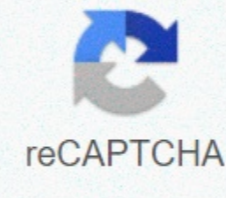I'm not robot

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What is a notice period for a job application

Disgruntled employees can dream of one day going into their boss's office and telling him that they are quitting immediately. While this may make the employee feel good temporarily, in the long run, it usually does more harm than good. In most cases, the better approach is to follow the company's rules for a proper de-dove of the ways and to cooperate with their wishes until the last day. Stop without giving the appropriate message can come back to haunt you. If you don't have another job already lined up, when potential employers contact the company you left for a reference or to check your work history, they probably won't get flattering information about you. Even if you already have another job, future potential employers may still find that you left without giving up. Employers may think that something happened to speed up your departure or that you can choose to leave them in the lurch as well. If you are under contract or have entered into a formal employment contract, you may be deemed to be in breach if you attempt to break it without giving the correct notice. Depending on the laws of your state and the terms of the agreement, the employer may have the right to withhold any salary that is still owed to you or limit your right to continue certain employee benefits. The employer may even be able to take legal action against you. Leaving a job without proper notice affects not only you, your boss and your employees, but also customers or customers who depend on you. If you work in a medical facility, your sudden departure can also compromise the health of patients due to inadequate care provided by a short-handed staff. Even if your position can't be filled before your last day, the message at least gives your employer the chance to create a plan to fill the void until you hire your replacement. Situations may arise where information may benefit you and the employer. For example, if you started a new job and you are two weeks in a six-week training program, you may come to realize that you have made a big mistake and that the job is not what you expected. Giving the appropriate message and continuing with the training during the time frame makes little sense to you and does nothing for the company other than waste its money, so you will likely be encouraged to leave as soon as you make your intentions known. It's no secret that when it comes to employment today, the stakes are high. The difference between who gets a job and who can't often depend on paperwork, especially your job application. The truth is that your job application is your first opportunity to make an impression — so you want to make a good one. Team Clark consulted some experts to find out what recruiters and hiring managers are looking for when they show your job application. you can see that the numbered sections are what you find a typical job application. In this article, we'll show you how to fill out a job application correctly, step by step, so you can be hired. We'll go through everything from how to list your work history and skills – and when to tell your prospective employer that you're ready to start. If you are going to fill out an application on paper, make sure you have a black or blue pencil. You also want to make sure that you are rested and have a positive attitude. Let's start... Quick links Having accurate contact information is undoubtedly the most important thing on a job application. It usually consists of: First and Last Name Email Phone Number Address You can have all the qualifications in the world, but if your email address or phone number is wrong, you can never hear back from that employer. Tip: Review your information at least three times before submitting your job application to make sure it's correct. 2. Job skills One of the main reasons you even apply for the job is because you think you have the skills to do so. But your job application should help prove it. When you list your job skills, your goal should be to sum up the best of your abilities in the most concise way possible. When you summarize your past experiences and skills, you are guiding the reader to explicitly know what kind of role you are looking for and to look for proven evidence in the body of your application for work that proves that you are all that you claim to be, said Roy Cohen, career coach and author of The Wall Street Professional's Survival Guide. When it comes to summarizing your education, employers check that you have relevant qualifications related to exam(s) and field of study. You will usually list the following: Department Name Year Completed Grade Credits Average Major or Graduate Graduate or not Some applications will also ask for the city and the state of the school. If it's relevant to the job, you might also want to list some awards or awards you've received, if there's room for it. The important thing is that this information be accurate and verifiable: The training part of a job application is no place for embellishment! 4. Work experience Of course, your work history will play a big role in whether you are fit for the job. But what are employers specifically looking for? Employers want to know that your experience is up-to-date, relevant and consistent, cohen said. They want you to show that you can hit the ground running immediately and contribute to the bottom line. They also want to be aware of any red flags that can signal a problem, such as frequent movement or short snaps with lots of gaps. 5. Work Start Date Now that you have listed your work experience, the next step is to reveal when you should be available to start work. Many job seekers get triggered when trying to figure out what to put as its first day of availability to start work. Are you going to put immediately, or anytime? If you have communicated to the hiring manager or recruiter the earliest you can start employment, what you put into your job application should be in harmony with that. A typical practice in the workplace is to start a service two weeks after you have accepted the job. This way, you show that you have given your previous employer the usual two weeks' notice. But no matter what date you write down on your job application, again, make sure it is consistent with what you have orally communicated to your prospective employer. 