

Professional

**Suggestions
Information
Recommendations**

BY



Decoding creative job titles

Several companies have started adopting unconventional designations, reports The Economic Times. "Going by the mantra of hyper-personalisation, companies try to go innovative with designations and use it as a retention tool," shares Gauri Das, VP and Head-HR (India Factoring and Finance Solutions). Job titles with words like "ninja" or "master" may sound interesting but there are some disadvantages to them, the report adds. First, they can hurt salary negotiations and prove difficult when switching jobs. And second, roles and responsibilities may not be clearly defined by them

How to discuss your job loss

Being asked why you were laid off from a job can release a wave of anxiety. How should you handle the question in a job interview? Business Insider says to approach the conversation with honesty by sharing the circumstances that led to the decision. The key, according to Insider, is to use positive framing, emphasizing how you will bring the skills and experience you gained to the new position. And rather than dwelling on the past, focus on how you will add value moving forward.

Acing the internship

Acing the internship By Dipal D., Editor at LinkedIn News Updated 1 day ago @ Internship often marks the bridge between academics and the professional world. It also helps you figure out the kind of career you want to pursue by giving you a sneak peek into different arenas of work life. So, when you land an internship, these tips suggested by Forbes can help you make the best out of the opportunity:

- Learn the nitty-gritty of the business and its functions and how you can add value in your role.
- When you are handed a project, figure out ways to improve upon it.
- Follow through on your commitments.
- Voice your ideas and don't be afraid to suggest changes.
- Be confident and keep your conversations to-the point. Instead of finding temporary solutions, solve problems holistically.

Preparing for a promotion

Hard work, a good reputation, and loyalty might seem like the obvious driving factors that lead to a promotion. However, you might be missing out on some unspoken rules that might prove essential for your advancement, Forbes suggests.

- Instead of making assumptions, talk to your supervisor and express your interest in the promotion.
- Endorse your work.
- Help your manager by volunteering for projects.
- Highlight your skills and show your preparedness towards taking on more challenges.
- Don't wait to ask for it until you feel ready.

Crafting professional emails

Writing concise emails can not only be time saving, but can also, "help you articulate your ideas clearly, grow your influence, avoid unnecessary back-and-forth, and actually get things done," shares Forbes. These pointers can help you cultivate this skill:

- Devise your message in your mind before typing it out.
- Check the recipient list before you send the mail.
- To avoid your message from getting lost in a sea of other emails, write a stand-out subject line.
- Try to keep your message body short and to-the point.
- Include a timeline.

Building a strong interview strategy

Adopting a strong interview strategy can help you make a lasting impression on the hiring manager and, ultimately, land an offer. The first component is to be well researched, says psychology professor Art Markman. The more you know about the company, the more prepared you will be to not only answer questions, but ask them as well. Second, be conversational but don't do all of the talking. Markman says it's important to show that you're an active listener and open to feedback, as well.

Dodging the bully boss

Workplace bullying can hamper your productivity and selfworth, and the situation is furthermore difficult when the bully is your boss. The Fast Company suggests looking out for the following signs during the interview if you want to avoid such a manager:

- Observe how the manager talks to others in an interview panel. Check their tone and signs of interruptions.
- Figure out their expectations for the role and determine their ideas about compliance and availability.
- Ask yourself if they put you at ease or created a stressful environment.
- Check if they handle confrontational or uncomfortable situations well.
- Talk to your references or people who've previously

Video resume: ready, set, action?

Have you been shying away from creating a video resume? Or maybe you didn't think it was necessary? Video resumes make for great additions to your application by helping you tell your story in your own words, and market yourself better. Here are some pointers by MUO on why you should consider creating one:

- You can flaunt your language and communication skills.
- You can share extra information and explain employment gaps, if any.
- It highlights your creativity and risk-taking abilities.
- The managers can get a preview of your personality.

The key to the 'hidden job market'

Networking is a key part of the job search because it can grant you access to the "hidden job market," or positions not posted online. According to career coach Caroline Castrillon, one of the benefits of networking as a job seeker is that you can learn about open roles before they're publicly posted. When reaching out to your connections, Castrillon recommends sharing your goals and explaining what you are looking for in your next job so they can help match you to the right opportunity.

Finding the right job for you

Job hunting can be a drawn-out process, so the last thing you want to do is accept a position that you later realize is not the right fit. How can you avoid making the wrong decision? Before an interview, CNBC Make It advises to research the company so you can prepare specific questions. Asking targeted questions can give you a better idea of what your prospective role entails — beyond what's listed in the job description. It's also important to clarify your needs and priorities to guide you through the process.

Resume errors to avoid

After submitting applications numerous times, have you still been receiving dead silence from the recruiter? Your resume might need some work. In this article by Moneycontrol, HR leaders list a few errors that lead resumes into the trash can:

- Unprofessional email addresses and multiple contact numbers.
- Courses and internships that have no relevance to the job candidates are applying to.
- Stuffy resumes with too much information.
- Words like 'seasoned' and 'accomplished' that project self-praise.

