

**How To Get
Your
Dream Job**

*A Handbook
For
Job Seekers*

Eugene C. Onyibo

How To Get Your Dream Job



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Introduction

Perhaps, you are reading this book because you are in the game of job search. Being in this game means that you are an able-bodied person who is in search of an opportunity (or a better opportunity) to add value to the society through employment in a business organization. You want to be a solution to some problems in the society. In other words, you do not want to be a problem to the society. Your desire for getting a job also means that you want to go about financial success the right way, not the wrong and risky way. You want to make money through ethically, legally and socially acceptable way. It also means that you want an opportunity to give something of value to the society.

Indeed, this is a very noble quest. Keep it up! Your passion for becoming a problem solver should become a resolution you should not compromise for any reason because no nation can progress without people like you. Besides, the effort to make the world a better place for all will never become a reality without people like you. There are some people who have vowed to be problems to the society. Such people resolve to be threats to others for as long as they live, because they always want to reap where they did not sow. They want to get from the society (forcefully and/or illegally) without giving anything of value in exchange. They constitute threats to the security of lives and properties of people.

There is a very significant thing I want you to always be mindful of while pursuing your goal of getting a job. That thing is that ***There are Jobs!*** Every business organization exists for the purpose of offering solutions to problems in the society. The word, ‘problems’, in this context, refers to the ‘needs’ and ‘wants’ of people. Since there will always be ‘problems’ (i.e. ‘needs’ and

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‘wants’) in the society; there will also always be business organizations to address people’s challenges in exchange for something of value (especially money). In other words, there will always be ‘problems’ and business organizations that address the problems for as long as the society exists.

Since business organizations will not be able to solve problems in the society without the help of other people (called employees), they will always need people like you to work with. This is why there will always be employment opportunities. As a result, job seekers (like you) will always be needed to become employees in business organizations in order to assist entrepreneurs and public organizations achieve their business goals. Hence, the view above (There are jobs!) can be extended to “There will always be jobs!” This maxim will remain true for as long as the society remains.

Another factor you should be mindful of is that job opportunities are limited, though there are numerous job seekers. One of the reasons for this is that there are limited numbers of employees every organization can have at a time. In addition, there are limited organizations to absorb all job seekers. These imply that available employment opportunities are inadequate for all the job seekers in the society. *Your goal should be to make fruitful efforts to be among the job seekers who will smile home with letters of appointment after job screenings.* The more prepared for job screening you are, the higher the probability of being among the successful job seekers, no matter the number of job seekers.

People in this category (i.e. job seekers who will become employees after job screenings) are not special human beings. They are also not extraordinary human beings. They are like every other job seeker physiologically, biologically and psychologically,

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since human nature is the same everywhere. However, they differentiate themselves from other job seekers with their abilities to understand *What Employers want from Job Seekers*. These are what you must know before you can get a job in any organization. Your chance of getting a job increases when you acquire this knowledge and effectively apply it in the job search process.

I have a good news for you. **Everything you should know before you can get a job can be acquired through learning.** None of them is an innate knowledge. Even if they are innate knowledge to some people (to some extent), you can still acquire them through learning. There is a specialized knowledge and skill you should acquire before you will be able to get a job. You can enhance your chances of getting a job by being committed to acquiring the knowledge and skill and properly applying them in your job search activities. If you remain ignorant of them, your expectation of getting a job may remain a mirage, even for the rest of your life.

Many people are unemployed (and may remain so for long) because they are only interested in getting jobs but not in learning how to do so. **The supreme goal of this eBook is to assist you in getting your dream job (even faster than you think) by enlightening you on the specialized knowledge and skills that are requisites for excelling in any job screening.** This eBook will help you to get a job by enlightening you on what prospective employers want from job seekers, even the ones they do not want you to know.

There are two sets of people this eBook is primarily intended for. The first category, as explicit from above, consists of people who are unemployed. Hence, if you are searching for a job because you are unemployed, then this book is for you. The second category of people this eBook is intended for, as implicit from above, consists

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of people who are already working but are in search of better of jobs. Consequently, if you are an employee of any organization, but you are still searching for a job because you are in need of a better job, then this book is for you.

This book is also intended for employers or entrepreneurs who, for some special (or any) reasons, are also in need of employments in organizations other than theirs. There are positive and negative reasons an employer or entrepreneur could need a job in another organization. For instance, he may need a job because he wants to start a new business and wants to undergo formal training in the business in an already existing organization in order to acquire the knowledge and skills he requires to excel in the new business.

It may also be that there are some secrets of business management he wants to learn from an excelling organization that is making significant impact. Indeed, this is a positive reason for being in need of a job as an entrepreneur or employer. The negative reasons, on the hand, could be because the business of the entrepreneur is having serious challenges and he needs (a temporary) alternative means of income while building his strategies to reposition the business.

These are the two sets of people this book is primarily intended for. However, **there is another category of people this eBook is also intended for. They are human resources managers. Since entrepreneurs who are still at the level of small and medium scale, or better, sole proprietorship, are usually the human resources managers of their business organizations; this eBook is also intended for them.** The reason this eBook is also intended for these categories of people is that it will enlighten them on how to select the best job seekers to absorb in their organizations as employees.

Chapter One

Why people are Unemployed

Some ancient Western philosophers affirmed the *Doctrine of Causality*. According to them, *there is no effect without a cause*. In other words, there is a cause for every effect. Nothing just happens. Every effect is the result or consequence of a cause. Unemployment is an effect. Therefore, it has a cause. It is the result or consequence of something. You may ask, “I downloaded this eBook because I want to learn how to get a job. What is the relevance of this topic to my objective of getting a (better) job?” Some people may also ask why they need to know why people are unemployed before they can get a job. What is the rationale of understanding why people are unemployed?

If you are bothered about these questions, there is every need for you to know why people are unemployed before you can get a job. The reason is that if you do not know why people are unemployed, you will also not know why you are unemployed. As a result, you will not know how to become employed. Before you can effectively address any effect, you must diagnose and understand the cause. This is a natural law that is yet to be disproved by human experience in historical records. This is why it is said that an illness well diagnosed is half cured. Ignorance disables, incapacitates and disadvantages. **You need to know why you are unemployed before you will know how you will get employed.**

From experience and daily observations, you already know that unemployment is a reality because unemployed people abound in the society. Besides, reading this eBook implies, or at least suggests, that it is very likely that you are one of them. But do you

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know that different people are unemployed for different reasons? Do you also know that there are different solutions to different causes of unemployment? This was why I remarked earlier that you will not know how to get a job if you do not know why you are unemployed. **The approach to addressing the challenge of unemployment in the life of a job seeker will be determined by the cause of unemployment in his life.** Hence, understanding why you need a (better) job is the starting point to getting a (better) job.

The Causes of Unemployment

Why are some people employed while others are unemployed? Why do some people get their dream jobs with a great deal of ease, while others work very hard to get a job but are unable to do so? Why do some people look for jobs while others have the challenge of selecting the jobs they will accept from a list of available job opportunities? Why do some employed people easily get better jobs, while most other employees are unable to do so, despite the fact that they dislike the jobs they have? Can you attempt an answer to these questions?

The causes of unemployment could vary from one person to another. This was why I remarked earlier that different people are unemployed for different reasons. However, as you read this eBook, I want you to use your mind to process the information it contains in order to unravel the factors that are responsible for your own challenge of unemployment, if you are unemployed. This will help you to know the solution to your own challenge. There are three basic causes of unemployment. They are as follows:

1. Limited Employment Opportunities

The most common, most popular and primary cause of unemployment in many parts of the world is that there are limited

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employment opportunities for numerous job seekers. In some countries, hundreds of thousands of graduates are harvested from tertiary institutions annually. But do you know that more than 75% of this population spend the first decade of their lives after graduation without meaningful jobs because neither public nor private organizations can absorb them as their employees?

