## 5 Tips for working with recruiters

*Use these 5 tips to help you work effectively with recruiters and optimize your connections*

### 1. Prepare for your first meeting

Prepare for your first meeting with a new recruiter as though you're interviewing for a job. Before your meeting with a recruiter, think about your career goals and the types of jobs you want to have. Providing a recruiter with clear, relevant information can help them better assist you with your job search.

### 2. Update your resume

A current resume is a valuable tool for helping recruiters match you with the right positions. Make sure you update your resume with your current work experience and education history, including details about continuing education or professional development courses you've completed. Also, make sure the contact information on your resume is current before distributing this information to recruiters.

### 3. Plan answers to common questions

Consider questions a recruiter may ask you to ensure you answer them confidently and accurately. Most recruiters ask new clients about their career goals to understand what they want to achieve. If you're not sure what your goals are, consider what job you want to have and the industry in which you want to work. Some other questions recruiters may ask during your first meeting include:

- What type of company culture or work environment do you prefer?
- What's your ideal job?
- What tasks do you want to perform in a new job?
- What job title do you want to have?
- What's your preferred job location?

### 4. Consider your salary expectations

Perform an online search to see

average salaries for your preferred jobs. Consider your experience and education when determining a reasonable salary. Be honest about how much money you want to make in a new position. This information can help recruiters negotiate an appropriate salary on your behalf.

**5. Ask questions to determine compatibility**

Similar to the way an employer asks questions to determine whether you're the right candidate for a position, you can ask a recruiter questions to evaluate whether they're the best person to help you in your job search. Ask a new recruiter about their experience in your industry and how they help candidates find work. Assess their answers to determine whether you may have a good working relationship with them. Some questions you may ask recruiters include:

- How many candidates have you helped to find positions in this industry?
- How do you market job candidates to potential employers?
- How can I highlight my qualifications to employers?

## Apply for the Global IT Scholarship Program

Global Information Technology is proud to provide the GIT Scholarship Program. Every month, this scholarship will be awarded to highly driven individuals wanting to begin or advance their IT career. Exclusively, the scholarship will provide a grant of $2,500.00 towards any certification course or remote live training at GIT. GIT created this opportunity to give back to the community and spread our desire to help those in need. We believe that learning is essential and we will continue to help and develop individuals to help them succeed in their personal development goals. Apply here:

https://www.global-itech.com/the-global-it-cholarship/

## Quick and to the point Career Advice

**Question:** *"Andrei, what is it about recruiters that I'm missing? I hear more and more that I should be working with one or two, but never have. Why is this such a thing?"*
*– Nelson Michael*

**Answer:** A recruiter can provide helpful advice and coaching guidance during your job search, such as recommending ways to improve your resume or interviewing skills. When recruiters understand your qualifications and career goals, they can help you find a job that's the right fit for you. Knowing how to work effectively with recruiters can help you use their guidance, connections and expertise to find a new job.

You got this ….. I can't wait to hear how things work out for you.

*– Andrei*

## GIT thought Provoking corner

"If one is lucky, a solitary fantasy can totally transform one million realities."

- Maya Angelou

## Interesting fact about Wikipedia

Wikipedia is run and maintained by thousands of humans and hundreds of bots Everyone knows Wikipedia is powered by thousands of human contributors. On the other hand, most people don't realize hundreds of bots contribute to the effort, too. ClueBot NG catches vandalism on Wikipedia pages almost in real time. A variety of other bots contribute standardized data to the online encyclopedia. This combination of humans and bots ensures Wikipedia runs without any problems 24 hours per day, 7 days per week.

## VETERNS, GET READY TO POWER YOUR TECH FUTURE AT GLOBAL IT

Global Information Technology (Global IT) is approved by the Department of Veteran Affairs to receive Veterans benefits. We accept Chapter 33 Post 9/11 GI Bill®, Chapter 30 Montgomery GI Bill® for Active Duty, Ch 31 Vocational Rehabilitation and Employment (VR&E), and VRRAP. Whether you are serving or have already served, Global Information Technology is here to work with you to start your IT career. These benefits may cover up to 100% of tuition and fees and housing allowance, courseware, and other training related costs as well.

The Department of Veterans Affairs (VA) is accepting new training program enrollments for veterans wishing to use their GI Bill benefits. These training programs help veterans get the technology skills they need to join some of the fastest-growing industries in the United States. Global Information Technology (Global IT) is approved by the Department of Veteran Affairs to receive benefits under the GI Bill - Chapter 31 and Post-911 programs. Participating veterans will receive high-tech training, tuition, and housing allowance assistance).

For more information about your specific benefits in regards to your service, call 248-557-2480 to set up an appointment with one of our School Certified Officers (SCO, career advisors) or complete the inquiry form at https://www.globalitech.com/va-p

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## 5 Tips for handling your next virtual interview

A hiring manager has reached out and asked to schedule an interview. There's just one catch: it's virtual.

The scenario is becoming increasingly more common. Nearly 75 percent of executives surveyed by organizational consulting firm Korn Ferry use real-time video to interview leading candidates, while 50 percent leverage it to narrow down their applicants. The process enables employers to open up their talent pool, while also cutting down on travel expenses.

