



Pueo Job Series 3. You Are Always Interviewing

Pueo Job Series

According to Glassdoor, only 2% of job applicants will ever be called to interview for the average job opening. In the *Pueo Job Series*, we summarize the most desirable attributes for any applicant to not just get the interview, but also land the job! In this series our panel of expert contributors impart the considerations, techniques, AND **free** tools for your success.



Job applicants who will ever be called to interview for the average job opening. Source: Glassdoor

Putting Your Best Foot Forward

Have you ever given a presentation and wondered if the audience member actively typing on her phone was texting or taking notes? Let's flip the question ... have you ever taken notes during a presentation allowing for the potential misperception that YOU were disrespectfully texting instead of taking notes? If you didn't take five seconds to clarify your activity with the presenter, then you will never know. In today's generationally diverse work environment, there exists too many opportunities for career missteps. In this job series, we will highlight the most common and impactful behavioral traits that could land **or** cost you the job.

TECHNOLOGY:

Show technical proficiency but be careful not to unintentionally offend others. Acknowledge your use of modern tools for note taking, avoid offensive online browsing, and maintain a professional social-media presence.

RESPECT

Whether in the office or at the bar, maintain the customs and courtesies you would convey in a job interview – you never know who might be on the selection panel. Don't get sucked into gossip or insensitive jabber.

DELIVERY

No matter how small the task, consider each an audition and opportunity to show your team-fit, task independence, and technical chops. Delight your audience by inserting value beyond the stated objective.

PUNCTUALITY

Show that you respect others' time and always be prompt and prepared (study, printed material, tools, etc.). When dealing with DoD and Veterans, expect that if you're not 10 minutes early, you're late!

BREAKS

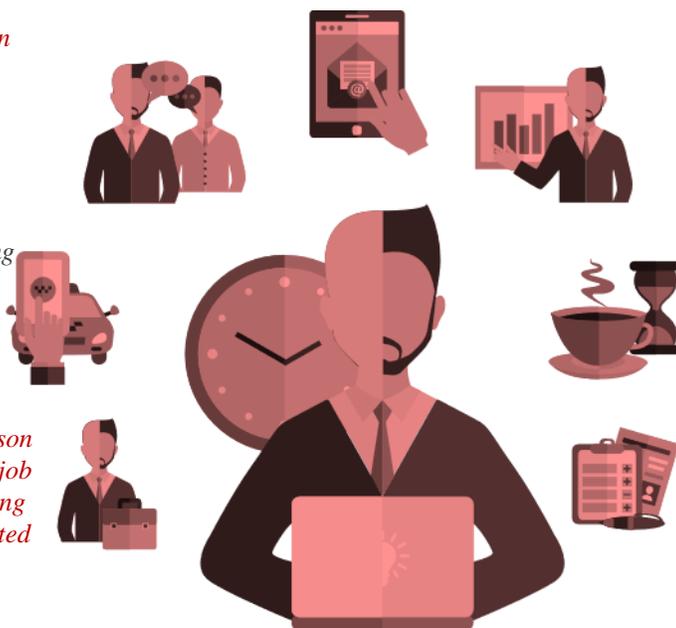
Keep coffee, lunch, and other breaks to a minimum and make the most of them – seek out mentoring, hold working lunches, participate in brown bags, etc.

DRESS

When in doubt, err conservatively – at worse, overdressing might give you a reason to break the ice, but shows you take your job seriously. On the other hand, underdressing conveys a level of professionalism not suited for the job.

CREDENTIALS

Actively seek opportunities to build your marketability through measurable credentials (i.e. certificates). Doing so shows initiative and gives employers greater confidence in you.



Tip: *Through mentoring, career development, and other means, actively seek out highly-visible projects such as Tiger Teams to grow your exposure, reputation, relationships, and differentiating career experience.*

Next – Build Your Network

With your best foot forward, it's time to share it with your network. *Right Management* conducted a study of more than 46,000 out-of-work individuals, and the results revealed that networking was 46% effective at helping job seekers find new employment (with Internet job banks and job listing aggregators in second, at just 25% effective).

THE INSIDE SCOOP

Networking is a MUST to stay in the know, regarding critical challenges, issues, and opportunities within your profession or industry. In today's market, technical proficiency is not enough - instead, job seekers increasingly look for candidates who can contextualize solutions within their immediate mission space. Hunt for emerging strategies, regulations, new technologies, and other details to give you an edge on the competition.

HIDDEN JOBS

According to the "Experience" website, statistics show that 80% of available jobs are never advertised. Pueo's contributors add that managers sometimes pre-select (even if subconsciously) likely job candidates before the positions become available. Networking is a great opportunity to insert yourself into word-of-mouth discussions used to find and attract potential candidates.



CAREER DEVELOPMENT

Finding time to build your skills and talent can be a daunting task. As such, it is important for you to carefully select development activities that will generate the greatest output for your job today and tomorrow. But how can you determine which skills future employers desire? Just ask ... social events and conferences are rich sources of information where these topics often dominate the conversation.

INVESTING TIME IN FUTURE LEADERS

Too often job-seekers aim to network with senior managers. Reality is, sometimes these individuals play little-to-no role in the job selection process. Furthermore, today's workforce is a very dynamic one – in which middle managers turn into C-suite executives overnight. Prioritize relationship-building with peers and others early in their career who will grow with you.

Pueo Job Series 3 Summary

In this third and final Job Series, we focused on the long game – the efforts you should take well in advance of the job application to bolster your chances for success. We are confident that when combined with interview/application planning, and effective story telling, you will dramatically bolster your chances of success. Now go get the job!



Apprentice programs are great opportunities for participants to grow more familiar, confident, and able to perform in relevant career fields. Pueo's service objective is to help disadvantaged communities achieve fulfilling careers in National Security. As a part of our contributions to this objective, we offer paid apprenticeships for National Security career readiness.

Did you know that 75% of today's job applicants have completed an apprenticeship?

Learn more about
Pueo's paid
Apprentice Program
at pueo.com/careers

CAGE Code:
7QR11

Designations:
8(a), HUBZone,
SDVOSB

Facility Clearance:
Top Secret

APPRENTICE TOPICS

- Selling You (Resume, Social Media)
- Understanding the Intelligence Community
- Achieving and Maintaining a Clearance
- Business & IT Basics (Break a Computer)
- Reality vs Hollywood (Pueo Mentor)
- Career Relevant Certification (Pueo Paid)
- Communication Skills (Oral, Written)
- Capstone Project (OJT)
- Industry Networking (Meet Our Partners)
- Paying it Forward (Helping Others)

Pueo Job Series Contributors

Our contributors have served as hiring managers across diverse mission areas and have conducted countless interviews.



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