips for Re-Thinking Job Descriptions

While it's useful to include those facts, a stellar job description will also provide view of how the position fits in to the big-picture. This demonstrates that you see each member of your team as contributing to the company's success, an important thing to highly-skilled job seekers. It also helps your job descriptions – and your organization – stand apart in a sea of bland, basic, and boring.

3. Think broad. The fact is, there's no one perfect person for any given job, so don't worry about trying to find an exact replica of the person you're trying to replace or the ideal candidate. Before you sit down to write a job description, carefully consider what you really need the new hire to do, how they need to act, and what attributes or experience they need to bring with them. Jot down your thoughts, and then go back and look them over. To avoid narrowing down your candidate pool too much, be honest with yourself about the minimum requirements for the job and open your mind to a range of backgrounds that might work. You have plenty of chances to narrow things down later in the hiring process, so think in broad teams about the type of person you're looking for to make sure to appeal to a broad range of qualified applicants.

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Contact Shannon Gilbert-Weaver @ 209-522-1574 for more information

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PHR/SPHR Study Sessions

If any CVHRMA member is interested in conducting PHR/SPHR study sessions, please contact Marcus Wirowek. CVHRMA would be able to supply all of the study material for the exam.

Any questions, please feel free to contact Marcus Wirowek.

Laughs/Horror in HR

Sick Leave:

I urgently needed a few days off work, but I knew the Boss would not allow me to take a leave. I thought that maybe if I acted "CRAZY" then he would tell me to take a few days off. So, I hung upside down on the ceiling and made funny noises. My co-worker asked me what I was doing.

I told her that I was pretending to be a light bulb so that the Boss would think I was "CRAZY" and give me a few days off.

A few minutes later the Boss came into the office and asked, "What are you doing?"

I told him I was a light bulb.

He said, "You are clearly stressed out. Go home and recuperate for a couple of days."

I jumped down and walked out of the office.

When my co-worker followed me, the Boss asked her, "And where do you think you're going?"

(You're gonna love this.....)

She said, "I'm going home too, I can't work in the dark."

[Directions to the SOS Club](#)

[819 Sunset Ave](#)

[Modesto, Ca](#)