For prospective employees, trying to make a pitch via video conferencing software, such as Skype, Zoom, or Google Hangouts, can feel a bit daunting. Here are nine virtual interview tips to reduce the stress and help you get the job.

### HOW TO PREPARE FOR A VIRTUAL INTERVIEW
### 1. Test Your Technology
The minute you agree to a virtual interview, test your technology to ensure you're set up for success. Check your internet connectivity, and confirm your camera and microphone are working. If the picture is grainy or you're experiencing an echo, you might need to buy a mini webcam with a built-in microphone—which is hard to do five minutes before the interview, so don't procrastinate.

On the day of, test your equipment and internet connection again. Technical savvy is one of the top 10 traits employers are looking for, and by fumbling around with your audio or lighting during the call, you give the hiring manager a reason to question whether you're the right candidate for the job.

### 2. Set the Scene and Minimize Distractions
While testing your technology, determine where to take the interview. Find a room with optimal lighting, preferably near a window, or a blank wall to guarantee you're the focal point of the conversation. Whether you sit on your living room couch or in your home office, tidy up your surroundings. It's hard to convince employers you're detail-oriented and

organized when there's laundry visibly piling up in the corner. Once settled, eliminate all distractions. Turn off the TV, silence your cell phone, and close any nearby windows to muffle neighborhood traffic.

### 3. Sit Down Prepared
Just because you're on a computer doesn't mean you can search the web for answers mid-interview, so avoid clicking around. You want to appear focused and ready to answer any questions without the help of the internet. Research the company ahead of time and jot down notes for easy reference. Also print out a copy of your resume, so that you don't forget key talking points.
It's also best to come prepared with answers to common

interview questions, such as:
- Why are you interested in this role?
- What do you know about our company?
- What are your biggest weaknesses?
- What do you consider to be your biggest professional achievement?
- Tell me about a challenge at work and how you dealt with it.
- What are you looking for in a new position?
- Why are you leaving your current role?

Avoid memorizing each response, so you don't sound overly rehearsed. Instead, write some high-level thoughts down on Post-it Notes that you can stick to your computer.

You should also be prepared to answer, "Do you have any questions for me?" Interview questions you might ask an employer include:
- What does a typical day in the life of this role look like?
- What are the company's goals this quarter?
- How would you describe the ideal candidate for this position?
- Where does this role sit in the organization, and what other groups will I be working with?
- Can you walk me through the next steps of the hiring process?

### 4. Practice, Don't Memorize
You don't want to sound robotic throughout your interview—whether answering or asking questions, or giving your elevator pitch. It's easy to tell if you aren't being genuine, so it's a good idea to run through a few practice rounds with a friend or family member. This will give you a chance to rehearse with different personalities and answer a variety of different questions. While it may be awkward, you'll have a safe atmosphere to make mistakes and learn from

them, so you're better prepared for the real thing.

It's important to keep things simple. Don't feel like you have to give a long-winded answer if the question doesn't warrant it. Being clear and concise is one of the most important things in a job interview.

**5. Monitor Your Body Language**
You can't firmly shake a hiring manager's hand or as easily exude enthusiasm via video. But what you can do is monitor your body language.
The main way to communicate confidence is to sit up straight, smile, and keep the camera at eye level. Research shows that employers are more likely to remember what you said if you maintain eye contact, so keep your focus on the camera when talking, not on the image of the hiring manager.

## June 2024 Career Services Workshops: GIT's Lunch and Learn Events
*Message from Jennifer Bowden, GITs Career Services Manager*

Hello Global IT community! We are already on our 6th month into 2024 - see GIT's online calendar for June 2024 on information about our upcoming workshops, including:

**"Navigating Emotions"**
Our emotions – both positive and negative – have a powerful effect on the quality of our daily lives. Global Information Technology is pleased to announced a free workshop on "Navigating Emotions" on Thursday, May 30th from 4pm to 5pm. This FREE workshop will cover how to identify and defuse the emotions and anger in your life that can lead to stress and negativity. The workshop will be presented by Yugal Kishore Das,

a renowned speaker, author and monk, who has spent more than 25 years teaching students and professionals around the world how to manage their emotions and achieve greater peace and balance. This event will take place via Zoom but participant space is limited.

Learn to achieve greater calm and self-management in emotional or stressful times. Please RSVP to placement.services@globlal-itech.com to reserve your spot.

Other workshops this month include:

- Tuesday, June 11, 12 p.m. – Lunch and Learn: **AI for Job Seekers**

- Thursday, June 27, 4 p.m. – **Building a LinkedIn profile**

GIT's Lunch and Learn events are short workshops with the information you need to get a jump-start on your job search. Not able to attend in person? Contact placement.services@global-itech.com for recordings of selected topics.

## The importance of technology in the workplace

Technology continues to help businesses grow profits, adapt to changes and redefine their proposition. Because of digital-based technologies, communicating with both clients and employees is easier than ever before.

