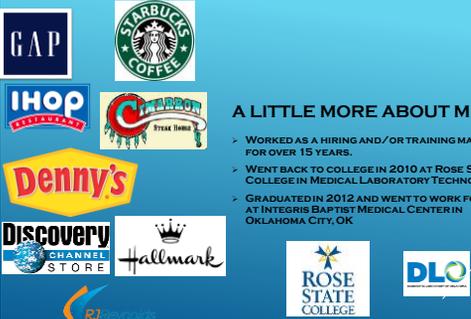


TURNING EDUCATION INTO EMPLOYMENT:

FROM DIPLOMA TO DIRECT DEPOSIT

1



A LITTLE MORE ABOUT ME:

- WORKED AS A HIRING AND/OR TRAINING MANAGER FOR OVER 15 YEARS.
- WENT BACK TO COLLEGE IN 2010 AT ROSE STATE COLLEGE IN MEDICAL LABORATORY TECHNOLOGY
- GRADUATED IN 2012 AND WENT TO WORK FOR DLO AT INTEGRIS BAPTIST MEDICAL CENTER IN OKLAHOMA CITY, OK

2



OBJECTIVES:

- DISCUSS APPROPRIATE RESUME PREPARATION AND COMPOSITION
- SUMMARIZE PROPER INTERVIEWING SKILLS PERTINENT TO PROFESSIONAL LABORATORY POSITIONS.
- PROVIDE EXAMPLES OF INTERVIEW QUESTIONS, SUGGESTED ATTIRE, AND PHONE INTERVIEWS SKILLS
- COMPARE TECHNIQUES OF SALARY AND BENEFIT NEGOTIATIONS
- HAVE FUN AND ASK QUESTIONS

3



CONFLICT OF INTEREST:

- MY EMPLOYER, DIAGNOSTIC LABORATORY OF OKLAHOMA (DLO) IS A JOINT VENTURE PARTIALLY OWNED AND OPERATED BY QUEST DIAGNOSTICS. QUEST DIAGNOSTICS OFFERS A MONETARY BONUS FOR RECRUITMENT. ONLY IF AN INDIVIDUAL LISTS ME BY NAME IN THEIR APPLICATION PROCESS DO I RECEIVE ANY AWARD.
- I AM NEITHER REQUESTING TO BE LISTED AS A RECRUITER, NOR AM I PROMOTING EMPLOYMENT WITH ANY SPECIFIC COMPANY, INCLUDING DLO/QUEST DIAGNOSTICS.

4



HOW DO I FIND LABORATORY JOBS?

- MOST LABORATORY JOBS ARE FOUND ONLINE
- JOB FAIRS*
- USE CAUTION WHEN USING JOB SEARCH ENGINES LIKE MONSTER.COM, INDEED.COM, ETC.
- DON'T FALL FOR SCAMS. BEWARE IF THEY WANT CREDIT CARD INFO OR TOO MUCH PERSONAL INFORMATION
- BEST TO LOOK UP JOBS FROM THE LOCATION'S WEBSITE
- WORD OF MOUTH
- DON'T "COLD CALL" POTENTIAL JOB SITES
- EXERCISE PATIENCE

REMEMBER: THE TERMINOLOGY AND TITLES ARE DIFFERENT BASED ON YEAR OF CERTIFICATIONS AS WELL AS REGIONAL PREFERENCES. (MLT, CLT, MT, MLS, CLS)

5

When you lied on your resume about having previous sheepdog experience



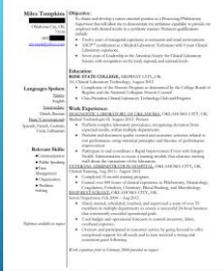
WHAT SHOULD MY RESUME LOOK LIKE?

- CONCISE
 - 1 TO 2 PAGES MAX.
- CLEAN
 - CLEAR FONT ON BRIGHT WHITE PAPER
 - 12 POINT FONT OR GREATER
 - TRADITIONAL OR MODERN LAYOUT
 - NO GRAPHICS
 - NO BACKGROUND IMAGES
- CLEAR
 - AVOID ABBREVIATIONS OR ACRONYMS
 - SPELL OUT NUMBERS
 - ONE THROUGH EIGHT
 - 9 OR NINE?
- CORRECT
 - USE LANGUAGE/LEXICON THAT YOU USE
 - DON'T LIE OR EXAGGERATE
 - USE CORRECT VERB TENSES
 - **SPELLING/GRAMMAR CHECK**

6

WHAT SHOULD BE ON MY RESUME?

- OBJECTIVES
 - WRITE FOR SPECIFIC POSITION
 - MAIN QUALIFICATIONS
- EDUCATION
 - HIGHEST DEGREE OBTAINED
 - PROJECTED GRADUATION DATE
 - MAJOR/MINOR
 - RELEVANT INFORMATION
- PROFESSIONAL TRAINING
- WORK EXPERIENCE
 - LAST 3 JOBS OR 10 YEARS
 - ONLY DESCRIBE JOB TITLES THAT NEED DESCRIBING
 - RESPONSIBILITY/ACCOMPLISHMENTS
- RELEVANT SKILLS
 - LANGUAGES
 - INSTRUMENTS
 - LESTIMATE ITEMS THAT YOU HAVE STUDIED OR BEEN AWARDED
 - ONLY AWARDS THAT ARE RELEVANT TO THE JOB
 - ORGANIZATIONS
 - LEADERSHIP
- REFERENCES?



