# **S** Careers

# The Farmington Observer

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## Speedy hiring may mean something to hide

Q. An employer offered me a job fifteen min-utes into the first inter-view and scemed insulted when I hesi-tated. Should I have accepted?

The speed of the hir-

A. The speed of the hiring process is often inversely related to the quality of the company. HAVES Nobody likes a long, multiple step employment tiple step employment protocol that seems to involve everyone from the mail clerk to the president. However, an employer who tries to hustle you into eaving 'yes' probably has something to hide. At the very least, there is a lack of understanding or respect for the candidate's role in forging his deal.

Beware of high employee turnover, unfulfilled promises or unrealistic expectations when things happen too fast. If quickie hiring decisions based upon the manager's 'gut feel' are standard, you will likely find a motley workforce in which the pieces don't quite fit together. Firms involved in commission sales are often starving for people, so don't be flattered if they lay an offer on you right after 'Hello'.

The number of steps usually increase with the level of the position. Senior level executives should anticipate multiple interview, testing, and a dinner or two prior to receiving an offer. Some production and clerical workers seem to expect a summary decision at the conclusion of the first meeting. I once thought I was doing a journeymon machinist a good turn when I called to invite him back for testing and a second interview. Expletive deleted, he said. How many hopes do I have to jump through to get into this place?

It seems to me that people who are operating from a position of strength should prefer a slower process which enables them to gather and analyze information and impressions in stages. Similarly, companies interested in making intelligent matches and helding turnover to a minimum should give candidates maximum shoul

didates maximum exposure to the people, culture and job itself before asking for a final decision.

Deco-Group, Inc., a Royal Oak company manufacturing shufts for world wide markets, has a "fly-on-the-wall" step in itselaried hiring program. Just before or just after receiving an offer, candidates are given the option of tagging along with other employees on the job, just to make sure they have an accurate feel for the position and the atmosphere. This has had the offect of minimizing surprises, clarifying responsibilities and keeping people longer.

NSS, Inc., a QS 9000 bott manufacture in Plymouth, has hired people for week or two on a trial basis, just to see if they like it. People know what they are getting into before they commit. The company would rather have a person make an informed "go" decision, only to become unhappy and leave a few months later.

Do yourself a favor: Have a few dates before you get married.

before you get married.

### Q. Should I bring all of my certifi-cates and diplomas to interviews?

A. It's always wise to be prepared or any sales presentation with appropriate support materials. While you might end up leaving them in your bridezae, documents such as transcripta, diplomas, cortificates, published writings, letters of recommendation and even work samples can be useful Engineering candidates often bring in pictures of products they have designed, built or repaired. This can be of immense value when trying to convey ideas to people in different or non-technical disciplines. Advertising and creative arts professionals are usually expected to carry a portfolio containing pictures or illustrations.

However, use good judgement regarding the necessity, timing and appropriateness of using your props. A misstep here can make you look like a buffoon. Most employers assume a certain measure of credibility in the people they invite to interviews, so there is no need to document common things except upon request. And what an I

supposed to say when you whip out your real estate license during an interview for an accounting job? Gee, that's nice.

Support material tends to fall into two categories; historical and experiential. Historical documents validate where you have been -college, military, former employers. This information is somewhat less important in that it probably appears on your resume anyway and if there is a question, can be verified easily with a phone call.

tion, can be verified easily with a phone call.

Experiential evidence is more powerful because it helps sell the product (you). For example, an employee of the month nward, patent, note from the boss commending a specific achievement, or thank you letter from a customer says you did something special, beyond the basic requirements.

Often, it is best to wait until the interview is winding down and then introduce your document with something like "By the way, you might have an interest in the way, you might have an interest in this..." Also, listen for conversational opportunities to sequel into your goodies versus bringing them out apropes of nothing. The first time I met John B., who is now a friend, he entered my office and promptly dumped about twenty machined brass parts all over

Q. When should I arrive for an view!

A. An exhaustive poll of human resources managers and headhunters has lead to one profound conclusion: You should arrive on

managers and headhunters has lead to one profound conclusion: You should arrive on time

Don't believe the writers who tell you to show up 15 minutes early to demonstrate your enthusiasm. It's irritating Most managers need the time to wrap up whatever they are working on and don't appreciate the pressure of knowing that you are walting in the lobby.

Also, you really should keep the appointment or, at least, call to reschedule or cane. We have a special file for no shows and review it periodically. Six years later, when that ideal, megabucks position opens up, guess who won't be called?

Send questions to George Hayes, Job Scarch, P.O. Box 2497, Southfield, MI 48037. Mr Hayes is president of Emplex Corporation, a consulting firm offering recruiting, testing and outplacement ser-vices to U.S. and Canadian manufacturing

#### Two Ways To Lengthen Your Day

(NAPS). Not enough hours in the day? While you can't really stretch time, there are steps you can take to get more done and still have time for fun. For one thing, take advantage of the extra hours of light during Daylight Savings Time; and once Standard Time returns, contemplate getting up a little earlier, even though it's

still dark out.

Next, see if your company is among the many that will let you work from home-either.

Nest, see if your company is among the many that will let you work from home-either full-time or part-time, instead of staying late or working weekends in the office - and will supply you with the tools you need to do so.

One solution is the leading remote-control software product. It lets users synch data from a computer at home to one in the office so they have access to all the files, appliedtions and access to networks necessary to work from any location.

Called pANYWHERE, it made by Symantice and offer file transfer and general communication with modern, cable and network connections for both Windows 95 and Windows NT systems all in one box. You can save yourself more time by learning about this software via the symantec Website at www.symantec.com