Technology affects communication in the workplace on multiple levels; the art of being able to communicate through a variety of means is even more important during a post-pandemic era, where many organizations are still working in a remote or hybrid capacity. According to research conducted by Finder, 60% of the UK's adult population worked from home during the first coronavirus lockdown. Cloud-based platforms such as Microsoft Teams, Zoom and Office 365 continue to provide a pathway for companies to remain connected. They produce a variety of applications and supply features such as a chat/call function, file storage and sharing, alongside document collaboration to significantly enhance group project work and response times.

Having the latest technology allows companies to stay competitive and provide the best quality service possible.

Many business owners now understand the important role that technology plays in the workplace as it continues to:

- Increase employee productivity
- Enhance product and service development
- Maximize team-building opportunities

The impact of technology in the workplace has never been greater regarding employee needs. Being attuned to workplace technologies is no longer seen as a bonus, but rather an expectation for employees. Workplaces, alongside digital setups for working from home, now depend on technology as a key driver of business operations, from office management systems to customer relationship management (CRM) tools.

## Do's and don'ts of interviews for stating why are you leaving a J-O-B

Why did you leave, or why are you willing to leave, a place that seems a really great place to work? This is really important.

All interviewers—especially recruiters—want to gather information about other organizations while ostensibly asking about your career. It just adds to their mental file on competitors.

Also, your satisfaction (or dissatisfaction) with your current employer (and your reasons for being satisfied or dissatisfied) allow the interviewer to better understand how hungry you are for the job they might offer you.

The important thing to remember is that the prospective employer should be at the core of your responses—even if you're asked about your current employer.

So, for instance, if you're asked why you'd want to leave your current job, you'd answer that, while you've enjoyed your time at your current job and have

grown professionally there, this new opportunity presents the right kind of challenge for you right now in your career.

Your answers should be marked by a mild obsession with the future.

Like politicians do, you want to "pivot" your responses toward the future and your prospective employer. Your answers should also be marked by generosity toward your current employer—even when discussing the fact that you're ready to leave. This demonstrates basic tact and discretion—qualities that an interviewer wants to see, even if it means you're not being entirely candid.

## Data shows nearly 90% of Michigan jobs require digital skills

The National Skills Coalition (NSC) released new data spotlighting the demand for digital skills in Michigan's labor market. The NSC analysis found that 89% of jobs analyzed require digital skills, including those in Michigan's priority sectors like manufacturing, healthcare and agriculture. Previous NSC research found one-third of workers lack the foundational digital skills necessary to enter and thrive in today's job market, pointing to a significant divide in Michigan's workforce readiness.

The findings come at a pivotal moment as states plan to implement the historic $40 billion Broadband Equity Access and Deployment Program (BEAD), part of the Bipartisan Infrastructure Law passed by Congress in 2021. Over the next few years, more than $1.5 billion will be directed to Michigan through the BEAD program to advance digital equity among populations most impacted by the digital divide. "By closing the skills gap, we can better prepare Michiganders for economic opportunity, increase workforce readiness, and build on the work we've done to connect homes and businesses to high-speed internet," said Michigan Lt. Gov. Garlin Gilchrist II. "Digital skills training gives people the tools to benefit from their connected communities and can improve the lives of people across the state of Michigan."

Over the next year, the NSC will work with policymakers, its member state coalitions, Comcast, and non-profit partners to ensure local, state and national leaders are aware of and take advantage of public sector digital equity funds to invest in skill development programs.

"This new research demonstrates the urgency—and the payoff—if Michigan directs a significant portion of BEAD resources to high-quality digital skills training programs," said Rachel Unruh, National Skills Coalition Chief of External Affairs. "Digital skills bring the magic to connectivity, and are essential to advancing equity, opportunity, and economic growth."

The new report also found that public investments to close this

digital skill gap can generate measurable economic payoff for workers, businesses and the broader economy. For workers, moving from a job that requires no digital skills to one that requires just one digital skill can yield a 23% increase in wages. For employers, providing workers with upskilling opportunities can save businesses $25,000-$78,000 in turnover and retention costs per employee.

The demand for digital skills was found across every industry and in almost every occupation, including entry-level and frontline positions. The most in-demand digital skills in Michigan include data entry, computer literacy, and Microsoft Excel. High-demand, industry-specific skills include construction and manufacturing software, electronic medical record software, SAS statistical software, and SAP.

"Gaining a new digital skill is like turning on the electricity after a lifetime of burning candles," said Marcus Keech, Grand Rapids Chamber Director of Government Affairs. "Our goal is to fuel the continued growth of our workforce by working together with policymakers, business leaders, and organizations like Comcast to address gaps and accelerate workforce potential—supporting digital skills education will help us do exactly that."

To support Michigan's digital equity journey, Comcast has invested more than $855 million in technology and network infrastructure, and more than $13.5 million in cash and in-kind contributions to nonprofit organizations across Michigan in the last three years.

"Skills training unleashes the potential of high-speed internet within homes and businesses," said Craig D'agostini, Comcast Vice President, Government & Regulatory Affairs. "We're proud to be a partner in Michigan's digital equity journey, and to continue to work with policymakers and community leaders to close the digital divide. Together, we can ensure the success of Michigan's workforce, today and tomorrow."