

HOW EMPLOYERS HIRE

As always, fore-warned is fore-armed. Knowing before hand what the employer expects from you will reduce a considerable amount of frustration which may arise if you plunge into Project Job Hunt without any preparation.

The Hiring Process

Hiring processes are like snowflakes—each one is different from the other. But some basic guidelines that companies follow are rather common. These are Recruitment, Screening and Selection.

Recruitment

A recruitment ad does not necessarily mean that the company is hiring. Sometimes they just need to enroll applicants to have a database ready for future vacancies. The different ways in which companies organize such enrollments are:

- Advertising: Using every possible medium
- Internal Posting: Only existing employees get to see this kind.
- Referral: Employees can refer candidates whom they know.
- Placement Service Providers: These are agencies that can carry out the task of recruitment on behalf of the company.
- Personnel Staffing Services: They provide employees on contract.
 - Job Fairs: A great place to fill the company database.
 - Internet: Where the company can find all kinds of people and still maintain anonymity.
 - Other Recruitment Sources: Like educational institutions.

Screening

The hundreds of resumes received in the recruitment process have to be screened for prospective candidates to be interviewed.

As a first step the company discards all those that do not have the right qualifications, experience and skills. Then they may conduct a screening interview either in person or over the phone. Make sure you use all the keywords that they may have mentioned in their ad or else your resume may be discarded by screening software.

Selection

This is the final part of the process and a wrong decision can cost the company dearly. Hence they painstakingly interview the candidate not only for technical skills but also other important aspects like personality and how much he will cost.

The Hiring Structure

Most companies have a hierarchy in place for people involved in the hiring process.

Advertised Jobs

There'll be hundreds of jobs advertised using all the possible media. But remember you are not the only one who will see them. There will be countless applicants for such jobs. And not all of

these jobs are worth applying to, so don't raise your hope too high. Apply immediately even if the address is only a post box number, but don't pin your hopes only on advertised jobs. If possible, address your application to a person and not to 'whomsoever this may concern'. Follow up.

Today's Job Market

The job market today is an extremely changed world from what it used to be. The employers today don't even bother expecting people to stay with the same company for too long as used to be in the past. Job hunting is now an inherent part of everyone's career.

KNOWING THE JOB MARKET

Now that you know what you want, you should look at what is available. Knowing the job market is essential to a successful job search. There are a number of ways to explore the job market.

- **Job Search Engines:** Search engines and online sources allow you to match your location, requirements, interests and skills to the jobs available in the market. Reading through the results will also give you a clear idea of various job profiles and the responsibilities and duties involved.

Magazines, newspapers and periodicals: Besides the classifieds, you can read a number of articles about how to conduct effective job searches, finding the right job, writing a good resume or preparing for an interview. You can also keep abreast of changes and trends in the job market. **Bullet 3 Keep up with the latest news:** Learn about the industry that you hope to enter. You may find useful contact information or learn about an opening that could translate into the right job for you.

- **Job Fairs:** These are places where you can meet and interact with prospective employers directly. You can learn a lot about their expectations and requirements. Watch other job hunters and you might pick up a few pointers on preparing for an interview. You will discover many unknown career profiles. Once you have a good idea about what kinds of job options are available for you, you can move on to the next level.

DECIDING YOUR CAREER GOAL

By matching your requirements with the jobs available in the job market, you will have a clearer idea of your options. Some of the job profiles will seem more interesting and you will be drawn to them. These are the things you envision yourself doing. Now is the time to decide the direction you want to take.

- Remember to **consult the three lists** you made. Your chosen industry should come as close to those lists as possible.
- **Be practical.** It is quite possible that none of the options match your needs perfectly. That is why you need to prioritize. Be aware of the factors you do not wish to compromise and be prepared to let go of some things. Consult a **career counselor** if you have any problems deciding for yourself. They can help you find out more about your chosen field and even give you an aptitude test.

- **Explore** the financial aspects and other practicalities of the chosen field. If your highest priority is to have a high paying job, you will have to let go of fields where you cannot hope to earn much.
- While you are at it, learn who the **biggest employers** in that field are. Try to gather information about their recruitment process.

