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Be Prepared When Employers Call  
You

## Be Prepared When Employers Call You

By Jenn Givler, reprinted with permission from [www.JobSeekerWeekly.com](http://www.JobSeekerWeekly.com)

Nothing is worse than not being prepared to receive a phone call from a company that you've submitted your resume to. As a Human Resources professional, one of my biggest pet peeves is when I call someone about their resume and they have no idea who I am.

If I call you and you don't have any recollection of sending me your resume, I will probably end the call pretty quickly and not schedule a face-to-face interview with you. The fact that you don't know who I am, or that you don't remember sending me your resume tells me that you are looking for just any job, and that you haven't done any research or put much effort into your job search.

And that is a big no-no in my book. It speaks volumes about your work habits and what we can expect from you as an employee. I want candidates that know my company and applied to the company - not just the job.

Chances are good that when you are conducting a job search, you are sending out many resumes. So how do you keep it all straight?

Simple - stay organized!

You should do some research on the companies you are applying to. These days, it's so easy to do that - almost every company has a web site. It doesn't take long to check out a web site and read some information.

You should look and see what kind of feeling it gives you about the company. Check out their mission and values statement. Does it fit in with your values, and your long-term career goals?



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Once you submit your resume and cover letter, keep track of who you sent your resume to by using online tools or the old tried and true method of printing each one out along with the job post. That way you will be prepared when the company calls you. You may also want to consider using a service that helps organize your job search and apply efforts like [MyJobHunter.com](http://MyJobHunter.com).

Nothing impresses me more than when I call a candidate and they know exactly where I'm calling from and which position it is that they applied for. It's also impressive when they tell me they've read through the company's web site, and they have a couple of questions for me. Most of the time, when this happens, I call the candidate in for an interview - and that's the goal of submitting your resume in the first place!

*[Jenn Givler](#) is owner of J. Givler Consulting. My mission is to help you become empowered, put yourself first and be centered and grounded in who you are and what you want out of this life. Visit my web site and sign up for Clearly You! An informative newsletter full of practical advice to help you get where you want to go!*