

The Christopher Watts Initiative



THE SUN IS THE LIMIT.....REACH FOR THE SUN

The purpose of this newsletter is to provide guidance, opportunities and information to individuals looking for assistance. Anyone who receives it should take the information to use and share it with others.

Created By:

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Community & Career Builder

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Think Before You Make That Follow-Up Call

*By: Christopher Watts, MBA
Community & Career Builder*

I recently saw a childhood friend, who I knew was looking for a job, and asked him how his search was going. He informed me that it has been going well. He stated that he had two in-person interviews and four phone screens this month. I followed by asking him, "How do you follow up after an interview and/or submitting an application/resume?" He said that he waits a week and calls to "check on the status of his application and candidacy". I asked him why he would do such a thing and he replied that he was eager to know if he would be hired and if not he would like to know why. When deciding to contact an employer, a job seeker should always be tactful and consider how the employer may take the "follow-up."

First, "calling to check the status of my application" is not a good idea because a potential employer can see it as over aggressiveness. A potential employer will receive countless applications as well as interview multiple candidates for a job. Assuming that this employer has a stable and thriving business, when considering the number of applicants, the employer probably will not have time to contact all who submitted an application or interview and thus will contact the candidate(s) chosen for an interview or a job. A job seeker must keep in mind that being hired for a job is a process which at times is slow and may not be conducted in a timely manner that he/she desires. Furthermore, no one, especially an employer, will forget to contact someone that is being considered for or a job. If the employer does not contact the job seeker, it usually means there is no interest and a call will not change that.

An alternative to "calling to check the status of my application" is executing an effective job search and application strategy. An effective job search strategy is applying to jobs at employers who are hiring and to positions that one meets the requirements listed for the position. This means if the announcement says a college degree or 3 years of experience in a similar role is required, that means you should meet those requirements, which can be seen from the application/resume submitted for the position. Furthermore, your application/resume should be updated, accurate, and easy to follow. After seeing this, an employer should not have more questions about your candidacy than normal. An effective application strategy is one that consists of following the application instructions set forth by the employer. If the announcement says "apply in person," then do so. If it says "apply online," then apply online. When completing an application, whether it's online or in-person, as well as e-mailing a resume, make sure the tools you submit to represent you (resume, cover letter, application, etc) is well put together and represents you well.

Secondly, "calling to check the status of my candidacy" for a job interviewed for is nice but can also be seen as aggressiveness, a turn-off. This method can send the message that the job seeker does not respect the time of or the established process of the employer when handling employment related issues. A job seeker should not assume that anyone from a potential employer is so un-busy that someone from the potential employer will have the time to address individually all who have interviewed for employment with the company. Also, a job seeker should never think that anyone owes him/her an explanation of why he/she was not selected for a job or if he/she is being considered for a job.

An alternative to "calling to check the status of my candidacy" is sending the employer, by e-mail or mail, a thank you letter. I recommend a thank you card with a personal message but

a thank you letter sent to the employer as in-message text in an e-mail is also a good gesture and can leave a good impression on the employer, showing a candidate's tactfulness and thoughtfulness. During an interview, to have knowledge of the employment process, a job seeker should ask the interviewer about the hiring process and how the organization notify candidates of the current stage of the selection process. In any case, it is best to leave a lasting impression on the interviewer during the interview by speaking clearly, being dressed appropriately, answering questions thoroughly, and having company/industry knowledge to speak of.

It is fair to say that people remember people and things that interest him/her. Well, in this situation, an employer will remember to contact you if you are seriously being considered for employment with the company. With companies being under-staffed due to layoffs, a job seeker must realize that there may not be anyone who will have time to look through a pile of applications/resumes to see if you are qualified and/or to update you to an internal organizational process, especially being that you are not a part of the organization.

I was speaking with Gregory Tall, MBA, PHR, who is the President/Founder of Successions Inc (www.successions-inc.com) and Director of Human Resources at Robert Morris University of Illinois (www.robertmorris.edu), about this subject, and he stated:

I would address this one thing. I personally consider there to be a HUGE difference between someone who has simply applied for a position versus someone who I've actually had come here for an in-person interview. I agree with your position that no employer could personally call or respond to every applicant. It would take all day and we still wouldn't get close to reaching everyone.