This is why the rate of increase in the level of unemployment in some countries is very embarrassing. Every year, hundreds of thousands of unemployed graduates join the labour market to worsen the already ugly situation. This is just for graduate job seekers. But do you know that there are more non-graduate job seekers than graduate job seekers in some countries? It is very worthy of note that this finding is a reflection of the experiences of many countries, especially the developing ones.

If there are limited employment opportunities for numerous job seekers, the implication is that all job seekers cannot be employed, no matter how intelligent and brilliant they are, and how hard they try. Hence, there will always be unemployed people. But do not misunderstand this view. This does not mean that no job seeker will get a job. It simply means that some of them will be able to do so, while most of them will not be able to get jobs. What this Free eBook is intended to achieve is to make you one of the job seekers who will get (their dream) jobs, even with ease.

2. Many Job Seekers are Unemployable

Do you know that many people who are looking for jobs in different organizations are not qualified for the positions they apply for? Employers have realized, even with ease, that many job seekers cannot defend the certificates they parade as theirs. The rate at which this factor contributes to the rate of unemployment

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varies from one country to another, depending on the standard of education of the country. In countries with high standard of education, the level of contribution of this factor to the problem of unemployment is very low.

However, the level of contribution of this factor to the rate of unemployment in countries with poor standard of education is high. The reason this cause of unemployment is very pathetic is that **it does not make sense employing job seekers who cannot add value to organizations**. Employers want job seekers who will be assets, not liabilities, to their business organizations.¹ This is why job seekers who have this challenge will likely remain unemployed for the rest of their lives. Worse still, they will also be unable to become self-employed.

3. Getting a Job requires specialized knowledge and skills

Specialized knowledge and skills are required by job seekers to excel in job screening processes. It is a pity that most job seekers are ignorant of them. It is imperative to remark that the consequences of the deficiency of the specialized knowledge and skills in job seekers are very disastrous and catastrophic. This single factor is responsible for why many job seekers, especially those who graduated from tertiary institutions with good grades, are unable to get (their dream) jobs, even after passing through numerous job screening processes.

This factor accounts for why job seekers are unable to identify job opportunities until recruitments are over. It also accounts for why

¹ See Eugene C. Onyibo, [*Now You have got a Job, What Next? How to get Job Promotion, increase your Income and Retire Rich*](#), (Lagos: Skyheight Success Consult, 2012) for detailed explanation of what employers want job seekers when they become their employees.

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their applications are always rejected. Furthermore, it also accounts for why many job seekers are rejected after job interviews. **No matter how intelligent a job seeker is, the course he studied, the grade he made in school, and the academic institutions he attended; he will not be able to get a meaningful job under normal circumstances if he does not acquire the specialized knowledge and skills, no matter how hard he tries.**

The crux of the situation is not that the ignorance murders the success of their efforts in getting a job; but that it renders them unemployable for the rest of their lives. This is why this factor is, indeed, very dangerous. A very pitiable observation is that most victims of this situation are ignorant of why they are unemployed. As a result, the ignorance continuously incapacitates them from getting jobs. This is why the worst of ignorance is being ignorant of ignorance.

But why are most graduates ignorant of the specialized knowledge and skills they need to get jobs? The reason is that they are not adequately taught in schools, especially in tertiary institutions. As a matter of fact, they are not taught in some tertiary institutions at all. The school system focuses on academic formation of students. This is one of the reasons the school system has been fiercely criticized for teaching students what they do not need to succeed in the real life, but neglecting what they need to succeed.

How to Prepare Yourself to Get a Job

Prior to discussing the causes of unemployment, you were advised to use your mind to process the information that would be made available to you in order to identify the factors that are responsible for your own situation. Did you do this? If your answer to this

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question is in the affirmative, what are your findings? There is an important message I have for you. What is this message?

It was remarked above that **the first cause of unemployment is that there are limited employment opportunities for numerous job seekers**. It was also remarked that while **the second factor is that many job seekers are unemployable, the third factor is that most job seekers are ignorant of the specialized knowledge and skills they need to get jobs**. If you take a close look at these factors, there are some things of great interest you will realize which you can also take advantage of. What are these things?

The first factor is beyond your control because you are not the government or captain of an industry. You will never become, or create, a solution to this challenge for as long as you remain a job seeker. The only way you can create a solution to this challenge is by becoming an entrepreneur. This involves establishing a business organization. The challenge, however, is that you may not have the capital, contacts and experience that are required to do so. This is why you may not be able to establish a business at your present stage in life.

Though it may not be within your ability to provide the solution to the first challenge, it is within your ability to address the second cause of unemployment. **If you are unemployed because you are unemployable, you may remain so for as long as you are unable to develop yourself**. Until you acquire the knowledge and skills that will make you 'useful to' and 'productive for' a business organization, your expectation of becoming employed will be continuously betrayed, even for the rest of your life.

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If you acquire the specialized knowledge and skills that are required to get a job, it will be difficult to be rejected by any organization during a job screening process. **If your past efforts to get a job (have) proved abortive; you may have to put aside your job search activities in the interim and focus on acquiring the knowledge and skills you need to get a job.**² It is a fundamental truism that every success is preceded by painstaking preparation. If you fail to prepare, then you have prepared to fail.

² Though some of the specialized knowledge and skills you need to get your dream job are discussed in brief in the subsequent chapters of this eBook, I will recommend some literatures (in which they are discussed in details) at the end of this eBook. This will enable you to adequately prepare yourself for getting your dream job, even faster than you think.

Chapter Two

How to identify Job Opportunities

There are basically three stages in the process of getting a job. The first stage is *Identifying A Job Opportunity*. The second stage is *Composing and Submitting a Winning Job Application Package*; while the last stage is *Attending a Job Interview*. In this chapter, attention is focused on the first stage i.e. *How to Identify Job Opportunities*. While the second stage - *How to Compose a Winning Job Application Package* - will be discussed in the third chapter, the last stage in getting a job - *Job Interview* - will be discussed in the fourth chapter.

As earlier remarked, identifying a job opportunity is the first stage in the process of getting a job. Striving to identify job opportunities (in order to apply to occupy them) is the step that initiates a job seeker into the job search process. **You cannot apply for a job vacancy if you do not know that it exists. You will not be shortlisted for job interview under normal circumstance, if you do not apply for a job vacancy.** This means that you are far away from getting a job if you cannot identify a job vacancy to occupy.

Identifying job opportunities is the most difficult step in the job search process for many job seekers. This is why such people do not know about recruitment exercises until they are over. Identifying job opportunities often requires passion, information and willingness to act. **All unemployed people are not job seekers. All employees and entrepreneurs/employers are also not non job seekers. It is the act of looking for a job that makes you a job seeker.** So, you are not a job seeker if you are not trying to identify

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job opportunities, even if you are unemployed. There are some ways you can identify job opportunities.

1. Through the Media

This is, perhaps, the easiest and most common way of indentifying job opportunities. It involves searching for advertisements of job vacancies in the media (i.e. radio, television, newspapers, magazines, etc). Placing advertisements in the media is the most common way business organizations advertise their job vacancies. Consequently, as a job seeker, you should listen to (paid) announcements in the radio and television. You should also search the pages of newspapers and magazines for advertised job vacancies. As a matter of fact, there are some newspapers and magazines that are famous for having the best job vacancy advertisements. There are also some popular newspapers and magazines that devote specific days of the week for job vacancy advertisements. It is your responsibility to identify them.

2. Using Your Network

Your network is one of your most valuable assets. It consists of friends and relations of yours who are passionate about your welfare and are also willing to assist you to the best of their abilities. Any friend or relation of yours who is neither passionate about your welfare nor willing to help you is not part of your network because such person will likely be delighted to see your failure. Your network can be very helpful to you in identifying job opportunities.

