Bust the Filter

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Filters can be thought of in 2 ways

• You, as the job searcher, will use filters to help you search

• The employer can also use filters to help them search



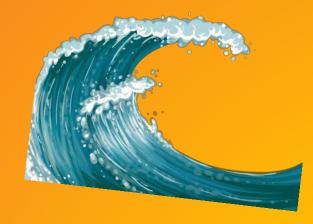
Filters for the job seeker

Think of it like a flood versus a stream
ALL the jobs or the jobs you're looking for

Use filters to help you be efficient
Remember, it's about using your time wisely

• Basic filters, advanced filters?

Let's explore the differences





Basic Filters

These can be standard ones to help narrow the field quickly

- What type of job you're looking for
 - Narrow down to the right industry
- Are you wanting/needing something with a certain amount of hours?
 - Full-time, part-time, temporary?
- Distance, location
 - Are you wanting or willing to move for this job?





Advanced Filters

These let you hone in even more on things that matter to you in your job search

• Salary

- Helpful if you're seeking a range or base you need to get
- Dated posted
 - See how new or old the posts are

o Skills

- o Find ones that reflect your skillset
- o Company
 - Always wanted to work at a specific place?
- Experience level
 - o Entry, executive?





How Employers Use Filters

- Employers can use an Al-based software to filter through job applications
- 95% of Fortune 500 companies use some type of this software
- By employing this software, they will sift through the applications to find ones that are a match



Help Employers Find You!

- Fill in <u>all</u> required boxes
- Read everything, carefully



- Use standardized headings on resume
- Consider using an ATS-friendly resume format



What is "ATS"? How do you beat it?

- Applicant Tracking System
- o It can be viewed as the "gatekeeper"
- Words matter!
- Keep it simple and clean
- Avoid clutter
- Don't assume your potential employer is using only ATS or only a human staff member





HIGH-RISK RESUME

Your peers are making the following mistakes - avoid them and come out on top







Lab Time

Q & A