However, we interview a much smaller pool of people and I think it's fair for the candidate to expect an employer to keep him/her apprised of developments. To that end, there is still a difference between a fair expectation and a sense of entitlement. I again agree with you that candidates have to let the process take its course as there are so many factors at play that the candidate couldn't begin to be aware of.

So here's my advice...job seekers should inquire during the interview if and when it is appropriate to follow-up and then follow the employer's direction. If the job seeker fails to ask during the interview, then it is best to stick with non-invasive contacts (email, letter). As for applicants, I personally would not encourage them to call for follow-up on an application because the calls generally don't go well for the applicant. I'll take some unsolicited calls from applicants as my schedule allows; however, I expect them to be VERY WELL PREPARED for the conversation since they initiated contact. They need to have thoroughly researched us, be able to articulate our mission statement, know the correct job title for the position of interest and be prepared to explain how their skills will be of benefit to the company. In other words, they'd better know forward and backward everything that's publicly available about that job.

BCBGMAXAZRIA Employment Open House
Wednesday, June 15th
4pm – 7pm
Damen Avenue
1714 North Damen Avenue
Chicago, IL 60622
866 618 2795
(www.bcbgmaxazriagroup.com)

Recognized as a global leader of women's contemporary fashion, **BCBGMAXAZRIA GROUP** continues to grow and diversify. With an international vision of Bon Chic, Bon Genre (French for Good Style, Good Attitude), **BCBG MAXAZRIA Group** maintains the highest standards in creativity, quality and innovation -- in its product offering, operations and staff. The Group's vast portfolio of over 20 brands encompasses a retail and wholesale network of more than 9,000 points of sale in over 45 countries on 5 continents. With more than 10 offices around the globe, our worldwide team is integral to the company's successful expansion. **We are currently seeking** creative, talented and dynamic individuals to join our growing workforce of over 10,000 employees.

Positions

- Experienced Managers
- Stylists (Must Posses A Client Book/Contacts)
- Sales Professionals

Please Bring A Copy Of Your Resume

BCBGMAXAZRIA Is An Equal Opportunity Employer

Equinox Fitness Open House For Personal Trainers!
Thursday, June 16th
9:00 AM SHARP!!!
900 N. Michigan Ave.
Chicago, IL 60611

Equinox Fitness Clubs, the premier fitness company in the industry, is looking for qualified full time and part time personal Trainers to join an atmosphere defined by energy and professionalism. Since 1991, Equinox has developed a lifestyle brand that represents service, quality, value, innovation, attention to detail and results. We operate upscale, full-service fitness facilities in New York, Chicago, Los Angeles, Miami, San Francisco, Boston and Washington D.C. We offer an integrated selection of Equinox-branded programs, services and products, including strength and cardio training, group fitness classes, personal training, spa services, apparel and food/juice bars.

Equinox Personal Trainers provide personalized attention, professional instruction, and exercise programming to each member to maximize the member's health, fitness, and wellness goals while providing the highest level of customer service.

We are hiring for all our Chicago locations!

As a member of the Equinox Fitness Team you will receive:

- The highest compensation structure in the industry
- Performance-based pay period, monthly and annual bonus opportunities
- Over 100 hours of complimentary continuing education through our EFTI program, taught by leading industry educators and top Equinox Personal Trainers.
- Career advancement- Progress through 4 Tiers of Personal Training, become a Master Instructor, or in-club manager with the top training and development program in the industry
- Competitive Benefits Package including medical, dental and 401K
- Earning potential of 100k+

To Be The Best You Need To Work With The Best!

Please RSVP via email to Prima.Pongspikul@equinox.com to be placed on the guest list. Spots are limited. Please attach your resume (in word or pdf format) to your email, and be sure to bring a hard copy to the Open House! If you cannot attend please still submit your resume for consideration!



**THIS IS WHAT
OPPORTUNITY
LOOKS LIKE**

It's the shape of success in the quick gourmet restaurant category.
Our giant, delectable burritos have made us one of the nation's most successful restaurant companies. The work is exciting and the opportunities are unburritable.