However, before anyone will (be willing to) help you identify a job opportunity (or recommend you for an employment opportunity), in addition to being passionate about your welfare, the person must have strong confidence and conviction that you are a very responsible person of character and integrity who is worthy of any

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post of trust. No matter how closely related you are to someone; it is very unlikely that the person will be willing to assist you in getting a job if you have no reputation for a responsible lifestyle, character and integrity.

In addition, it is also very likely that the person will be convinced that you have the capacity 'to deliver' in any organization that will absorb you through his help, before he will be willing to assist you in getting a job. The reason for this claim is that an employer who absorbs you on the confidence of the recommendation of someone will likely lose his confidence and respect for the person, if you disappoint his organization. Hence, you should be certain that you have meaningful value to add in an organization before searching for a job.

As a job seeker, you should inform your friends and relations that you are looking for a job. You should also give them your Curriculum Vitae (CV) so that they can submit it to business organizations on your behalf when they come across any employment opportunity you are qualified to apply. You should give your CV to as many relevant people as possible. The more the people you give the document, the higher your chances of getting a job through them, for as long as your CV is properly prepared and the people are relevant and really willing to help you.

Since they may stumble on multiple employment opportunities or misplace the document; you should give them a softcopy of your Curriculum Vitae (preferably through their emails) so that they can print it at their convenience and submit on your behalf whenever there is the need to do so. Giving people an electronic copy of your Curriculum Vitae makes it easier for them to send it, especially online, whenever the opportunity to do so arises.

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One of the advantages of getting a job through this approach is that some organizations do not advertise their job vacancies to the outside world. Sometimes, they place the advertisements within the organizations, perhaps, because they want to save cost. This makes the information accessible to only the people within the organization.

It is instructive to note that you should keep in touch with the people you give your Curriculum Vitae and constantly ask them if they have been able to identify any job opportunity you are qualified to occupy. Otherwise, they may forget to keep their promises because there may be other things of greater interest and importance to them that may consume their time and attention.

3. The Internet

The internet has practically become the largest platform where people from all over the world interact. Business organizations also take advantage of the medium for achieving organizational purposes, even at very cost effective rates. There are different ways you can use the internet to identify job opportunities.

The first approach to using the internet to identify job opportunities is to visit the websites of the organizations you want to send job applications to. Job vacancies in organizations are usually advertised in their websites on a page titled 'Career' / 'Vacancy' / 'Jobs' / 'Job Vacancy. Consequently, if you know the website of an organization you want to send a job application to, you should visit it and search for the job vacancies it has. If you do not know the website of the organization, you can use a search engine to look for it by typing in the name of the organization in the space for search.

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You may also search for job opportunities by ‘industries’ or ‘categories’. For instance, if you want to apply for a job in a bank, you may search for the list of banks in your country online. If you want to work in a telecommunication company, you will get the list of the telecommunication companies in your country if you search for it online. The next step is to get to the websites of the organizations in the industry. If the links to their official websites are not on the page(s) you found through your search (by category), you should search for the names of the organizations one after the other.

When you get to the website of each organization, click on the ‘Career’ / ‘Vacancy’ / ‘Jobs’/ ‘Job Vacancy’ page. If the organization is recruiting at the time you visit the website, you will see the details of the vacancies and the procedures for applying. If the organization is conducting an online recruitment, you will see the link to make an application. If, however, the organization is not recruiting at the time you visit the website, you may be asked to drop your Curriculum Vitae, as you will be communicated when the need arises. You should follow the guides on the websites.

The second approach to identifying job opportunities online is to search for the position you are looking for. For instance, you may search for job vacancies for the post a medical doctor in your state or country. You may also search for job vacancies for accountants, marketers, public relations officers, etc as the case may be. The search should lead you to pages of different websites where advertisements for the job vacancies are. You may also make a general search for job vacancies in a state or a country.

Another approach to identifying job opportunities online is visiting the websites in which job advertisements are published daily.

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There are some websites that are exclusively designed to publicize job vacancy opportunities in different countries. It is your duty to identify such websites in your country. Some of them are social networking websites.

4. Professional Associations

Some employers advertise the job vacancies in their organizations only through professional associations/institutes. There are some reasons such employers do so. The first reason is that this approach to recruiting employees, all things being equal, has high chance of assisting organizations to absorb competent employees. Another reason is that this approach is time economical. An organization will save a great deal of time employing people through this means. Furthermore, this approach is usually cheaper and cost effective, as no payments are usually required.

This is one of the reasons you should join professional associations or institutes that are relevant to your profession as a job seeker. After registering with the professional association, you should participate very actively in their activities. You should use the platform to exhibit your natural abilities and competences. If it is possible to be an executive member of the association, you should do so. Besides, you should also volunteer yourself for some assignments. In addition, you should inform them that you are looking for a job. **One of the benefits of being very active in a professional body as a job seeker is that it brings you close to people in your industry who will likely need your services.**

5. Recruitment Agents

As a job seeker, you may seek the services of competent recruitment agents in getting a job. Some organizations contract the recruitment of their employees to some agents. This is why

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there are some recruitment consultancy organizations. Such organizations are specialists in recruiting employees for different organizations. Such agents can be very helpful to you in identifying job opportunities and consequently, getting a job because they know (and possibly, have) job vacancies you are qualified to occupy.

However, you should be careful while seeking the assistance of recruitment agents in getting a job in order to avoid being taken advantage of. **A good recruitment organization will not demand that you part with a valuable before it helps you get a job.** Rather, it will tell you that its remuneration will be a percentage of the salary you will get from the job it helps you to get. The mutually agreed percentage will be deducted from your salary within a specified period of time. In other words, the agent will earn nothing if its efforts produce no result. This is a way of instilling confidence in you.

6. Researching Unadvertised Jobs

Identifying job opportunities this way often requires high level of initiative. You should read in between the lines in the news. In addition, you should also make reasonable logical inferences from your experiences and observations. For instance, **when there is a change in the policy of the government or an organization, there may be massive retrenchment of (a category of) employees and the employment of a new generation of (a category of) workers.**

The Nigerian banking sector, for instance, had this experience sometimes in the past when the Central Bank of Nigeria (CBN) announced that non-graduate employees of Nigerian banks would be laid off. This policy led to the abrupt termination of the appointments of non-graduate employees in Nigerian banks and

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the subsequent employment of graduate employees to replace those that were laid off. Immediately the change in policy was made known to the public, fast thinking job seekers knew that Nigerian banks would recruit graduates.

Besides, **changes in season or technology can also lead to the creation of job opportunities.** For instance, the advent of the social media and its consequent popularity led to the creation of a new department (Social Media Department) in many organizations. If you are intelligent enough, you will be able to identify some job opportunities before they are advertised. Such changes help in giving you direction on where to focus your job search activities. It may even give you insight on some skills you may need to acquire in order to get a job.

7. Create New Positions

Do you know that you can create some positions in an organization and make the recommendation to the management? If you are a very creative, innovative and intelligent job seeker, you can study an organization, identify the lapses in its mode of operation and make recommendations to the management on how their operation can be made more effective and efficient. **It is very unlikely that the organization will not value you and your idea if your recommendation will increase their cash flow and profit. Besides, they will likely consider you as the best person to occupy the position.**

One of the advantages of this approach to getting a job is that it is usually uncompetitive, as you may not contend or compete with anyone in getting the job. In addition, it is a proactive approach to job seeking, unlike the ones above which are reactive.