6. References Another part of the job application that can stump a lot of applicants are the references. So what exactly are recruiters looking for? Recruiters are looking for references between a mix of supervisors/managers and colleagues, said Brea Shamsid-Deen, a technical recruiter for the PIC group in Atlanta, Georgia, typically from the same type of industry as the job you're applying for. Here's an example: If you're looking for a construction job, a work reference from your side's business as a DJ isn't what we're looking for. We want to hear from someone who has been your boss and who can be in favour of your work ethic and skills, she said. When you're done with your application, look over it one more time for accuracy, grammar and punctuation. Make sure everything you type is readable. If you want to advance past the job application phase and score an interview, the bottom line is that you also need patience. It is common for many positions to be delayed or even the hiring process to stop and restart due to technicalities that have nothing to do with you. So, don't get frustrated if you don't hear back right after you submit an application. Want more tips on how to land a job? Follow Team Clark's step-by-step guide to resume success! More Clark.com job search resources: Applicant screening is the process of initially reviewing job applications to determine which individuals are eligible to proceed to the next phase of the recruitment process. Generally, this phase begins right after candidate sourcing; and it is a question of examining a number of factors, such as the CV and the cover letter, in order to find candidates who are most in line with the qualifications, experiences and skills described in the job description. The goal of screening is to eliminate applicants who are ill-suited to the position and retain only the best potential candidates. When looking to make good hiring, there are several methods that one can use to screen candidates. Determining the method adopted depends to a large extent on the role, the recruitment process described by the organization and the individual who conducts the search. Regardless of the preferred process, all techniques involve an assessment of the applicant in comparison with the needs of the role. 1. Use the Applicant Tracking System to filter through candidates An easy way to eliminate underqualified candidates even before they see their application is to use your Applicant Tracking System (ATS) to automatically reject applications based on predetermined criteria. If a role has a specific need, it is possible to add mandatory qualifying questions to the application and, more aggressively, the ability of the application to even appear before the screener may depend on the answers to those questions. Mandatory questions that have the ability to exclude an applicant from a role are called knock-out questions. One of the advantages of knock-out questions is that any candidate who does not provide answers that are appropriate for the necessities of the role will be automatically excluded, making the candidate pool tighter with qualified candidates. In addition, this method reduces bias as the auto-filter mechanism is not able to make determinations based on identifying factors such as gender, age and ethnicity. Nevertheless, recruiters and hiring managers should be aware that underqualified applicants who may have other redeeming characteristics will not appear within the candidate pool at all and, if for any reason there is a desire to see these applicants, it would generally have to be done via a manual search. 2. Perform drug tests & background checks Usually done a little later in the interview process, drug testing and background checks are great tools to confirm that you made the right decision. Employers usually hire a third party to perform both. Drug testing usually only determines whether the applicant has recently used an illegal substance; it is very helpful in detecting individuals who have a drug problem vs those who only use from time to time. Background checks can include information about a candidate's criminal history, traffic violations, credit reviews, and so on. If you need help performing background checks, consider ShareAble for Hires. It helps verify resumes, perform credit checks and screens for criminal history. You only pay for the background checks you request, and the results will appear in minutes. Start using it today. Visit ShareAble for Hires 3. Do Phone Screening Another common way to weed out unqualified candidates is to conduct phone views. A phone screening is used to narrow the candidate pool by learning more about an applicant and assessing how suitable the applicant is for a role. This step in the process usually occurs after a hiring manager has manually looked at a resume and/or cover letter and before a personal interview is scheduled. Although it is generally performed over the phone, having a phone screen via video has become more common. tends to be from 15 and 20 minutes and within that time, common talking points include: Employment history: What does the applicant's experience/career development have? Skills: Applicant's possession of specific skills, certifications, exams necessary for the position Role description: General description of the role and team that the role will work closely with Salary Expectations: Pay the job candidate wants the candidate's job search: If the applicant is actively searching for a role and how far along the applicant is within that process Some next steps: What happens after the screening? When will the candidate be notified that they made it to the next stage? Phone views provide an opportunity to learn more about an applicant before they decide on a personal interview. It also allows an applicant to learn more about the company, role and team they might join, should they be hired. Although it is usually shorter than a personal interview, telephone views should still be contacted with the same professionalism as other interview techniques. 