

# Are you getting called for interviews?

February 2, 2015  Clarissa Rivera  Insights

 No Comments

Forbes contributor, Lisa Quast, writes about career topics, and helping people maximize their potential.

When you've been actively applying for jobs, it can get really frustrating when you aren't getting called for interviews. If this is happening to you, don't give up; but take a short 'time out' to analyze the reasons *why* you're not making it to the next round in the hiring process.

First, look at how much of a 'fit' you are for the jobs to which you've been applying. Review several of the job postings for jobs to which you've applied. Read through one job posting and as you read each requirement, ask yourself the following questions:

- Do I meet the minimum level of experience required for the position?
- Do I meet the minimum level of education required for the job?
- Do I have most of the required skills for the job?
- Do I have the certifications required for the position? (if any are required)

For each requirement, write down whether you meet, partially meet or don't meet that requirement. Once you've done this for the first job posting, look at what you've written. Do you meet the majority of the requirements?

Then, go through this process for several other jobs for which you've applied. Do you see a pattern? The most common reason I've found when people don't get telephone or in-person interviews is that there are other candidates who are a better 'fit' (more qualified) for the job. As a hiring manager, I look for candidates who meet *at least* 80 percent of the job requirements. One reason you aren't making it to the interview round might be because hiring managers don't see you as qualified enough for the position.

If you believe this may be your issue, look for ways you can obtain the education, certifications, skills or experience required – so that you'll be a better fit in the near future. Then, before you apply for any more jobs, conduct this same exercise of analyzing yourself against the requirements listed in the next job posting. Pretend you're the hiring manager and take a critical look at your resume. If you were the hiring manager, would you hire this candidate for the job?

Some people have a tendency to apply for higher-level positions than what they're qualified for, which is why they don't get called for interviews. In this situation, try looking for lower-level jobs that are the stepping-stones to get you to those higher-level jobs you'd like to have in the future – and apply for those.

Another issue I've seen is where someone has the relevant skills, experience or education, but forgot to include many of these on their resume. For every requirement in the job posting that you meet, somewhere on your resume, you should explain that you have that skill, experience or education. If you aren't customizing your resume to include the appropriate information, then your resume won't get the attention it deserves by recruiters and hiring managers – and you won't get as many calls for interviews.

Headway In Research  
February 2, 2015



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