Chapter Three

Why Job Applications are Disqualified

As remarked earlier, there are basically three stages in the process of getting a job. The first stage is *Identifying A Job Opportunity*; the second stage is *Composing and Submitting a Winning Job Application Package*, while the last stage is *Attending a Job Interview*. In this chapter, attention is focused on the second stage, as promised in the last chapter. A significant aspect of this stage – *Why Job Applications are Disqualified* – is treated. The stages in the process of getting a job get more difficult as they progress.

While the second stage is more difficult than the first stage, the third and last stage (attending a job interview) is the most difficult. There are some documents that are usually involved in the second stage. The first document is usually the *Cover Letter*. Job applications are usually accompanied by a *Cover Letters*. Consequently, **you should know how to write a good cover letter before you can get a job**. Another very important document that is often required in a job application package is the *Curriculum Vitae*. Other credentials of a job seeker may also be required in his job application.

Your application package is the only voice that speaks for you in your absence before your prospective employer after its submission. Consequently, it must be properly prepared before it can speak well in your favour and earn you an invitation for a job interview. Most unfortunately, many, and sometimes, most job applications, are rejected because the cover letters and/or the Curriculum Vitae is not properly written. This is why this stage in the process of getting a job is very important. **Submitting a poorly**

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prepared application package is as good as submitting no application because it will likely be rejected.

The crux of the situation is that prospective employers do not owe job seekers the obligation of explaining why they were not shortlisted for job interviews. The consequence is that some job seekers continue to make the same mistakes and also continue to be rejected. Perhaps, you have made those mistakes repeatedly and that is why you have not been able to get a job. This eBook will help you to avoid some of those mistakes by enlightening you on them.

There are some things prospective employers want from a job application package. Any job application that does not meet the standard is rejected. This is one of the reasons most job seekers do not get any reply from prospective employers after submitting their applications. It was remarked earlier that one of the reasons some job seekers are unemployed is that they are unemployable. Many job seekers demonstrate that they are unemployable in the application packages they submit. It is usually said that by their fruits, you shall know them. Employers know the job seekers who have nothing to offer to their organizations while, not even after, going through their applications.

Sometimes, such applications usually end in trash baskets. How do you compose a *Winning Job Application* that can earn you an invitation for a job interview? How do you write a *Winning Curriculum Vitae*? What are the common mistakes in writing a Curriculum Vitae? Though these questions may sound very simple, the truth is that there are numerous common mistakes job seekers make in their applications that account for why they are rejected.

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Do you know that some job applications are not even read beyond the first page because they are poorly written?³

Why do you think that most job applications are rejected? You may have written and submitted some job applications that did not earn you any invitation for a job interview. Why do you think you were not invited for a job interview? Perhaps, you have had this experience several times. Do you know that screening applications for employment is a very big job for organizations? This is why they observe some rules in order to eliminate most applications with ease. Below are some of the reasons job applications are disqualified.

1. Failure to comply with the recommendations of the advertiser

In job vacancy advertisements, recommendations and guidelines are usually given by prospective employers. Only the applications that were prepared in line with the recommendations are considered for job interviews. As a result, **job applications are rejected if they fail to comply with the recommendations of advertisers. The first step to applying for a job is understanding how an employer wants the application to be prepared and submitted. Every job seeker must comply with the application guidelines, as recommended by a prospective employer, before he will be shortlisted for job interview.** You should study the job vacancy advertisement very carefully in order to understand

³ These topics and many more are treated in details in some eBooks that will be recommended to you at the end of this eBook. The publications contain detailed information on the three stages in the process of getting a job. If properly studied, they will assist you to get your dream job (even faster than you think), as they did to many people.

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exactly what the employer wants from you before preparing and submitting your application package.

For instance, if job seekers are expected to send only application letters and Curriculum Vitae, you should not send photocopies of other credentials of yours. If an organization requests an application letter, curriculum vitae and photocopies of relevant credentials, you should not send only an application letter and Curriculum Vitae. If the advertisement specifies the format for the CV, you should be guided accordingly. If the organization requests that you send a handwritten application letter, you should not send a typeset one. If there is no specification, handwritten application letters are usually preferable.

If a prospective employer requests that all applications should be sent through courier or to a post office box, perhaps, because it wants to avoid physical contact with the job applicants before the interview, you should not deliver your application by hand. If a job vacancy advert requests that the recommendation letters of job seekers should be sent by the referees themselves, you should not include them in your application package. **It is hard to consider an application from a job seeker who violates application guidelines because it is believed that such person will likely not observe instructions as an employee.**

2. Poorly written Cover Letter and/or Curriculum Vitae

Submitting a job application package with a poorly written Cover Letter or Curriculum Vitae brings the application to an end. Your application package must speak well of you before it can earn you an invitation for a job interview. You should forget everything about getting a job if you do not excel at this level. You must submit a well written application package before you will be

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shortlisted for a job interview. Most unfortunately, this is where most job seekers make the worst mistakes. This is also why most job seekers do not go beyond this level.⁴

3. Treating an Application Package as an Informal Document

A job application is also disqualified if an applicant does not treat the document with formality. For instance, the use of abbreviations is prohibited in formal documents. Hence, they should be avoided. Do not abbreviate your name (Pete for Peter, Steve for Stephen, Liz for Elizabeth, Chuks for Chukwuma, Tunde for Babatunde, etc), except it is your official name and corresponds with the name in your credentials.

In addition, you should avoid the use of colloquial – words or languages that are used only in informal conversations and writings, but not in formal speeches or writings. This includes contractions like ‘isn’t’ for ‘is not’, ‘don’t’ for ‘do not’, ‘can’t’ for ‘cannot’, ‘he ’s’ for ‘he is’ or ‘he has’, etc. you should also avoid the use of slangs. You should also avoid the use of an email id like sexylady@yahoo.com, hotbabe@aol.com, paul4chelsea@gmail.com, etc.

Furthermore, you should not write your application letter on any sheet of paper. Your application letter must be written on a sheet of paper for official mails. Treating an application package as a formal document also involves ensuring that grammatical rules (spellings, tenses, punctuation marks, etc) are observed. Failure to do so compels a prospective employer to consider a job seeker unqualified for his application. Most job application packages that

⁴ These issues are treated in detail in the eBooks that will be recommended to you at the end of this eBook.

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do not comply with the recommended procedures and those that were not treated as formal documents are usually not read beyond the first page.

4. Late Submission

Some organizations consider a specific number of applications. For instance, if the management of an organization decides to process only the first five hundred applications they receive, every application is rejected once the organization receives the number of applications it wants to process, even if that happens before the closing date in their advertisement. This is why you should respond urgently to job vacancy advertisements you identify. **The earlier you submit your application the higher the probability that it will be treated.** Any delay in submitting your application could be dangerous. The more the delay the more dangerous it becomes. Your application will not be considered if it is submitted after the closing date specified in the job vacancy advertisement.

5. Unqualified Application

A prospective employer will have no option than to reject your application if the content indicates that you do not satisfy the requirements for the position you applied for. Your application for a job could also be disqualified if the content is incredible. For instance, if you falsify your age in a way that makes it incompatible with the qualifications you claim to have in your certificates. Such an application will be rejected even if there is an affidavit to certify the authenticity of the incredible date of birth. Do you know that your date of birth can be inferred from your credentials? Can you imagine reducing your age because of the age requirement of a job advertisement to an extent that it suggests that you graduated from the university at the age of ten?

Chapter Four

Job Interview Tips

Job interview is the last stage in the recruitment process. It is the bridge between job seeking and employment. Any job seeker who is able to cross this bridge becomes an employee. Job interview is also the stage in the recruitment process that brings job seekers and prospective employers together. It is also the most difficult stage in the job screening process. It could be frustrating if you are not shortlisted for job interview after submitting an application letter; but it is most frustrating if you are rejected after attending a job interview.

