

JOB Recruitment Solutions



RESUME

How your resume should look so that you look good

Your resume format is the first thing a potential employer will notice. Follow these tips to make sure it's a positive first impression.

Monster staff

A smart resume starts with a design that's easy on the eyes.

Between optimizing keywords and jotting down your accomplishments, writing a resume is no easy task. However, from a recruiter's perspective, your resume's look is just as important as its content. Think about it: When you have to evaluate hundreds of resumes each week, you're going to spend more time on the ones that are both easy on the eyes and better for your attention span. But what should a resume look like in order for you to stand out from the competition?

Resume design matters. For example, if your resume format features wall-to-wall with text, uses several different fonts, and is peppered with dozens of bolded, italicized, and underlined words and phrases, it's probably not going to get the attention it deserves. So what makes a resume

visually appealing? When you can quickly scan the document because it makes good use of white space, features clear and consistent section headings, and uses bullet points to make important items stand out.

As you get your resume ready for a job search, take a look at our library of resume templates, and make sure to follow our design tips below.

Use white space liberally. Create at least one-inch margins on your resume. Also, leave some blank space between various sections of the resume's text, so several distinct chunks of information can be seen.

Stick with two fonts at most.

What should a resume look like so that you are memorable in a good way and not because you embarrassed yourself? Stick with simplicity. It's tempting to use all of the typefaces at your disposal, but having more than two fonts in any document only lessens its readability. One font is all

you really need. If you use two, make sure they complement each other. For example, use one font for the headings and the second font for the body text.

Keep in mind, though, all fonts are not created equal. Check out our list of the best fonts for your resume.

Use bolding and italics sparingly—and avoid underlining.

It's OK to use some bolding and italicizing in your resume text. Many resume writers may bold their previous job titles and italicize subheadings within each section of the document. As for underlining—just don't. Multiple studies have shown that most readers find underlined text difficult to read.

Use bullet points to emphasize skills and accomplishments.

Bullets make it easier for employers to scan your resume quickly since they're intended to grab the reader's eye and lead it to the key points you want to make. Use them when you can, especially when you're highlighting skills or accomplishments. For example:

- Increased student organization membership by 25%



- Trained five new employees in restaurant operations and opening/closing procedures

Be consistent. If you use all caps to present the name of your most recent workplace, for example, use all caps to present the names of your previous workplaces, as well. Or, if you use bold, centered text to present the first section title of your resume, use bold, centered text to present the remaining section titles, too. If you're consistent throughout your doc-

ument, you'll subtly establish a reading pattern for potential employers that will help them follow your resume easily.

Get a resume review.

Asking what should a resume look like goes hand in hand with what it should read like. In the end, no matter how good it looks, you'll still need solid resume content to really sell yourself to employers. Even the most well-designed resume won't pass an employer's screening if the information it presents isn't

first-rate. Not sure how yours fares? Get a free resume evaluation today from the experts at Monster's Resume Writing Service. You'll get detailed feedback in two business days, including a review of your resume's appearance and content, and a prediction of a recruiter's first impression. The experts at Monster will help you create a visually appealing and quickly scannable resume so that instead of passing it by, employers will give it the attention it deserves.



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RECRUITMENT

5 Types of Job Interview Formats You Need to Know About

Follow these simple strategies and prepare to ace your next interview, no matter what form it takes.

Venus Gentile, Monster Contributor

The modern-day job interview has come a long way since its invention in 1921, when Thomas Edison designed a simple written test to evaluate a candidate's knowledge. As the employment landscape continues to evolve with innovative technologies and concepts, job seekers must also keep up with the changing times. In fact, it's more important than ever to educate and prepare yourself for the diverse types of job interview techniques and styles companies use to assess potential employees.

In your pursuit of a new job or career change, your impressive resume may get you to the next phase of the hiring process. But your ability to handle potentially stressful or challenging interviews can ultimately land you the job. Remember, employers want to know more about you than just your education and background. By using different strategies and asking specific types of job interview questions, they can gain insight into:

- how you perform under stress
- your ability to approach problem solving
- your ability to communicate
- whether your personality type aligns with their culture

Although there are numerous types of job interviews, in this article we list the most common ones that you can expect to encounter along your job hunt jour-

ney. We also include practical tips on how to succeed in each one.