7

TIME TO GET SOME HABITS!

THESE HABITS!

NOT THESE KIND OF HABITS!




8

HOW SHOULD I PREPARE FOR A JOB INTERVIEW?

DO:

- DRESS APPROPRIATELY; PAY ATTENTION TO DETAIL
- MEN: FIX FACIAL HAIR 3 HOURS BEFORE
- LADIES: LESS IS MORE WITH MAKEUP/HAIR
- PRACTICE
- RESEARCH THE COMPANY BEFOREHAND
- PREPARE QUESTIONS TO ASK THE INTERVIEWER
 - HOURS
 - CHARACTERISTICS OF THE JOB
 - CAREER HISTORY OF SUPERVISOR
 - TRAINING
 - CE
- TURN OFF YOUR PHONE
- PRACTICE GOOD HYGIENE
- PAY ATTENTION
- HAVE A CONVERSATION
- REMEMBER YOUR POSTURE/BODY LANGUAGE
- BRING PEN AND PAPER TO TAKE NOTES
- BRING EXTRA COPIES OF YOUR RESUME
- MAINTAIN EYE CONTACT
- SHAKE HANDS, FIRM BUT NOT OVERDONE (WHEN PERMITTED)
- LET THE INTERVIEWER KNOW YOU ARE INTERESTED AND FOLLOW UP
- SAY THANK YOU/ SEND THANK YOU EMAIL



9

DON'T:

- WEAR PROVOCATIVE OR INAPPROPRIATE CLOTHING
- WEAR JEANS, SNEAKERS, OPEN TOE SHOES, OR T-SHIRTS; BEST TO SKIP THE COLOGNE OR PERFUME
- SMOKE, EAT, CHEW GUM, ETC., BEFORE THE INTERVIEW
 - USE DRUGS, ALCOHOL, STIMULANTS
- BRING PERSONAL ITEMS OR PEOPLE TO THE INTERVIEW
 - IF YOU ABSOLUTELY MUST BRING YOUR CELL PHONE, PUT ON SILENT OR "AIRPLANE MODE"
- BE OVERCONFIDENT
- TALK NEGATIVELY ABOUT PAST EXPERIENCES
- BE LATE
- USE FOUL LANGUAGE/SLANG
- LIE OR EXAGGERATE
- TALK TOO MUCH, TALK ABOUT PERSONAL LIFE, OR NON-PROFESSIONAL MATTERS
- ANSWER ANY QUESTION WITH "I DON'T KNOW"
- DISCUSS MONEY ON THE FIRST INTERVIEW
 - UNLESS INTERVIEWER DOES FIRST
- PESTER POTENTIAL EMPLOYER POST-INTERVIEW
- LOSE PATIENCE, THE HIRING PROCESS CAN SOMETIMES TAKE MONTHS



10

WHAT QUESTIONS ARE THEY GOING TO ASK ME?

COMMON INTERVIEW QUESTIONS

- WHAT IS YOUR GREATEST STRENGTH? IF IN DOUBT: BE A S.T.A.R.
- WHAT IS YOUR GREATEST WEAKNESS?
- HOW DO YOU HANDLE STRESS AND PRESSURE?
 - SPECIFIC ITEM ON YOUR RESUME
 - A TIME YOU SUCCEEDED
 - A TIME YOU FAILED
 - WHAT YOU DID LAST SUMMER
- DESCRIBE A DIFFICULT WORK SITUATION/ PROJECT AND HOW YOU OVERCAME IT.
 - SITUATION
 - TASK
 - ACTION
 - RESULTS
- HOW DO YOU EVALUATE SUCCESS?
- WHY ARE YOU LEAVING OR HAVE LEFT YOUR PREVIOUS JOB?
- WHY DO YOU WANT THIS JOB?
- WHY SHOULD WE HIRE YOU?
- WHAT ARE YOUR GOALS FOR THE FUTURE?
 - 5 YEAR PLAN
 - 10 YEAR PLAN
 - RETIREMENT
- TELL ME ABOUT YOURSELF.

11

WHAT QUESTIONS I SHOULD ASK THEM?

YOU'LL SEE ON MY RESUME



I HAVE CAUGHT THE MAILMAN

- HOW WILL YOU MEASURE THE SUCCESS OF THE PERSON IN THIS POSITION?
- WHAT ARE SOME OF THE CHALLENGES YOU EXPECT THE PERSON IN THIS POSITION TO FACE?
- CAN YOU DESCRIBE A TYPICAL DAY (OR WEEK) IN THE JOB?
- HOW LONG DID THE PREVIOUS PERSON IN THE ROLE HOLD THE POSITION?
- WHAT HAS TURNOVER IN THE ROLE GENERALLY BEEN LIKE?
- WHAT ARE YOU HOPING THIS PERSON WILL ACCOMPLISH IN THEIR FIRST SIX MONTHS AND IN THEIR FIRST YEAR?
- THINKING BACK TO PEOPLE YOU'VE SEEN DO THIS WORK PREVIOUSLY, WHAT DIFFERENTIATED THE ONES WHO WERE GOOD FROM THE ONES WHO WERE GREAT AT IT?
- HOW WOULD YOU DESCRIBE THE CULTURE HERE?
- WHAT TYPE OF PEOPLE TEND TO THRIVE HERE, AND WHAT TYPE DON'T DO AS WELL?
- WHAT DO YOU LIKE ABOUT WORKING HERE?
- WHAT'S YOUR TIMELINE FOR NEXT STEPS?

12