The fact that you are shortlisted for a job interview does not mean that getting the job is guaranteed. Do you know that there are sometimes organizations are unable to employ any of their job applicants after job interviews because none of them is able to convince them that he is qualified for his application? This happens despite the fact that the job seekers are in dire need of the jobs, and the organizations are also in dire need of the services of the job seekers. You should also not forget in a haste that organizations spend some money and time to fund job screenings, and they desire positive results for their spending.

Despite this, they prefer losing the money to hiring the wrong employees because they know that it is very dangerous to the future of their organizations to absorb wrong employees. One of the worst mistakes of most job seekers is that they often wait to be invited for job interviews before they commence preparations for them. Even when they receive invitations for job interviews, many

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of them do not know how to start their preparation. One of their worst challenges is that there are limited useful literatures available to assist them.

The ultimate goal of job interview is to sieve out productive employees that have significant values to add to an organization from the den of job seekers who have no (meaningful) value to add to the organization. If you care to know, an employee's remuneration is merely a fraction of the money he makes for the employer. Hence, contrary to popular opinion, employers are paid by their employees. This implies that a job seeker must be able to convince the prospective employer beyond every reasonable doubt that he will be an asset (not a liability) to his organization before he will be offered an appointment.

It was earlier remarked that the stages in the process of getting a job get more difficult as they progress. *Job interview is the last and most difficult stage in the recruitment process.* It is a pity that most job seekers are unable to impress their prospective employers during job interviews because they have no meaningful response to job interview questions. Every success (in any aspect of life) is preceded by painstaking preparation. There are many tips for preparing for a job interview. However, only thirty (30) of them will be discussed in this eBook.⁵ The tips are as follows:

1. You should conduct a detailed research on the company - its history (past and present), products and/or services,

⁵ The tips for job interview are discussed in detail in *What Employers Want From Job Seekers: How To Get Your Dream Job*, (Lagos: Skyheight Success Consult, 2012). The eBook is one of the recommended eBooks at the end of this free eBook.

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markets, competitors, corporate culture, work environment, etc. The website of the organization will be a source of very valuable information in doing this. You may also seek the assistance of some of its employees.

2. You should research the industry the organization belongs in order to find out the major challenges of the stakeholders, the regulations and legislations in the industry/sector, etc. You may also visit the websites of other organizations in the industry while conducting your research. In addition, you may interview some of their employees. You should then make a comparative analysis of your findings.
3. You should conduct a research on the rating of the organization by their consultants, competitors, clients, etc.
4. You should critically analyze your findings in order to be able to properly apply them in answering questions during job interview. For instance, you should find the advantages other organizations in the industry have over your prospective employer. Your research would be incomplete without evolving ways the operations of the organization can be made more effective and efficient.
5. Review the most frequently asked job interview questions in all the relevant areas and prepare good answers for them.⁶ Practice these answers until they become part of you. Write them down and read them aloud. You may need the

⁶ The eBooks that will be recommended to you contain more than (300) hundred most frequently asked job interview questions and the best answers to them.

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help of another person to do this. However, do not memorise them. If you do so, you may embarrass yourself before the interview panel if you forget a word in a sentence. Besides, the question may not be asked exactly as you anticipated and prepared.

6. Revise the academic subjects and issues in your field in preparation for academic and professional questions during the job interview. For instance, if you studied Political Science and you are about to attend an interview for a lecturing job, you should expect academic questions in Political Science. If you are a medical doctor about to attend a job interview for the post of a medical doctor, you should revise the things you studied in the medical school.
7. Prepare and revise the questions for the interviewer. Towards the end of a job interview, interviewees are usually given an opportunity to ask the interviewers some questions. Your ability to ask very intelligent questions will unarguably enhance your chance of getting the job after the job interview.⁷
8. Assemble verifiable and reliable evidence for all your claims. Do not expect to be easily taken for your words by your prospective employer. Assemble original copies of your credentials, letters of past appointments, letters of recommendation from your past employers, certificates of merit, copies of your published articles (if applicable), etc. You will embarrass yourself before your prospective

⁷ There are some recommended questions for the interviewer in one of the eBooks that will be recommended to you at the end of this eBook.

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employer if you are unable to present any of these documents on demand.

9. Make multiple photocopies of your documents as the interviewer may like to hold some copies during the job interview. This should be done at least twenty four hours before the job interview. Do not plan to photocopy your credentials on your way to the interview as you may not be able to do so due to some unforeseen circumstances.
10. Prior to the commencement of the job interview, you should arrange the documents in a folder in a way you will easily get a particular document you want. You may embarrass yourself before the interviewer if you have difficulty bringing out a document (on request).
11. Include a plain sheet of paper in your folder so that you will be able to take some notes during the job interview, when necessary.
12. Research the salary structure of the organization. Try as much as you can to find the salary the organization will be willing to pay if you are offered an appointment. Your ability to achieve this will help you not to overprice or under price, should there be questions on salary expectations during the job interview.
13. Inform your past employers and referees about the job interview. You should also give them the details of your job application, as they may be contacted by your prospective employer, perhaps, to verify some of your claims in your application package and during the interview. This is one of

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the reasons you should always strive to ensure a cordial relationship with your past employers.

14. Get your cloth washed and neatly pressed. This should also be done at least twenty four (24) hours before the interview. Do not plan to press your cloth in the morning of the day of interview.
15. Locate the venue of the job interview at least a day before the scheduled date. It may be risky trying to find your way to the venue of a job interview on the day of the event if you do not know the place before.
16. Endeavour to arrive at the venue of the job interview at least 30 minutes before the scheduled time. You may be panting during the interview if you are late to the venue. Arriving at the venue on time is one of the most reliable ways of managing your emotions during a job interview. Besides, late arrival on the day of interview may suggest to the prospective employer that you will have difficulty with being punctual to work and official assignments if you are employed. It may also suggest that you are not an organised person.
17. The interview starts immediately you get to the venue. Hence, your steps, attire, words, etc are all important as they condition the organization's judgement. You should treat everyone with courtesy once you get to the venue.
18. Switch your cell phone off before walking into the venue of the job interview. At worst, set it in silence (so that you will be able to take note of your missed calls), but not in

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vibration so that the sound will not be a distraction if there is an incoming call or an sms. It would be irrational to allow your job interview to be disrupted by an sms or an incoming call on your cell phone. Under no circumstance should you pick a call or read a new sms during a job interview.

19. Do not be in a haste or too slow with answering questions. Think very well before doing so. As a matter of fact, some questions will require deep thinking before answering while you will not be expected to think twice before answering some questions.
20. Strive to identify what the interviewer intends to achieve with each question before attempting an answer. Your answers to the questions of the interviewer should meet his (not your own) expectations and objectives.
21. Do not say, “My names are ...” Some people are easily put off by that expression. It may be preferable to use “My name is ...”
22. Use formal expressions. Avoid using abbreviations like BAM or Biz Admin for Business Administration, Elect Elect for Electrical/Electronics Engineering, Naija for Nigeria, Lag for Lagos, etc) throughout a job interview.
23. Try to be as precise and concise as possible. Avoid lengthy expressions. Be brief, especially when others are waiting. Offer brief response to questions.

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24. Be as audible as possible, but do not shout. Do not speak in a way the interviewer will have difficulty hearing what you are saying. If you do so, the interviewer may conclude that you may have difficulty communicating with people (within and outside the organization) if you are employed.
25. Your expressions should be simple and clear. Avoid vague and ambiguous statements that the interviewer will have difficulty trying to dig out the meaning.
26. Do not answer any question with 'yes' or 'no'. Offer a brief explanation to your answer for every question.
27. Be honest in your responses. Do not present yourself as you are not because the employer will expect the claims you make during job interview to reflect in your actions if you are employed, needless to say that this will be a requisite for keeping the job, if you are offered an appointment. Your interest should not be limited to getting a job. It should extend to being able to keep the job for as long as you want, if you are offered an appointment.
28. Ensure consistency in your speech. Ensure that you do not make statements that are contradictory. A strategy that would be very helpful in avoiding this is revising the most frequently asked job interview questions and preparing your answers in advance.
29. Revise every document you submitted before facing the job interview panel. This will help you avoid making statements that contradict the information in your application package.