TIPS FOR HOUSE WIVES ENTERING THE JOB MARKET

I know of a couple who went through a divorce after their children married stunning everybody with their decision since they were thought to be one of the most exemplary husband-wife duos. While dissecting the matters to get at the root of such a drastic step after almost 27 years of marriage, the shocking truth was revealed. Marcela had resented bitterly that she had to sacrifice her identity and life to bring up the kids (all four of them), while Martin built a successful career. She was a first class micro-biologist and she had dreams of her own that she had to forgo to bring up the kids and make a comfortable home for her family. This would have definitely never built to such a climax, if Marcela could have found a way to feel economically productive and socially useful. And this is what this article is trying to deal with.

There are many such couples in this world where the husband is a high-flying executive and the wife has to compromise to a large extent on her dreams in order to keep things smooth in the marriage. For some women this turns out to be their calling and they revel in home-making; while for some others it becomes very frustrating to find that they have to see their lives passing them by. For this category of wives this article gives a few tips on how to [find productive jobs](#).

Identify your strengths:

When the husband is a highly paid executive, he might be getting such lucrative offers that the wife automatically takes the second place on her [career matters](#). This need not be so. You need to [identify your strengths](#) and then pursue a career that capitalizes on those strengths, while at the same leaves you enough scope to look after your home and children. For example, if you are a great secretary, you may like to take up part-time office management assignment where you either spend 2-3 days per week in the office full-time or spend everyday a few hours for secretarial work.

Put aside a definite amount of recurring time:

It is important that you are serious about pursuing a career, even if in the beginning it starts with [part-time work](#) (and payment). For this purpose you will need to allot and [plan](#) for the time that the job will ask of you, and stick to the plan conscientiously.

Keep the communication open with your husband:

The worst mistake women do when they are upset about something (such as moving away or [not getting a job](#), or not being able to take up a job, etc) is to shut everyone else out - including the husband. You need to communicate openly and constantly with your husband to see what avenues are open for you and the career you choose and how much involvement you would need from him in this regard. If you are serious about taking up a job, it is important to have each other's support; your husband's support and understanding will go a very long way in this regard.

Check all available avenues diligently:

When you make up your mind to start working, you may first start in the company your husband works in - unless he is really an ill-adjusted member of the company, you will definitely get a good welcome and possibly a [reasonable offer](#). Many work places offer good package to couples to join as they save on medical facilities and housing expenses.

Update your skills and knowledge base:

The technology being what it is today, things change with every day that passes. You need to keep yourself abreast not only with the economical and political scenario but also [skill wise](#). In case you have taken a 3-4 years break to give your full attention to your children and family and decided that time is ripe to take up a job, then you would do good to check out certain short/crash courses in your line of interest which would put you back in touch with the latest development and trends. Your CV will also look much better if it has the latest job jargons and terms included.

Write a good CV:

It is normal to have the problem of [less experience](#) when you write your CV. In order to make your CV attractive, you will need to attract the attention of the reader to your [skills, qualifications](#) and [aptitude](#) for the job you are applying so your experience (or lack of it) takes a back seat.

Network heavily good time before you want to start your job:

The best way for a housewife to land a job is through networking. Six months before you plan to start your job, let people around you know that you are ready to start-kick your [career](#). Tell it to your husband, his friends, neighbors, your grocery storekeeper, your friends, your family and so on. You will be surprised to see how many leads can come up through this way.

Enroll in job-oriented training programs:

There are a number of job-specific training programs which on completion will offer employment openings such as computer training in Tally (accounts & [finance](#)), [medical](#) transcription and call center operations; others will include travel and hospitality industry as well as secretarial courses. Identify courses that best describe and enhance your basic aptitude and skills for best results.

Volunteer work: Be open initially to start working anywhere even if it means working without pay. For example you could volunteer to teach in the local school, work for the women's association, volunteer as a health worker in slums, etc. Once you are in the field you will find a myriad of opportunities unfolding right before your eyes. The exposure will also put you into contact with many like-minded people for better networking.

