PEPPERDINE UNIVERSITY

Graziadio School of Business and Management

With
Kristin Eaton
&
Dominique Benns

Resume Through the Eyes of a Recruiter

Tips and Tricks from the Other Side

WELCOME OUR SPECIAL GUESTS

Kristin Eaton, Wells Fargo Dominique Benns, Prime Healthcare



RECRUITMENT PROCESSES

- ► How do you recruit your candidates?
- ► How do you manage your recruiting cycle?



What should candidates expect of the hiring/recruiting process from start to finish?

RESUMES AND COVER LETTERS

Cover Letter
Resume
Done

- Does the format and length of a resume matter?
- What resume items/mistakes are deal breakers for further consideration in your opinion?
- What should the Cover Letter include and is one always necessary when applying to jobs?
- How do you decide to interview one candidate over another just by looking at a resume?
- For candidates with little to no experience in a field, how can they enhance their resume to increase their chances for an interview?
- Is a candidate's previous job title relative for consideration?

APPLICATION TRACKING SYSTEM

- ▶ Does ATS really help you find your ideal candidate? How or how not?
- ▶ How can a candidate ensure their resume gets through ATS?



INTERVIEWS



- How should a candidate appropriately follow-up after an initial phone interview?
- Does previous salary absolutely need to be disclosed?

NETWORKING THROUGH SOCIAL MEDIA

Do you like to be contacted for informational interviews?



- Do you look at Linkedin pages? Other social media?
- Is it good to reach out to a Recruiter on Linkedin? If so, how do you suggest the approach?

TODAY'S MARKET



- What's your opinion of today's job market? Positives and Negatives?
- What's the best advice you would like to give our audience looking for a new job right now?

ASK MORE OUT OUT OF THE PROPERTY OF THE PROPER