4. Do Pre-Employment Testing It's not uncommon to encounter resumes and applicants who are shock-full of impressive skills and experience. It is also, unfortunately, not uncommon to establish that some applicants exaggerate their level of expertise and skill. To avoid unpleasant surprises, many organizations have made it common to provide pre-employment skills tests and personality assessments before hiring a candidate. Skill tests can range from writing (generally for administration positions) to copywriting (usually for positions that require writing) and code writing (typical for software developers) and can serve as a great way to see a candidate's skills in real time. To avoid unnecessary legal woes, be sure to note that each candidate for the role must be given the test at the same time within the recruitment process. More intricate skill tests are often reserved for end-candidates who have already had at least one round of personal interviews, while some tests are given before an official interview to eliminate unqualified applicants from the start. What process an organization chooses to join is less important than ensuring that each candidate is given the test at the same point within the process, for the same role. Some organizations will require candidates to take a test home and return it within a certain period of time. Best practice, however, stipulates that tests should be given within the interview time period on the spot, as it is difficult to determine the personal circumstances of a candidate and the process can inadvertently eliminate candidates who have greater responsibilities after working hours or at weekends. When scheduling an interview and/or skill test, remember to inform the candidate if: time commitment so that they can prepare accordingly. 5. Try Before You (Permanent) Buy According to the U.S. Department of Labor, the average cost of each poor rent can equal 30% of the individual's annual income, while other agencies estimate the cost of being higher. A low-risk way to reduce the challenge of hiring the wrong person is to hire your final candidate on a paid test basis. In this model, the candidate would work with the team and be placed on a project for a limited period. In addition to determining whether the candidate has the skills and skills to do the job well, paid trials also provide insight into team dynamics and greatly reduce the risk of hiring an employee who is not the right fit. A typical trial period lasts about 30 days before making the decision to hire on a full-time, permanent basis. Although very effective, this method is not for everyone, as training for a potentially short period is time consuming, and paying candidates for 30 days before committing can be costly. 6. Review Resumes One of the oldest (and most time consuming) applicant screening methods is to review each resume or application manually. While not the most effective way to screen candidates, there are many things to learn about a candidate from their resume. Some of the insights to come up with can be realized by looking at: Resume length: How much work experience does your applicant have and how skilled are they at conveying great concepts to concise explanations? Grammar, vocabulary, spelling: How detailed is the applicant and are they willing to go the extra step of conducting a spelling or grammar scan of their RESUME and/or cover letter? Personality: What does the resume tell you about the applicant's personality? Especially in creative or design roles, the cover letter and resume could be an accurate reflection of the applicant's work product. One thing to be aware of when reviewing resumes manually is the possible tendency towards unconscious bias. Be sure that everything you review and make determinations about is directly tailored to the responsibilities and expectations of the role and not a reflection of personal preferences. You can also consider conducting a blind hiring process by having all names, genders, ethnicities, etc. removed from the application prior to the review. 7. Do One-Sided VideoInterviews Some organizations take an extra step to get to know their applicants better—even if it's a little one-sided. One-way video interviews, which are different from traditional video interviews, are sometimes called asynchronous interviews, because only one person, the job candidate, is present and talking. These types of interviews are usually conducted after an initial application review to get a little more familiar with the jobseeker. The predetermined interview questions are text or pre-recorded video form. The candidate will have the opportunity to answer the interview questions via video, which will be uploaded and sent to the hiring team once they are submitted. The hiring team can limit (or not) how many attempts a candidate will have on answering a particular question and can set a time limit for when the final recorded video interview will have. Although one-sided, an asynchronous interview makes the interviewer insight into the candidate's personality, working style, and experience with very little pressure or uncomfortable moments if there is no desire to move the candidate along to the next stage of the process. The downfall, of course, is that while the process may feel personal to the person watching the video, it feels far less personal to the candidate. 8. Performing reference checks A reference check is when an employer contacts a candidate's former employer, colleagues, and other sources to learn more about their performance at work, employment history, and qualifications for a job. The contacted parties are generally provided by the prospective employee and reference checks can be carried out by email or telephone through a series of relevant questions about the experience that had with the candidate. It is best practice to request 3-5 references that can be contacted directly either correctly before an offer is made or after a conditional offer. For executive positions, requesting six (6) references is common; you should consider implementing these over the phone instead of email, as it is easier to ask additional questions and have thoughtful conversations with this method. Reference control can provide lots of insight into a candidate's work ethic, the scope of past work and the ability to build and maintain relationships. Since references are reflections of experiences that had with the candidate of individuals in different roles, a holistic perspective can be gained. But this process can be inherently biased, as there is a lot of dependence on subjective opinions, memories and experiences of people who have interacted with your potential new hires. Still, since many times references are only familiar with the candidate and not with each other, it's a fantastic way to look for patterns and similar experiences that they may have had with your prospective new team member. Bottom Line Conducteffective candidate screening is a critical step in the process of finding a large lease. Whether your organization decides to review each resume with an auditing eye, utilize skill tests to ensure that only highly skilled candidates are considered, check credentials to verify your prospective new hire's reputation, or use any combination of the above methods, thoroughly screening and eliminating unqualified applicants is the first step in curating a powerhouse Team! Team!

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