

# Medical Match

Direct Hire and Contract Staffing

JULY 2010

Need desk or clinical staff, billers or management?

303-980-1000

## Millennials Look for Jobs Differently

Some 18-25 year olds rely on Facebook and social networking to find jobs. Others will scan the Internet for one or two career job boards that welcome energetic, youthful enthusiasm. Attracting their interest is not only reasonable money but a focused search for corporate culture and company "personality". They want to know there are real, caring people in the organization. Don't be surprised if they ask about any community service programs, employee extracurricular activities, and opportunities to grow in the job. Their expectation is to do and enjoy the job...then move on if it's no longer interesting or fulfilling. Some Millennials are beginning to post professional profiles on Facebook. Check them out. *Workforce Management, July 2010*

## Interview Reminders

You have an interview for a good job with a company you like! In all the excitement, remember the basics:

**WHERE?** Confirm and scout the location and suite number, parking fees, interfering construction. Look up the company on line and print out their history, services, and staff.

**WHEN?** Appear 15 minutes early for your interview, ready to fill out an application form or to take any test. You many need to refer to your resume, letters of reference, graduation dates, ID, and licenses, if applicable.

**WHO?** Will you be prescreened by someone and then meet a decision maker at another time? Note the name of your interviewer and be sure to ask for a business card. Write down the name of anyone you meet.

**PERSONAL PREPARATION** "You only have one chance to make a good first impression." Cleanliness, good grooming and appropriate clothing with a sparkling smile can set a welcoming tone.

**PROTOCOL** Introduce yourself with a handshake. Seat yourself when invited. The interviewer will be in charge . Listen carefully. Maintain direct eye contact, as you answer briefly and honestly. Expect questions like:

"Why did you leave your last job?" "The doctor merged with another practice. My job was eliminated."

"What will your reference say about you?" "always on time....doctors gave me good reviews,, etc."

"Explain this job history gap." "My father recovered from surgery, and I was the family caretaker. He is well now." When invited, ask, " Is there an actual job description?" or "What are the duties of a person in this position?"

**MONEY QUESTION** You may be asked, "What kind of money are you looking for?" "The job was advertised in the \$\$ to \$\$ range." or "In my research, I found that this job typically paid \$\$ to \$\$."

Politely smile, handshake, and express your interest in the job. Graciously send a thank you note.

## Charity Fraud

People in the USA respond generously to calls for charity help. We recognize and are comfortable with the American Red Cross and Salvation Army as legitimate organizations to whom we can give safely. The US Postal Inspection Service warns that fraud exists and schemers can't wait to steal your well-meant donation. Even though prosecuted scam artists may be fined up to \$1 million and imprisoned for up to 30 years under the mail fraud statute, Title 17, USC 1341, they don't stop.

Check out unfamiliar organizations by going to the BBB Wise Giving Alliance website. Be inquisitive. Ask for the charity's annual report and financial statement. Make checks payable to an organization only, never an individual. and, of course, never give cash. Do your part. Report any suspicious organizations to your local Postal Inspector.

*" If you see someone without a smile, give them one of yours."*