

COMMON REASONS FOR REJECTION

If you get a rejection letter, analyze the following reasons employers have given for rejecting candidates to see if any of them fit you. If you are still clueless, you could politely contact the person from whom you received the letter and ask why you were not selected.

- ❑ Poor personal appearance, late for the interview.
- ❑ Talk too much, overbearing, conceited know-it-all attitude.
- ❑ Inability to give concrete examples with outcomes.
- ❑ Timid, lack of confidence, poise, extreme nervousness, poor eye contact.
- ❑ Inability to express ideas clearly, poor diction, grammar.
- ❑ Lack of career planning—no purposes, goals.
- ❑ Lack of interest and enthusiasm—passive, indifferent, no initiative.
- ❑ Failure to participate in student activities, lack of leadership qualities.
- ❑ Overemphasis on money.
- ❑ Poor scholastic record—just got by.
- ❑ Unwilling to start at the bottom—expects too much too soon, unwilling to relocate.
- ❑ Makes excuses; evasive, hedges unfavorable factors in record. Condemnation of previous employers/professors.
- ❑ Lacks courtesy, ill-mannered.
- ❑ Asks no questions about the job, lack of knowledge of the employer.
- ❑ Sloppy data sheet, resume, application form.

THE IMPORTANCE OF KEEPING RECORDS

A job search can be a complex and lengthy process, involving numerous communications with potential employers and networking contacts. Communications include phone, e-mail, mail, and face-to-face conversations. If you fail to keep track of your communications, you could find yourself in the following scenarios:

- You receive a phone call from an employer asking you to interview for a position with her company. Naturally, you're excited to hear back from an employer, but you haven't kept track of your job search and you don't know what position or company she's referring to.
- A networking contact gives you a lead on a few jobs and helps you arrange an informational interview with someone at his company. You are grateful for the help, but forget to send your contact a thank you letter. As a result, your contact thinks you are rude and are not likely to help you again.

As a typical job search can last up to nine months, it's understandable that you might not remember each position and company to which you apply, and keeping up with thank you letters and follow up communications takes real organization. However, with a little effort, you can easily track your communications and maintain your network.

Tracking Applications: Create a chart like the sample below to track your job applications. Be sure to print and keep a copy of full job descriptions as these are often removed from the web after a certain period and you will need them to prepare for interviews.

Sample Application Log		
Company Name	Job Title/#	Date of Application
Monsanto	Supply Chain Management Intern	June 21, 2010

Tracking Networking Contacts: Create a chart like the sample below to track the networking activities so that you can be sure to follow-up appropriately.

Sample Networking Log		
Contact Name	Event/Career Field	Follow-up
Mr. Jeremy Smith	Info discussion/Supply Chain Mgmt 1/19	Thank you letter mailed - 1/20