1. Screening Interview

Screening interviews are used to determine whether you're a qualified and suitable applicant before you progress to the interview proper. Prepare to answer questions about your education, experience and skills, and motivation for applying to the job. Companies will use a screening interview as a quick, lower-cost alternative to conducting a first-round interview. This typically takes place over the phone, and you're likely to be interviewed by a recruiter or human resource manager. Companies across all different industries use these types of job interview formats, but they are most often used in the finance, technology, healthcare, and education sectors.

TIPS TO SUCCEED:

- Prepare well in advance
- Research the company and the job requirements and remember to have your resume and a notepad in front of you. Listen actively, ask questions, and take notes so you can use that information in your follow-up interview.
- Pick a suitable location
- Choose a quiet place with minimal background noise where you'll be comfortable and free of all distractions. This will help you stay focused during the interview.
- Speak confidently and enthusiastically
- Let your voice set the tone for the phone call. Do your best to convey professionalism and



interest in the role, as your interviewer will be listening for this.

2. Virtual Interview

With new technology and video conferencing platforms such as Zoom, Skype, and Microsoft Teams, employers have changed how they connect with job candidates. Virtual interviews have become a standard element of the application process for many companies. While some may request a phone interview, you'll most likely participate in a live video interview that's essentially an in-person interview conducted from a remote location. Companies across all industries now use virtual interviews to save time and money and make the hiring process more manageable.

TIPS TO SUCCEED:

- Check your connection
- Whether you're waiting for a phone call or logging on to a video platform for your virtual interview, make sure everything's working as it should. Check your internet speed, webcam, and audio quality, and make sure your phone is fully charged.
- Choose the right location
- Find an environment, preferably at home, where it's quiet and well-lit, with a clutter-free backdrop so the interviewer can focus on your responses without distractions.
- Be professional
- Treat your interview in the same manner as an in-person conversation. Dress appropriately, maintain good eye contact, smile, and use positive body language.

3. Behavioral Interview

This method uses specific types of job interview questions to assess how you have behaved and handled situations in the past. A behavioral-based interview designed to examine your past performance and successes at work. This is an indicator of how you will behave in the future, should you be hired.

While there are not necessarily right or wrong answers, you will need to talk about your past accomplishments, challenges, and experiences using real-life examples, so preparation is essential. This style of interviewing is used across various industries, although larger corporate companies in the technology, finance, and healthcare sec-

tors more typically use this method to assess if you'll fit into their culture.

TIPS TO SUCCEED:

- Prepare real-life success stories
- Behavioral questions tend to focus on themes such as leadership, teamwork, conflict, and problem-solving. Take your cues from the job description and choose a few real-life examples that would be appropriate within each of these themes and write them down beforehand.
- Use the STAR method to respond
- Your stories and examples should include the situation you were in, the task you had to carry out, the specific actions you took, and the results you achieved. Using this method will allow you to show your detailed

INTERVIEW » page 8



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PROBLEM SOLVING ESSENTIALS

We've all faced obstacles on the job. What makes you shine is how you handle them.



Follow these six steps to a solution.

Libby Rutkey, Monster contributor

Strong problem-solving skills will make you a highly valued employee and are worth boasting about in

your next job interview. In fact, according to the Monster Future of Work: 2021 Outlook survey, employers chose problem solving as the third most important skill a candidate should have, preceded by dependability and collaboration.

Whether you're working in a customer service job or as a nurse practitioner, you'll inevitably face an obstacle. You might be

tempted to follow your gut or figure it out on the fly, but there actually is a most effective way to solve any problem. We'll summarize the six steps of the problem-solving process so you can conserve your time (and sanity).

The Basic Problem-Solving Process

1. Define the problem

2. Analyze the problem
3. Explore solutions
4. Select your solution
5. Implement the solution
6. Evaluate and review

1. Define the Problem

The better you understand and can clearly communicate the concern, the more successful the solution. What type of problem is it? Is it the result several factors or a single issue? Summarize the problem in a few sentences.