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30. Emphasise what the organization will profit by employing you rather than what you will profit if you are employed. This is what the interviewer wants to hear and where the interest of your prospective employer is. He is not interested in what you stand to profit if you are employed.

Job Interview Questions

There are basically thirteen areas or categories from where job interview questions are selected. You should prepare answers for job interview questions in these areas before facing a job interview panel. The areas are as follows:

- Job Interview Questions about Yourself.
- Job Interview Questions about the Job.
- Job Interview Questions on Past Job(s).
- Job Interview Questions on the Organization.
- Job Interview Questions on Your Career.
- Job Interview Questions on Past Employers.
- Job Interview Questions on Working with People.
- Job Interview Questions on Salary, Promotion and Benefits.
- Job Interview Questions on Success and Failure.
- Job Interview Questions on Stress Management.
- Job Interview Questions on Goal-Setting.
- Questions for Employer(s)/Interviewer(s).
- Job Interview Questions for Fresh Graduates

Ten job interview questions from eight sections will be treated in this eBook.

A. Job Interview Questions about Yourself

1. What is your greatest weakness?

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This is a trap question. You must be very cautious and prudent in responding to this question because your answer may lead to the disqualification of your application for the job, if your greatest weakness is intolerable. Ensure that your answer has nothing to do with lack of character or integrity. Some authors are of the view that it is better to cite a weakness you had and conclude that you have overcome it. I consider this approach very unacceptable because the question focuses on *the greatest weakness you have*, not on a past weakness. The interest of the interviewer is in the greatest weakness you are presently struggling with. Hence, this should condition your response. **There are two approaches to answering this question. The first approach is to identify a strength you have and present it as a weakness.** However, you should be very careful with the strength you present as a weakness because it (the strength) will be expected to reflect in your activities, if you are absorbed by the organization. **The second approach is to identify a weakness (you have) that is not relevant to the position you applied for.** In addition, since you accept that what you say is your greatest weakness, which you are expected to overcome with time, you should conclude your response with the effort you are making to overcome the weakness.

Sample Answers

My greatest weakness is that I am a workaholic. I have difficulty with resting when there are things to be done, and I know that it is not good for my health. But I am gradually overcoming this through effective delegation.

I am a very principled person. People complain that I have difficulty with compromising my convictions about life. But I

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am trying to see some rationality in other people's differences and points of view.

I am a very committed Christian who is passionate about a healthy spiritual life, but I cannot be as prayerful as I ought to, despite my efforts. However, I try as much as I can to say my daily prayers.

2. What is your hobby?

This question is not as simple as it may appear to be. It is a pity that most interviewees often give wrong answers to this question during job interviews. For instance, the most common hobbies most job seekers mention in response to this question are usually listening to music, watching movies, reading novels, playing table tennis, swimming, etc. These are wrong answers to this question because they are usually very irrelevant to their applications. In *Human Resources Management*, it is said that you do not work if you do what you love. It is also said that you cannot love what you do except you do what you love. It is advisable to look for a job that requires skills that are natural to your abilities and competences. Hence, your hobby should be relevant to your application. For instance, if you apply for a marketing position, your hobbies should be travelling, meeting people, etc. But if you applied for the post of a journalist, your hobbies should be reading and creative writing. If you applied for a teaching job, your hobby should be reading and writing.

B. Job Interview Question about the Job

3. How soon would you join us if you are employed?

The prospective employer will not expect you to (promise to) start the new job immediately if you claimed to be working

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with another organization because it is wrong to resign from an organization without prior notification in order to join a new organization. If you promise to start immediately, the interviewer may be afraid that you are not saying the truth if you claimed to have a job. If he is convinced (or has sufficient evidence) that you are working with an organization and you promise that you will start the new job immediately; he may be afraid that you will frustrate his organizational activities with an abrupt resignation if you get a better job while with the organization.

Sample Answers

The policy of my present employer obliges the employees to give a minimum of one month notification prior to resignation. So, I will be able to join your organization after four weeks if I am employed.

I am not an employee of any organization at the moment. So, I can start anytime you want me to.

C. Job Interview Question on Past Job(s)

4. **Your curriculum vitae shows that you have relevant experience. Do you have any evidence for that?**

The interviewer asks this question when he wants to see your letter(s) of past appointment(s). It is worthy of note that most job seekers who have worked with an/some organization(s) before applying for another job are usually embarrassed by this question because they do not attend job interviews with their letter(s) of past appointment(s). It may be an added advantage if a job interviewee can present (a) letter(s) of recommendation from past employer(s), in addition to the letter(s) of past appointment(s). It is also worthy of note that only the original

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copies of such documents are acceptable during a job interview. Besides, it is worthy of note that any alteration on such document renders it invalid.

5. What was the greatest challenge you had in your last job and how did you manage it?

In answering this question, ensure that you talk about a particular difficult situation and how you conducted a research before finding a reliable solution to the organizational challenge. Employers are most interested in innovations and improvements that reduced cost, increased sales/income, attracted more clients, etc. It will be an added advantage if the greatest challenge you mention is related to the position you applied for.

Sample Answers

My first job was with a small organization. I observed that about 30% percent of the overhead costs of the company was spent in printing fliers for advertisement of the products and services of the company. I challenged myself to evolve how to minimize the cost of advertisement without compromising attracting more customers. So, I solicited the permission and support of the management to learn how to print fliers so that the organization would produce the fliers itself. The request was approved and funded by the management of the company. That skill reduced our cost of printing by 75% and the management was very glad about that. I then recommended that 50% of the 75% of the money that was saved from advertisement should also be re-invested in advertisement in order to boost the business. That increased the number of the new customers of the organization despite the fact that it reduced the cost of advertisement.

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During my last job, I observed that many of the company's clients were lost to the competitors. During my research, I observed that there were some incentives the competitors offered them, which were lacking in the organization. I also observed that the organization had no way of keeping in touch with old clients. When the recommendations I made to address these challenges were effected, the organization gained more clients, in addition to keeping most of the old ones, unlike before then.

D. Job Interview Questions on the Organization

6. How can you assess our organization?

Part of your research on the organization should include their major challenges, especially the advantages their competitors have over them. You may have a higher probability of being employed if you are able to comment on some of the challenges of the organization and make recommendations on how they can be addressed.

Sample Answer

Your company is one of the oldest manufacturers of powdered milk in the country. One of my observations in the attitudes of consumers is that there has been increased preference of low-price sachet powdered milk, especially among the masses who constitute the largest percentage of the consumers. But your company is yet to start packaging its products in this way. I think this is why your products are available only in the cities, but not in the rural areas because the masses there cannot afford them. I think this is an area the organization should effect an urgent change.

E. Job Interview Questions on Your Career

7. Why did you choose this career?

Your answer will be determined by the position you applied for. It will be advisable that you relate your choice of the career to your past experiences.

Sample Answers

I have been very passionate about building a career in communication from my childhood because I can easily arrest people's attention with words. Being a Public Relations Officer would afford me the opportunity to use my natural ability in a professional way.

I have flair for writing from my days in the secondary school. I was the president of the Press and Current Affairs Club in the school then. I was also a member of the Editorial Board of my church's magazine. Becoming a journalist is an opportunity to make my hobby a profession.