Apply in person at our restaurant for the following positions:

**Front Line Crew Member
Restaurant Crew Member
Cashier
Grill and Prep Cook
Kitchen Manager**

Apply in person at:

Chipotle - Oak Park 1132 W. Lake St Oak Park , IL 60301
Chipotle - Lincoln and Orchard 2256 N. Orchard Ave. Chicago, IL 60614
Chipotle - Belmont and Kenmore 1025 W. Belmont Chicago, IL 60657
Chipotle – Diversey 614 W. Diversey Chicago, IL 60657

Aarons Sales and Lease Open House
Thursday, June 23rd
12pm – 6pm
654 Torrence Ave.,
Calumet City, IL

Aaron's, Inc., is publicly traded on the NYSE under the symbol AAN, with over \$2.7 billion dollars in annual revenues. Founded in 1955, Aaron's is the nation's fastest growing retailer of furniture, appliances, computers and electronics with over 1,800 plus stores. Aaron's Sales & Lease Ownership, Rimco, Custom Wheels and Tires, Aaron's Office Furniture, Woodhaven Furniture Manufacturing and our Franchise Group are a few of the operating divisions that make up the Aaron's family of businesses.

Aaron's is looking for Highly Competitive, Sports Minded individuals to join our Winning Team. At Aaron's you will find a highly competitive and rewarding work environment with unlimited growth potential. If you think you have what it takes to compete in this highly competitive environment **APPLY TODAY!!!**

Positions

- Manager Trainees
- Sales Managers
- Customer Service Representatives
- Product Technicians

Locations

- S.Chicago Heights
- S. Cicero
- Markham
- Ashland
- Calumet City
- Bradley

Application Instructions

- Apply online for the position(s) you are interested in at www.aarons.com/careers
- Bring a resume and be prepared to interview

Enterprise Recovery Systems Job Fair
Tuesday, June 14th
3pm – 7pm
2000 York Road, Suite 114
Oak Brook, Illinois 60523

If you are a self-motivated individual with an excellent work ethic who takes pride in your work and is not afraid to tackle a challenge, we invite you to meet with us!

Please visit our website at www.ersinc.com

Please come to our Job Fair prepared with a current resume and approximately an hour of time to spend with us!

Positions

- Account Specialist

LEED Council Job-skills Training Programs

Quick Links



Computer Skills Starts July 11

The next session of our always-popular **Computer Skills** starts **July 11, 2011**.

We have a few slots left.

In order to register, prospective trainees must complete our intake process. To get your clients started, have them call **Ebony McLaurin, Client Services Coordinator**, at **773-929-5552 ext. 228**.

After completing a screening interview over the phone, prospective trainees will be asked to come in to complete the intake process.

Please also note that we ordinarily do not accept walk-in applicants.

Again, applicants **MUST** complete a screening interview on the phone before attending an on-site information session.

This 7-week program teaches keyboarding, computer fundamentals, the Internet and World Wide Web, e-mail, Word, Excel and, time permitting, PowerPoint.

The power-packed curriculum also includes modules on job readiness and financial education.

Participants who take full advantage of our **job-placement services** usually get jobs.

As always, thank you for your interest in our job-skills training programs.

Sincerely,

T. Manning

Associate Director of Workforce Development

DNC Sportservice @Soldier Field is hiring experienced people for the 2011 season. All applicants **MUST be** over 21 years old and highly experienced in the position of interest. This is a PART-TIME, seasonal event-to-event position. All applicants **MUST** submit a resume with a solid work background, no exceptions. Applicants should have a positive attitude, great work ethic and a sense of humor. If skill-set is a match for a position, applicants will be notified to schedule a one-on-one **interview on Thursday, June 16, 2011, 4pm -- 9pm at Soldier Field. PLEASE NOTE: NO WALK-INS OR REFERRALS** will be allowed as this is an invitation only session.