For example, imagine you're on the team that develops your organization's weekly email to customers. The email is supposed to be sent every Monday by 3 p.m. But most weeks, you must stay late and it's not sent until 7 p.m. You define the problem by saying, "Our weekly email is regularly sent late."

2. Analyze the Problem

It's important to dig into the details at this stage.

Ask yourself—and your colleagues, if appropriate—a series of quantitative questions:

- How often does the problem occur?
- When does it happen—and when doesn't it?
- Who tends to be involved when the issue takes place?

Confirm or update your original problem statement.

In the case of the delayed email, you compile a history of send times and speak with your co-workers. You notice a pattern: Missed deadlines started when a new hire joined your management team. This person is responsible for reviewing the communication in a raw text format, before it's placed into the email format.

5. Implement the Solution

Finalize the details of your problem-solving plan, including measurements for success, and then carry out the solution. Depending on the nature of your problem, you may wish to execute your plan as a trial or pilot program.

You present the email process to the new hire, making sure he knows the deadlines. You clarify what he should focus his review on.

6. Evaluate and Review

Was your problem-solving solution successful? Monitor and record the results. Ask for feedback. Identify unexpected outcomes or side effects. If needed, revise your solution and repeat. Once your solution is finalized, be sure to document any new procedures and incorporate them throughout your organization.

During the next email issue, you notice that the new hire delivers his feedback promptly, giving you and your colleagues valuable time to meet your deadline.

Need Some Problem-Solving Help for Your Career?

No matter what industry or position you're in, being able to methodically solve a problem and gain buy in from colleagues is a must-have job skill. Could you use some more help sharpening your skills? Make a Monster profile for free. As a member, you'll get career advice and job-search tips sent directly to your inbox. From learning how to optimize keywords on your resume to understanding the finer points of leadership, Monster can show you the steps to take to reach your full potential at every stage of your career.

Interview

FROM PAGE 7

thought process to the interviewer.

4. Panel Interview

This type of interview (also called a board or committee interview) is typically conducted by two or more hiring team members. The panel could include an HR manager, a supervisor, and other decision-makers. The purpose of these types of job interview formats is to learn about your communication style, ability to build rapport, and how you perform under pressure.

While it may seem nerve-racking, a panel interview is beneficial to all involved, as it improves the efficiency of the hiring process and enables the panelists to make more informed and collaborative decisions. It can also give you a sneak peek into what the company culture and structure looks like.

This interview method is typically used in academic institutions and government organizations, or for senior-level executive positions in finance, technology, and healthcare.

TIPS TO SUCCEED:

- Research the Panelists - Ask the recruiter to provide you with the names and job titles of those you will be meeting. Learn about them through the

company website and their social media profiles. This can help you craft useful talking points during the interview.

- Prepare thoughtful questions to ask - This will show your enthusiasm and motivation for the job. Make sure to direct each question to a specific panelist and remember to engage with every person in the interview.

- Practice your communication skills - It's essential to practice dealing with a group dynamic. Think of the interview as a business meeting. Make eye contact with everyone, display confidence, smile, and remain calm and composed.

5. Case Interview

The idea behind these types of job interviews is to evaluate how you can analyze and solve a challenging business situation. During the interview, you'll typically get a case study and a set of instructions to review. Then you'll have to ask questions and formulate a logical argument for your solution to the problem. You could also be given a puzzle or brain teaser to assess your analytical, logical reasoning, and creative problem-solving skills.

While management consulting companies have used case interviews for decades, it is now commonly used in the technology, finance, medical and engineering sectors as well.

TIPS TO SUCCEED:

- Practice the case-study process - This is extremely important as you don't want to show up to the interview unprepared. You can find plenty of free sample cases online from within your industry. You can even do a mock interview with a friend or family member first.

- Ask clarifying questions - You should feel comfortable asking your interviewer precise questions to obtain additional information. It's essential to extract as much data as possible so you can arrive at an intelligent solution.

- Be prepared to take notes - Bring a notepad so you can jot down your thoughts and questions after you receive the case. This will help you break down your analysis into cohesive parts.