Entrepreneurship:

Wherever you are the best way to get a job is to create one. This is why entrepreneurship is always the best choice. Identify your best features, look at the market around you and then apply it into making it a commercial venture. Some ideas could be:

- Are you good with children - you could open a play school or crèche or [baby-sitting](#) centre
- Do you have green fingers - you could start a nursery
- Are you obsessed with cleanliness - you could start a residential cleaning service

- Are you good in [teaching](#) - you could open your coaching center
- Are you good in baking/ cooking - you could open your catering center/ bakery/ fast food counter
- Are you good with clothes tailoring - you could open your own modest boutique or offer tailoring classes/ tailoring services (not only clothes, but also patch quilts, embroidery, etc)

There are no stopping you if you really want to get employed and entrepreneurship will always offer you a bit extra satisfaction since it has the power to create employment for others as well.

EX-OFFENDERS JOB SEARCH IN THE USA

There are several assistance programs available to help ex-offenders in their job search. The assistance officers at these programs [interview](#) the applicants and refer them to employers that are willing to [hire](#) them. The process also entails some [screening](#) of the applicant's criminal record to prevent possible temptations or situations that may lead to the repetition of the crime. The assistance officer will for instance not refer a person with a record for fraud to a position where he will be tempted to do the same crime again. These programs help ex-offenders to [find suitable employment](#) and become part of the community.

People with criminal records may find the job search in their preferred [career](#) field difficult since the majority of companies in the USA follow strict policies of thorough background investigations. People who come out of drug or alcohol rehabilitation find that companies are more lenient towards them. The human resources officers are willing to give a chance to the person with a minor violation of the law on his record.

Why do companies employ ex-offenders?

The main reason for employing people with criminal records is the creation of support. A second reason for this is to get valuable [work skills](#) back into the [corporate](#) and job environment. Rather than having ex-offenders turn back to crime, companies provide opportunities for these people to become part of the productive workforce.

One of the assistance programs is geared towards incentives for the employers. It is an insurance cover for employers that protect them against damages that may result from the employment of ex-offenders. You can find more information on the federal bond assistance at the USA Labor Department: <http://www.doleta.gov/wtw/>

Another incentive for employers is [tax credits](#) for up to a maximum amount of just over \$2 300 for every person with a criminal record, hired. The employer receives tax reductions when they hire ex-offenders in applicable categories. The USA Labor Department has full details for employers.

Disclosure rules and regulations

The law in the USA states that no employer may discriminate against ex-offenders. The law however is aimed at persons with minor offense records. Serious offences such as rape, murder and violent acts do not fall in the scope of protection.

Several types of criminal offences are pardoned after a certain period depending on the nature of the offence. Imprisonment of six months or less is seen as pardoned after seven years, while

minor offences are excused after only five years. If you were imprisoned for more than 30 months, the record is never wiped or excused. If an offence took place before the age of 18 years, the period is halved.

You are under no obligation to disclose an offence that has been pardoned and the employer may not discriminate against you on the grounds of pardoned offences. Certain jobs such as senior positions in financial institutions, working with disabled people, children or senior citizens, law or protection services, military positions, pharmaceutical jobs and specific prison positions are exempt from this and you will have to disclose pardoned offenses.

When is it applicable to disclose offenses?

Whenever there is a question on the application form or when the employer asks you in an interview, you should disclose offences. The best way to disclose your offenses is to attach a separate page to the application form with a full explanation for the reasons and the type of offences, as well as the date and relevant rehabilitation steps taken.

The Criminal Records Bureau acts as a policing agent to protect innocent people against persons who get employment, where they work with children or older people while they have a record of offences, such as child molestation, rape, murder, or violent acts. Employers may make use of their services when they screen applicants for certain job types.

Correctness of your record

It is your responsibility to make sure that the information on your criminal record is correct. You can obtain a copy of your criminal record from the relevant authority in your state or country. The Police Records Office is a good starting place.

Other tips for the job search

Be honest about your past on your application form. If an employer finds out that you have [lied](#), you will be disqualified as a candidate and if you are already employed you may be [fired](#) right away.