We are hiring for the following positions:

SUPERVISORS -- Experience in management required, no exception. Must be noted on resume

STAND LEADS -- Must have prior experience

CASHIERS -- Previous cashier, money handling experience required

COOKS -- Experience in short-order and/or high-volume experience preferred

STAND ATTENDANTS -- Prior experience working with food helpful

****All positions** REQUIRE a 2-day training session prior to employment. Trainings will be held on the following days:

Thursday, June 23, 2011 @5:45pm

Friday, June 24, 2011 @5:45pm

All SUPERVISORS and STAND LEADS will have a 3rd training class scheduled for a later date.

If you DO NOT meet the hiring requirements, be able to attend BOTH trainings AND work the first scheduled event on July 5, 2011, please do not apply.

E-mail resume and cover letter to: job-skqxx-2431844317@craigslist.org

Timothy O'Toole's Pub is looking for high energy, enthusiastic **Cooks and Counter Help** to work our Taste of Chicago Booth June 24th-July 3rd.

Please apply in person at Timothy O'Toole's Pub from 2:00PM to 4:00PM on the following dates:

- Tuesday, June 14th
- Wednesday, June 15th
- Thursday, June 16th

Timothy O'Toole's Pub

622 North Fairbanks Ct.

(two blocks east of Michigan Avenue on Ontario)

Chicago, IL 60611

No phone calls, please! Age 18 and older

We believe passionately that our mantra--Shop Well. Eat Well. Live Well.--means nothing unless we hire well and treat our people well, too. So if you'd like to be part of something special--a store that blends the best of innovative retailing with old-world quality and personal service, a store with the ultimate in fresh offerings, prepared gourmet meals and natural and organic products, apply now at www.marianosfreshmarket.com.

We're hiring team members for the following positions:

- Barista
- Cheese Specialist
- Bakery/Deli Counter
- Stockers-All Shifts
- Cafe Manager
- Sushi Specialist
- Meat Manager
- Baker/Doughnut Fryer
- Produce/Floral Manager
- Cake Decorator
- Receiving
- Sous Chef/Hot Food Prep
- Food Service Manager
- Cashiers
- Wine and Spirits Specialist
- Food Demonstrator
- Experienced Meat Cutter
- Meat/Seafood Counter
- Seafood Specialist
- Customer Service Representative
- General-carts/bagging-days/evenings
- Salad Bar/Prep
- Pharmacy Tech
- Catering Specialist
- Floral Designer
- Bakery/Deli Manager
- Assistant Manager

Full-time and part-time positions with flexible hours available

In order to be considered for a position, you must complete the application and the assessment in their entirety. **Please visit** www.marianosfreshmarket.com and apply today!

Equal Opportunity Employer

Yogen Fruz Open House
Tuesday, June 14th
Wednesday, June 15th
10an – 4pm
177 N State Street
(Within The Halsted Street Deli)
Chicago, IL
www.yogenfruz.com

We are looking to fill Full-Time and Part-Time positions in the Chicago Loop.

If you're a personable, courteous and conscientious individual who likes to be around people, offering them the best tasting frozen yogurt and coffee products on the planet then we have a job for you!

Requirements

- You must be energetic, positive, happy, smiling, and enthusiastic
- We need team members who are available to work weekdays and weekends
- If you're a student we need individuals who will be available to work during holidays/school breaks

Application Instructions

- Apply in person with an updated resume at our open house
- Check us out @ www.yogenfruz.com and be ready to tell us in your interview why you are the perfect match for a great job in the Chicago Loop!

Exel Job Fair
Tuesday, June 14th
9am – 3pm
Matteson Hotel & Conference Center
500 Holiday Plaza Drive
Matteson, IL

Exel is the leading global third party supply chain manager specializing in a wide range of warehousing, transportation, and logistics services.

We have multiple openings in University Park, IL starting August 2011.

Positions

- General Labor-Warehouse
- Clerical-Warehouse
- Forklift Operator

Aldi Cashier Job Fair
Saturday, June 18th
7am – 12pm
398 S Weber Road
Romeoville, IL 60446
www.aldi.com

Locations Hiring For

- Romeoville
- Tinley Park

Positions

- Part-Time Cashier (\$12.65/HR)

Requirements

- High school diploma or GED
- Must be 18+ years of age
- Must be available to work anytime between 6am and 10pm
- Retail experience preferred
- Must have the ability to lift 45lbs
- Must submit to drug screen & background check