Leaving to find a better match

Professional life can prove to be a challenge, particularly when you don't enjoy your job or if your workplace isn't the right fit. While leaving that job to search for a better match might provide with some relief from the trauma, the fear of unknown in the form of a new job could prove to be a cause of concern. This Forbes article lays down a few tips to help you move forward with your job search:

- Practice self-compassion to overcome the feelings of insecurity and loss of confidence.
- Make a list of things you liked and disliked about your previous job. This information can help you with your next decision.
- Take measures and seek help to address your struggles.
- Take doable baby steps.

Eye the goals sans-burnout

While time and dedication might be the keywords to reaching your career goals, taking much-needed breaks in between can be just the antidote to avoid a possible burnout. So, if you feel like you have much to accomplish in less time, Bustle suggests the following tricks to help you find a balance:

- Repeat a positive mantra to yourself about finding the balance.
- Maintain a sense of humour. • Create a visual reminder of your priorities through a vision board or a collage of photos.
- Schedule in self-care appointments. • Eat proper meals

Stop overthinking remote work

Remote work is tough for everyone, but it can be especially difficult for overthinkers, per BBC Worklife. While overthinking can happen anywhere, the lack of face-to-face interaction in remote work environments can increase "ambiguity and uncertainty." Overthinkers are "need-to-know" kinds of people, a psychologist says, and when working remotely, they lose out on seeing physical cues that might quell worries, like body language or quick chats. To combat this, overthinkers can attempt to "short circuit" worries and schedule check-ins with their managers. Additionally, managers should emphasize effective communication to eliminate anxiety in remote environments.

How to keep your job search on track

Looking for a new job can often be a drawn-out process, so it's only natural for job seekers to lose momentum at some point during their search. Hitting a productivity slump can be prevented, however, if clear goals and priorities are set from the start. Entrepreneur recommends writing a to-do list of tasks that need to be accomplished each day. In addition, establishing a routine, creating a distraction-free environment and focusing on one task at a time can keep job seekers on track.

How to get your old job back

If you want to return to a previous employer, you'll need to leverage your connection to get back in. And that's why you should never burn your bridges, as the saying goes. So, how can you get your old job back? One career coach told CNBC Make It that the first step is to reconnect with a former colleague or manager to ease the transition. When reaching out, it's important to share why you want to rejoin the company, as well as explain the newly-gained skills and experience you will bring to the role.

Finding a company that invests in you

Before accepting a job offer, you should evaluate how committed the company is to its staff, writes Fast Company. You can assess an employer's level of investment by asking the interviewer questions, such as "How do you feel about your own employee experience?" or "How long have you been at the company?" If there is a high turnover rate, Fast Company says it could indicate that the company isn't "employee-focused enough." Asking about company culture can give you additional insights, as well.

Discovering what comes next

If you want to try something new but your next step isn't clear, make a "career bucket list," advises CNBC Make It. Essentially, the list should include what you want to accomplish throughout your professional journey. By identifying your goals, you can better assess if a potential opportunity is a logical step forward. During a career transition, CNBC also recommends honing your skills – which can give you an edge as a job seeker – as well as networking with people in your desired role or industry.

Learnings from a part-time job

Supporting one's education is often a cause of concern and some students take up part-time jobs for this purpose. Sharing his experience on working as a food delivery partner while pursuing studies at Delhi University, LinkedIn member Anurag Bhargava lays down various perks, misconceptions, and learnings associated with the role.

The flexible working conditions and earning decent money can help live a decent lifestyle while focusing on education, he cites. While the work can be physically draining, Bhargava highlights that it also requires discipline and focus. Amongst his takeaways, he notes that the job helped him gain patience, discipline, empathy, a sense of adventure, street smartness, and made him feel like, "...a true survivor."

Can work rivals be friends

"Having friendly competition with someone at work can have its benefits," per BBC Worklife. Although it is a relatively understudied topic, author David Robson believes if approached with tact and sensitivity, a friendly rivalry can bring out the best in everyone. He suggests some tips to maintain a healthy relationship with your counterparts:

- See the competition as a positive challenge and not as a threat.
- Focus on self-promotion rather than taking others down.
- Be transparent and collaborate as much as possible.

Flipping the resume template

A traditional resume format often begins with listing details in a chronological order. However, Credly's vice president of talent solutions, Bailey Showalter, believes that hiring managers in the current times look for specific skillsets apart from the experience. "By emphasizing what you 'can do' instead of what you 'have done' you can help your résumé to stand out from the others," she shares with Fast Company. To showcase this, Showalter suggest flipping the resume upside down by shifting the skillset section to the top of your resume. Also, she recommends highlighting soft skills in addition to hard skills.

No prior experience? No problem

A resume devoid of experience can leave you feeling nervous when applying to jobs. But there's always a first time for everything and Business Insider suggests three tips to overcome this hurdle:

- In your cover letter, share your side of the story and mention all the skills you've acquired.
- Don't accept the first job that responds in the positive. Determine your needs and figure out if the job is the right match.
- Stay patient as you never know when the right opportunity comes knocking.

