

# The Five O'Clock Club

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**FOR IMMEDIATE RELEASE**

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## Graduating Soon?

### ***Step Ahead of your Class, Find Out What Hiring Managers Really Want***

**NEW YORK (May, 2003)**— It's that time again, when the country produces hundreds of thousands of new college graduates eager to jump into the work force. How can you make yourself stand out?

“When recent college graduates go on an interview it is important that they look like they can fit into the company,” explains Dr. Richard Bayer, chief operating officer of The Five O'Clock Club, a national career-counseling organization. “Hiring managers want people who will be the best fit for their team.” If you are a recent college graduate or going to be one soon, here are some tips about what hiring managers really want.

#### **YOUR RESUME: WILL IT CATCH THEIR INTEREST?**

- **Always have a cover letter.** If possible make specific comments about the company in your cover letter. This will show that you have done your homework and have interest in the company.
- **Make your resume stand out from the rest.** You probably have had some work experience, which ideally fits with your interests. For example, if you like public relations

and have had a job in it, headline your resume with “Public Relations Assistant,” and state your accomplishments. Employers want people with experience.

### **THE INTERVIEW: Outshining The Competition!**

- **Figure out what you enjoy doing and also do well.** If you always enjoyed writing and hate numbers, don't interview with investment bankers just because your parents think it is a good idea.
- **Always Prepare.** Don't look surprised after the hiring manager says, “tell me about yourself” You'll look silly. Practice your answers ahead of time. You may want to look at our website ([www.FiveOClockClub.com](http://www.FiveOClockClub.com)) for some practice questions and answers.
- **Change your mindset.** Move from a consumer mentality to a producer mentality. In school, you were the consumer; in the labor force, you are the producer.
- **Always show enthusiasm at the interview.** Any slight sound of disinterest can be a turnoff. To be safe, try sitting at the edge of your seat to show that you really care.
- **Always have a presentable appearance.** Don't show any visible tattoos or body piercing. If you stray too far from the company's style, you won't come across as a potential team player.

### **TALKING ABOUT SALARY: WAIT FOR AN OFFER.**

- **Do not bring up the salary issue.** Chances are you don't have that much experience, so you are not in a strong a position to negotiate salary. Wait for an offer first. Try to get three concurrent offers. Then take the job that positions you best for the long run, not the one that pays a buck an hour more.

**FOLLOW-UP: IT DEFINITELY COUNTS!**

- **Always follow-up.** Hiring managers are very busy people. Sending them a reminder that you are still interested will only help you get to the top of their list.
- **Writing is the best way to followup.** Writing is more impressive than calling. Also, writing gives the hiring manager a hard copy of your comments and more time to think about them.
- **Don't send them a sentimental follow-up.** Address any objections the hiring manager might have voiced during your interview. Don't just tell them you "really like their company."

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**The Five O'Clock Club** is the nation's premier career counseling organization. It is the only career program in which members meet with professional counselors and peers on a regular weekly basis in a friendly, club-type format. Meetings are held every evening throughout the country.

**Richard Bayer, Ph.D.**, an economist, ethicist and author on labor economics, is the Chief Operating Officer of The Five O'Clock Club. He is a frequent guest on local and national media including the TODAY SHOW, CNN and others. He and the Club have also been featured in *The Economist*, *Success* magazine, FORTUNE magazine and other publications. Dr. Bayer is co-chair of The Employment Roundtable, and a member of the Board of Workforce America (The Five O'Clock Club's not-for-profit arm, which helps adults in Harlem).