F. Job Interview Questions on Past Employers

8. What can you say about your best boss?

Be careful with your answer. Do not over praise him. You should also avoid presenting your relationship with your best boss as an unofficial one. For instance, do not emphasise the social dimension by saying that he was taking you to an eatery for dinner every weekend, or that he was organising a party for the employees every weekend. You should also not say that he was always giving you money, even if he was doing so. Interviewers are most interested in how your past employers assisted you in developing yourself and advancing your career. Consequently, you should emphasise his contributions to your personal development and career success.

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Sample Answers

Working with a good boss is one of the things every employee loves most in a job. My best boss was a great man who easily made a leader out of his employees. He provided a very favourable atmosphere that facilitated the optimum development of the leadership potential and productive capacities of his employees. I enjoyed working with him because it afforded me the opportunity of self-improvement.

My best boss was a man who led by example. He taught me that it is not morally justifiable for a superior to demand what he lacks from his subordinates. He always says that people learn more from what they see than from what they hear.

My best boss was exceptionally good in identifying the strengths of his employees and assigning them tasks that were most suitable to their abilities and competences. He taught me to be more concerned with people's abilities, interests and passions than their appearance and paper qualifications when it comes to assigning responsibilities.

9. What can you say about your worst boss?

Do not say that you hate your worst boss, though it is very unlikely that you like him. You will put your application in trouble if you say so. Be very careful not to make derogatory remarks about your past boss because the interviewer will easily conclude that you will also make derogatory remarks about your would-be boss later if you are employed. Besides, the past boss you criticise may be a friend to the interviewer. He may also be a client or business associate of the organization you applied for a job.

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Sample Answers

He is an entrepreneur who believes that the business of business is business. He is also a man who cannot compromise anything that can jeopardise his business success. This is an aspect of his life most of his employees had great difficulty understanding. He believes in making maximum profit at minimum production cost. So, he underpays his employees, despite the fact that he overworks them.

He was not really a bad person. I think most of his employees had difficulty understanding him because the goals he sets for them (his employees) were always too high for them.

G. Job Interview Questions on Working with People

10. What do your colleagues usually complain about you when you work with them in a team?

While asking this question, the interviewer wants to know how sensitive you are to people's feelings about you. He also wants to know if people's criticisms make sense to you. Best answers to this question are usually the type that shows that your colleagues are unable to meet your high standards.

Sample Answers

I enjoy getting people's comments about me because they help me to know the areas of life I am doing well, and the areas I need to improve on. My colleagues always complain that I have abnormal standards which are unusual and difficult for others to accept as they are too high for them.

My colleagues often complain that I always have a radical departure from conventional thinking, which, though, often makes sense.

Chapter Five

Job Seekers' Myths

Job Seekers' Myths are the various opinions, notions, ideas, thoughts and beliefs of people who are looking for jobs that reflect their mindsets, attitudes and mental dispositions towards getting jobs. It is commonly said that what you get is not determined by what you want but by what you are. But do you know that what you are is determined by what you think? You will have difficulty with getting a job if you have a wrong mindset towards job seeking. **Job seekers' myths are partly true and partly false because neither their truthfulness nor falsity is absolutely valid.** But it is a pity that most times, most job seekers are deceived by the limitations of these myths which they are ignorant of. Let us discuss the myths.

1. There are no Jobs

This is one of the most common job seekers' myths. Job seekers generally believe that there are no jobs. It was earlier remarked that the first reason people are unemployed is that there are limited employment opportunities for numerous job seekers. This does not mean that there are no jobs. **Do you know that new organizations are born every week? Do you also know that every week, already existing organizations expand, consolidate and even diversify? Do you also know that some employees are fired every week? All these lead to the creation of job opportunities.** Consequently, you should admit the fact that there are jobs. As a matter of fact, there will always be jobs. It is better to say that there are limited job opportunities rather than that there are no jobs.

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The reason the latter expression should be preferable is that the categorical statement, “There are no jobs” implies that no job seeker will ever get a job because there are no job opportunities. But this is not, and cannot be, true. **There are, and there will always be, jobs. Though many people are unemployed for years, there is no week some job seekers are not issued letters of appointment.** It is an obvious truth that business organizations cannot do without employees who are selected from job seekers. There will always be jobs for as long as there are business organizations, and there will always be business organizations for as long as there are human beings.

2. Who you know is more important than what you know

Many job seekers, especially those from the parts of the world where injustice is the order of the day, believe that a job seeker cannot get a good job if he does not have quality contacts or connections with very prominent and respected people in the society. Indeed, good connection can, and actually does, help job seekers get good jobs. But in a just and fair system, this is possible only when the job seeker has value to add to an organization. In addition, it is only in organizations that have no regard for producing results that a job seeker qualifies to be an employee only because he is ‘connected’. As a matter of fact, such organizations have no reason for existing.

Do you know that some human resources managers have been fired for employing incompetent people? This shows that people who are entrusted with the responsibility of recruiting new employees in organizations are at the risk of losing their jobs if they do not hire the right people. Hence, one of the best ways of keeping their jobs is ensuring that they focus on productive job seekers alone, not on their friends and relations or job seekers (who

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are incompetent) that are recommended to them by people who are close or dear to them.

Do you also know that organizations have terminated their business relationships with their recruitment agents because they (the recruitment organizations) hired incompetent employees for them? This also shows that business organizations that specialize in recruiting employees for other organizations are at the risk of losing their business relationships with their clients if they do not hire the right people. Consequently, it is obvious that there is no sentiment in job recruitment, except there is a deliberate resolution to sacrifice the objective and risk organizational success.

Do you know that if an unproductive job seeker becomes an employee of an organization through the wrong way, he will also take his exit through the wrong way when it is observed that he is not qualified for the position he occupies? Otherwise, his continuous presence will be to the detriment of the organization. As a matter of fact, the abundance of incompetent employees in an organization could lead to its collapse. This is why business organizations are very cautious about the people they absorb as their employees.

Some people may argue that highly connected job seekers can easily make their ways into private organizations, as long as they are connected to the important people in the system. It is very wise that you give a second thought to this idea. Would you employ a liability, someone who has nothing to offer, in your organization just because he is known to you? Would you employ a friend or relation of yours in your organization if you know that he will kill your business? The point being argued is that your contacts may be useless if you lack the potential to add value to an organization.

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Hence, the claim that all a job seeker needs to get a good job is good contact is not, and cannot be, true. **Having good contacts may be necessary but insufficient condition for getting a job.** As a matter of fact, job seekers who have values to add to organizations have far higher chances of getting good jobs in just and fair systems, in the absence of any ‘connection’, than job seekers who are connected to prominent and influential people but have no values to add. The truth actually is that **what you know is more important than who you know.**

3. Getting a Job is by Luck

Failures believe in luck, fate, fortune, chance and destiny; but successful people believe in themselves. Successful people know that success is the product of deliberate, strategic and intelligible actions. **Any job seeker who believes that getting a job is by luck has the tendency of abandoning himself to the ill-wind of fate without any conscious efforts of evolving solutions to his problems.**

When a job seeker is consistently unable to get a job, it is imperative that he asks himself, “Are there things I need to do in order to achieve my goal which I am ignorant of? Have I done all I ought to do in order to achieve my goal of getting a job?” “What do I lack which I need to achieve my goal of getting a job?” These questions are also applicable to anyone in any situation in which a goal consistently proves unrealisable, despite every effort.

The most important question in this regard is, “How many job seekers are employable?” Hence, the most significant question a job seeker whose successive efforts at getting a job continuously prove abortive should ask himself is, “Am I employable?” This is a

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question most job seekers do not ask themselves, but it is unarguably the most important question that will determine whether they will ever get a job or not. As I earlier remarked, it will be irrational for any organization to hire you if you are unproductive. There are jobs, and getting a job is not by luck.