Climbing up the internal ladder

You have put in the good work, you have made the right connections, and now you are ready for that promotion. And while an internal interview might seem like an easy feat, staying prepared for it is critical. LinkedIn member Akash Jaiswal offers some tips that can give you an edge during the process:

- Make sure you inform your manager about taking this step, Jaiswal shares. This can not only add to your rapport with your supervisor, but this step will be appreciated in case you don't end up receiving the promotion.
- As the next step, draft a well thought out email to your management highlighting your achievements and the reason why you should be considered.
- Go through the job description to identify the skills that are a match and mention them during the interview.

Objective statement, a passé?

The answer to the question 'what makes a perfect resume?' varies across job profiles, companies, and industries. But there are some tips that might add a zing to gain the recruiters' attention. A senior recruiter for Google, Erica Rivera lays down these elements that she believes are best held off from making it to your resume:

- You don't need to enter your full address, just mention the city and state
- Bid adieu to the objective statement.
- Only add work experience that is applicable to the prospective position.
- Steer clear of weak words like 'I helped', 'responsible for.'
- Don't include references.

Reapplying after rejection

Reapplying after rejection By Dipal Desai, Editor at LinkedIn News Updated 21 hours ago 8 So, you came across a job that ticked all the boxes, and you couldn't wait to send in your application. But the response wasn't a favourable one. While being rejected can take a toll on you, don't consider it a game over. You can always reapply. Forbes suggests following these tips when you do so:

- If the employer gave you feedback when turning you down, learn and improve upon it.
- Make sure to update your resume and cover letter, and don't submit the same one when applying again.
- Give it some time before your next application.
- Showcase how you used the period between the two applications productively. You can highlight new experience, online courses, or any additional skills.
- Stay in touch with the recruiters and try reaching out before you submit the application.

Why networking is a long-term game

Networking isn't a task you should only prioritize when you're looking for work. Why? Because building strong relationships takes time; The more energy you put into fostering your connections, the more you'll be able to mutually help each other throughout your careers. To engage your existing network now so that they can help match you to future opportunities, Fast Company recommends taking three steps:

- Discover who's hiring in your network to identify who can support your job hunt.
- Post online that you're looking for work (when ready) to activate your network.
- Refresh your skills to help you stand out among candidates.

Outdated cover letter phrases

Writing a cover letter that not only sets you apart from the other candidates but also doesn't repeat the information already mentioned in the resume can prove to be a challenge. And while attempting to compile an adequate letter, professionals often turn to standard phrases that, the HR Digest suggests, are best avoided. Here are such examples with recommended alternatives:

- Use "great", "excellent", "strong", and "excellent" instead of "best".
- Don't state that you'd be a great fit for the role. Instead, mention the skills and experiences that match the requirements.
- Replace "good" with words like "skilled", "seasoned", "expert", or "experienced".
- Refrain from writing the phrase "to whom it may concern". Keep your letter personalised.

Soft skills for a career boost

Industry expertise and subject-specific skills are integral to obtaining a job. However, soft skills can, "...help you stay and get promoted," says Divya Jain, co-founder of Seekho. Reflecting on her career journey, she shares five soft skills and how to use them efficiently:

- During negotiations, present your offer after assessing your worth and the supervisor's needs.
- Resolve conflicts by avoiding blame games, accepting your faults, and staying solution oriented.
- Be fair with credits, lend a helping hand, and celebrate wins.
- To keep up with deadlines, manage time efficiently.
- Respect and take ownership for your work.

Internship red flags

After hours of research, networking, and sending various applications, securing an internship in your choice of company can be an exciting experience. But to get the best out of the on-the-job training, it's important to watch out for certain negative signs.

Responsibilities limited to running simple errands like making coffee and printouts is a red flag, shares LinkedIn member Miti Shah. She adds a lack of growth and the absence of a reporting manager or a mentor as other negatives to the list. Grappling with a mountain of work and unreachable deadlines? Receiving a performance based stipend? Be wary of such signs, shares member Varun Nath.

Questions for the interviewer

Asking questions to the interviewer not only helps you with taking the right decision, but it also gives you clarity on certain subjects that might become prominent later. When asked to share that one important question to ask the company, LinkedIn member Anshuman Tiwari suggested enquiring if you could meet the team you would work with. To ensure that the job doesn't get boring, member Mohammad Ashfak suggests asking, "What can I explore in addition to the role I am interviewing for and how can the activity contribute to mutual growth? For Harshita Khiyani, asking about how the job would ensure personal development of the employee is key

Nailing an interview, start to finish

Every second of an interview can feel critical, but according to career coach Forrest Clements, it's the first and last three minutes that matter the most. The beginning of the interview – when you share who you are and why you're interested in the company – establishes your first impression, which Clements notes is "difficult to change." Fast forward to the end of the interview, you have an opportunity to ask questions that highlight your knowledge of the company and interest in the role.

Out-of-the-box questions

Apart from prepping for role-specific skills, how comfortable are you with letting your personality shine during an interview? According to LinkedIn member Aditi Agarwalla, you should talk about your personal experiences as well as professional ones in an interview to highlight your soft skills. Sharing how she ended up talking about her favourite cuisines during an interview, Agarwalla says that amongst other random questions, interviewers often assess a candidate's ability to build rapport with teammates through the airport test.