Land More Job Interviews with Help from Monster

Are you looking for a new career and need more tips and guidance to get there? Now that you know the various types of job interview formats and techniques, you can start polishing your interviewing skills. Create a free profile on Monster and search for your next opportunity. As a member, you'll get expert career advice, interview insights, and job search tips straight to your inbox. We'll also put your resume in front of recruiters to get you one step closer to your next interview.



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THE 5 P'S OF JOB HUNTING

If you're feeling directionless, mastering these key elements will help you get to your job-search destination.

Daniel Bortz, Monster contributor

Lay down some concrete steps that help your job hunting.

Job hunting can feel like an epic journey with dozens of twists and turns that keep you awake at night. Enough of the roundabout—it's time to put a stop to your on-again off-again job search and lay down some concrete steps that actually lead somewhere.

Marketing has what's known as the 5 Ps—product, price, promotion, place, and people—that serve as a strategy. Job hunting is similar to a marketing project, only this time the P words are positioning, process, and persistence, followed closely by presentation and personality. The product, you, comprises of all of the above.

Let's take a look at how to design and execute this job-search strategy.

5 P's of Job Hunting

1. Positioning

Before you start applying to jobs, you need to identify what makes you valuable to an employer. This means putting together a unique value proposition that distinguishes you from other job seekers in your field. That said, what value you bring depends on the job you're applying for. Therefore, mind the job requirements that are listed in the job posting and then assess how your skills and professional experience make you a great fit for the position.

2. Process

Job hunting is strategic. Rather than applying to dozens of job postings, focus on openings at companies that you admire. Plus, the better the match



between you and the company, the greater the likelihood of the employer showing an interest in you.

Create a list of your target employers and then do your homework. Find out what these companies specialize in, who their competitors are, and what their goals are. Doing so will give you the kind of intel you need to impress a hiring manager.

3. Persistence

This is a marathon—not a sprint. Even top talent can spend six months to a

year job hunting (or longer, depending on how tight the industry is) before they land an offer. So, to power through a job search, you need stamina—a lot of it.

The trick to staying motivated? Set small, achievable goals in your job search that will give you a sense of progress. For example, attending at least one networking event a month is a realistic goal that would help you forge valuable relationships in your industry, and leveraging these relationships later on could help you land job interviews.

4. Presentation

One of the best ways to prove your worth to a prospective employer is by preparing an elevator pitch to deliver at job interviews. Unfortunately, many job seekers make the mistake of tooting their own horn without providing concrete examples of how they can apply their skills to improve the prospective employer's business.

For instance, if you're in marketing, don't just say one of your biggest skills is content marketing. Instead, say that you can grow their

website's blog traffic, explain how you'd do that, and then tell them about that one time you doubled a company's traffic in a year. Pro tip: Use numbers to quantify your achievements.

Practice your pitch in front of mirror in order to get comfortable with delivery. Or, even better, record a video of yourself so that you can also assess your body language. Your non-verbal cues—mainly your eye contact, hand motions, posture, and tone of voice—are critical during a job interview.

5. Personality

While you're busy job hunting, remember also that companies are employee hunting. Make yourself an attractive target by showing job interviewers who you are as a person—not just a professional. After all, no one hires on the basis of credentials alone, which is why many employers ask job candidates to describe their personality.

Try to relate some of your personality traits to the position that you're interviewing for. So, for a customer service job, you might say, "I'm a problem-solver by nature. My immediate goal when I speak to a customer is to get their issue resolved as quickly and efficiently as possible." For an administrative assistant job, you might say, "I've always been an extremely organized person. That served me well in my last job, where my attention to detail helped save the company 10 percent on a major account."

Power Up Your Job Search

Job hunting can feel like jumping on and off a series of hamster wheels. All due respect to hamsters, but you're looking to actually get somewhere. Could you use some help? Create a free Monster profile and allow recruiters to contact you with different types of jobs that interest you. Recruiters search Monster every day looking to fill top jobs with qualified candidates, just like you. Additionally, you can sign up for job alerts so you'll be notified whenever new positions are posted. Let Monster help you get focused and get hired.



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