Job seekers say that there are no jobs, but employers say that there no employable job seekers. Indeed, many job seekers cannot be employed despite the fact that they are willing to work. In a similar vein, most employers cannot employ most job seekers, despite the fact that they are in dire need of their services, because the job seekers lack what they (employers) want from them (employees). **Getting a job could be by luck, as some job seekers claim, but the more employable you are, the luckier you will be in getting a job.**

4. Unemployment is caused by Witches and Wizards

This is a common job seekers' myth in places many people interpret (almost) everything about reality exclusively from religious perspective. There is a common belief that there are evil forces that work very hard to ensure that people do not succeed in life. Among these forces are witches and wizards. It is also believed that there are evil people who manipulate people's destinies with exoteric powers. In addition, it is also believed that there are some spirits of the dead who also manipulate the destinies of the living to ensure that success eludes them.

Some people who subscribe to this belief and whose successive efforts at getting jobs continuously prove abortive easily conclude, even without a second thought, that there are evil forces that are fighting very hard against their destinies. There is no deliberate attempt to deny the reality of evil, or witches and wizards. **A closer observation shows that most times, most of the people who**

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subscribe to the belief that witches and wizards are responsible for their unemployment are actually unemployable. Some of them are exceptionally intelligent, academically, but illiterates in recruitment education.

It is a pity that some of them watch job opportunities slip through their fingers through a fault of theirs; yet, they continue to blame the devil, evil men, evil spirits and witches and wizards for being unemployed. The truth is that such people hide their failures, mistakes, ignorance and weaknesses under religion. The acquisition of adequate recruitment education will reveal to many, if not most, of them that witches and wizards that are responsible for their unemployment is *ignorance*.

5. The more applications you send the higher your chances of getting a job

Most job seekers believe that the probability of getting a job is high if numerous job applications are sent to business organizations. They believe that their chances of getting a job are as high as the number of applications they send to organizations. As a result, they strive to submit as much job applications as they can to different organizations. This job seekers' myth, like the ones above, is partly true and partly false. **Sending many applications for jobs increases your chances of getting a job only if the applications are properly prepared.** Otherwise, the effort will be fruitless.

The reason it is very important to emphasise this factor is that most job seekers focus only on the quantity of the job applications they submit but not on the quality of the job applications. They fail to realize the fact that **sending a poorly prepared job application package is as good as sending no application.** Such an application will never earn you an invitation to any job interview. **The quality**

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of the job applications you send is more important than the quantity of the applications. It is not only the number of the job applications you send that determines your chances of getting a job. Rather, it is more of the quality of the applications. A properly prepared job application has higher prospects than a million poorly prepared applications.

This was why it was remarked that sending a poorly prepared job application package is as good as sending no application. Your probability of getting a good job increases if you focus more on the quality of applications you send to organizations than on the quantity of the applications. It makes no sense submitting many applications that are not properly prepared because they will be rejected by prospective employers.

Conclusion

Most job seekers are in a haste to get their dream jobs while they are deficient of the specialized knowledge and skills that are required to do so. They are very passionate about getting their dream jobs as soon as possible, but very uninterested in learning how to do so. This is why the efforts most of them channel into looking for jobs usually do not produce the desired results. It is commonly said that every success is preceded by painstaking preparation. It is also a widely held notion that people who fail to prepare, prepare to fail.

Your success in any aspect of life is not determined only by your passion and how hard working you are. A very essential ingredient for achieving success is *information*. The more informed you are, the more powerful you become. By this token, the less informed you are, the less powerful you are. You cannot succeed without the information you do not have. You also cannot succeed above the information you have. As a matter of fact, striving to excel in any aspect of life with ignorance easily leads to frustration.

One of the reasons most people have difficulty excelling in life is that they always focus on ‘speed’ but give little or no attention to ‘direction’. This is a very dangerous and helpless approach to the pursuit of success because the man on the wrong direction never gets to his intended destination, no matter how fast he moves. On the other hand, the man on the right direction will surely arrive his intended destination because every step he takes moves him closer to his target. Achieving success in any aspect of life is a lot much easier with information.

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If you continue to partake in job screening exercises in different organizations without acquiring the basic information that are requisites for excelling in such processes, it is very likely that you will be continuously rejected. **You can get your dream job, even faster than you think, if you make adequate mental preparation for the challenge before going into the ‘battlefield’.** You may have to stop writing job applications for a while in order to study and understand exactly what job seekers want from you. **This can guarantee the success of your next application for a job.** If you are obedient to this wise counsel, your success in getting a job will only be a matter of time.

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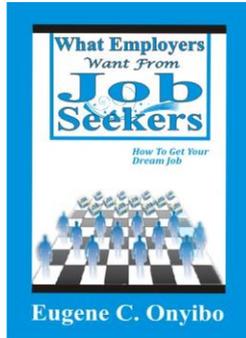


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Recommended Books



Numerous job seekers stare helplessly at amazing job opportunities slip through their fingers because they are least informed (or uninformed) on the basic things they ought to know in order to get their dream jobs. This is why many of them are ignorant of employment opportunities until they cease to exist. This is also why many of them send job applications that are not, and can never be, considered by prospective employers. Furthermore, this is also why they cannot convince prospective employers that they are the best candidates for the positions they applied for during job interviews. This speaks very eloquently on the fact that inadequate job opportunities is not the only factor that is responsible for high level of unemployment in different parts of the world, as most job seekers think. Getting a job requires specialized knowledge and skills. Most unfortunately, many job seekers are ignorant of these knowledge and skills. Worse still, these specialized knowledge and skills cannot be acquired by intuition or reasoning. The Book, [What Employers Want From Job Seekers: How To Get Your Dream Job](#), is designed to enlighten job seekers on the things they should know before they can get their dream jobs. It contains detailed information and guides on how job seekers can easily become employees. The book is concluded with best answers to 55 Most Frequently Asked Job Interview Questions.

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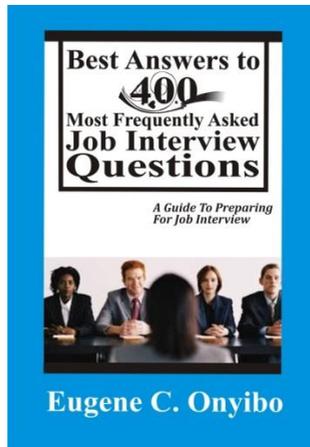
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How To Get Your Dream Job



Job interview is usually the last and most difficult stage in getting a job. Most job seekers are rejected after successive interviews because they cannot justify why they are the best candidates for the positions they applied for. Consequently, they stare at amazing job opportunities slipping through their fingers, despite the fact that they are in dire need of the jobs. Worse still, some organizations are unable to employ most (and sometimes, none) of their applicants after their screening because they are unable to convince them on why they need the jobs. Many job seekers, even those who graduated with good grades, will remain unemployed because they are ignorant of the expectations of prospective employers from job seekers during job interviews. This book, *Best Answers to 400 Most Frequently Asked Job Interview Questions: A Guide to Preparing for Job Interview*, offers a reliable guide to job seekers on how to excel in job interviews. It is recommended to all categories of job seekers. This book is also available online at www.amazon.com {in soft copy (<https://goo.gl/NmUTmM>) and hard copy (<https://goo.gl/K7nwbq>) formats}.

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Books Authored by Eugene C. Onyibo

1. *What Successful People Know and Desperately want to keep Secret: The Secrets of achieving a Happy and Successful Life.*
2. *Success-Magnet Tools: The Key Success Catalysts.*
3. *Success Perspectives: Understanding the Aspects of Success.*
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5. *Now you are a Graduate, What Next?: A Handbook for Fresh Graduates.*
6. *What Employers want from Job Seekers: How to get your Dream Job.*
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