Make use of the [functional CV](#), which focuses on all your [skills](#). You can indicate what types of [relevant experience](#) or skills you gained while you were in prison.

Develop interview skills. Prepare for possible questions about your past. You need to show repentance and should be able to demonstrate that you have changed.

Emphasize your [achievements](#) and determination to enhance your job skills.

You can for instance mention your attendance of night classes to get certification in a certain career field.

[Networking](#) is essential in the job search process. Talk to your friends, former colleagues and family about your career interests, skills and expectations. They may be able to refer you to a relevant employer and may serve as character witnesses.

When you list your job experience, also consider the jobs you did while in prison as well as any part time positions held, while you did the job search.

APPLY FOR A JOB AS EX-OFFENDER: UK AND GENERAL

You may get disgruntled at society when you try to [apply for a job](#) as ex-offender because of discrimination policies. It is also true that ex-offenders are for the most part unemployed for the first few weeks after rehabilitation. Many are [unemployed](#) for longer periods. If people stay unemployed for long periods they are likely to return to crime to get an income. It is for this reason that programs have been established around the world to assist you when you apply for a job as ex-offender.

Although many employers are not willing to [hire](#) ex-offenders, a number of companies see it as part of their social responsibility to provide ex-prisoners a second chance. It is thus not all lost for you if you have a criminal record. You are however required to disclose information about your past for most job applications. These guidelines have been prepared to assist you in the application process.

Basics

- Start by examining your mind-set. If you need to get a positive outlook, then start right away.
- Don't delay the [job search](#). Start with any available and legal job. Volunteer to work without pay for the first two weeks so that the employer can evaluate you.
- Get the assistance of a [career guide](#) and [write your CV](#).
- Get in contact with friends, former colleagues, family members, acquaintances and support groups. Let them know that you are looking for a job. They may know about openings and can help you to get a [reference](#).
- Practice your job [interview ability](#). You will have to [answer questions with regard to the offenses](#) and the possibility that you may do the same crime again.
- State a [strong goal](#). Show that you are determined to work hard and succeed.
- Inquire about support groups, programs and financial aid at government labor offices.
- Get additional [training to get a job](#).

Assistance

Program Assistance Offices are operated on behalf of the UK government employment office. It includes employers from the private sector, state employers and volunteer associations. These job centers will assist you in the search for work and when you apply for a job as ex-offender. Most countries have employment programs for ex-offenders. Contact a job club or program center in your country. They will be able to help you in the preparation of your CV and help you to prepare for interviews. The centers in the UK for instance, help with particular job searches for people who are older than 25. If you want to participate in the program you are required to:

Search for a job, and not be training for a job.

To be present at the program centre on a regular basis where you will receive training to enhance your [job skills](#) and build your [self-esteem](#).

The centers normally have the facilities for effective job searching such as telephones, paper and newspapers. Your job search is monitored throughout the period that you participate in the program.

Disclosing information

People with minor offenses on their records are protected by the Rehabilitation of Offenders law in the UK. Although not all countries have this type of protection, the general terms can be

applied at most European countries. According to the Act you don't have to disclose your record if the felony has been excused. Another term for it is that the record is wiped clean or the felony is spent. It means that you cannot be discriminated against on the grounds of the offense. You don't need to disclose your record when you if your offense is spent:

- minor records become forgotten after a period of five years
- imprisonment of less than six months are forgotten after a period of seven years
- imprisonment of less than 31 months are forgotten after 10 years
- imprisonment of more than 30 months are never forgotten

Most employers will ignore your record if the offense is not applicable to the job. Use the guidelines for disclosing information when you apply for a job as ex-offender. If the recruiters or employers want information about your criminal offenses, they will indicate it on the application form. You should then attach a document to explain the circumstances surrounding the offense and indicate how you have been rehabilitated.

When you reach the [interview](#), you should however disclose your record. Prepare for possible questions and how to show that you have repented.

Your record is kept for at least ten years. Before you apply for a job as ex-offender contact your parole officer or the police records office about your record. You should know exactly what it states.