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Title: Hiring Process Guidance for External Candidates

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Intended for: for hiring teams and recruiters to share with potential applicants to inform them of our processes and best practices for applying to job at LANL
Web

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Los Alamos
NATIONAL LABORATORY

Hiring Process Guidance for External Candidates

Human Resources: Office of Diversity and Strategic Staffing

April 4, 2021

Agenda

1 **Should I Apply?**

2 **Better-Practice Resumes**

3 **LANL Specific Cover Letter Technique**

4 **Preparing for an Interview**

5 **How to Apply: Navigating the system**

6 **Effective Profiles and the use of LinkedIn**

Before We Begin…

The hiring process is a *comparative* process. In this process you will be compared to:

- The minimum requirements and desired skills noted in the job posting
- The strengths of the other candidates in the applicant pool

It is possible to be a well-qualified candidate, but not the *best* qualified candidate in the applicant pool.

Following the guidance set forth in this presentation is not a guarantee that your candidacy will result in an interview or selection for a position, *but it could increase your chances*.

Should I Apply?

The choice is yours and you should consider the following:

- **Are you *truly* interested?**
- **Can you reasonably respond to all of the minimum requirements noted in the job posting with specific examples from your past?**

  Many employers—including LANL—will require that you meet all of the minimum requirements to be officially considered for the job.

- **Can you reasonably respond to at least some of the desired skills noted in the job posting with specific examples from your past?**

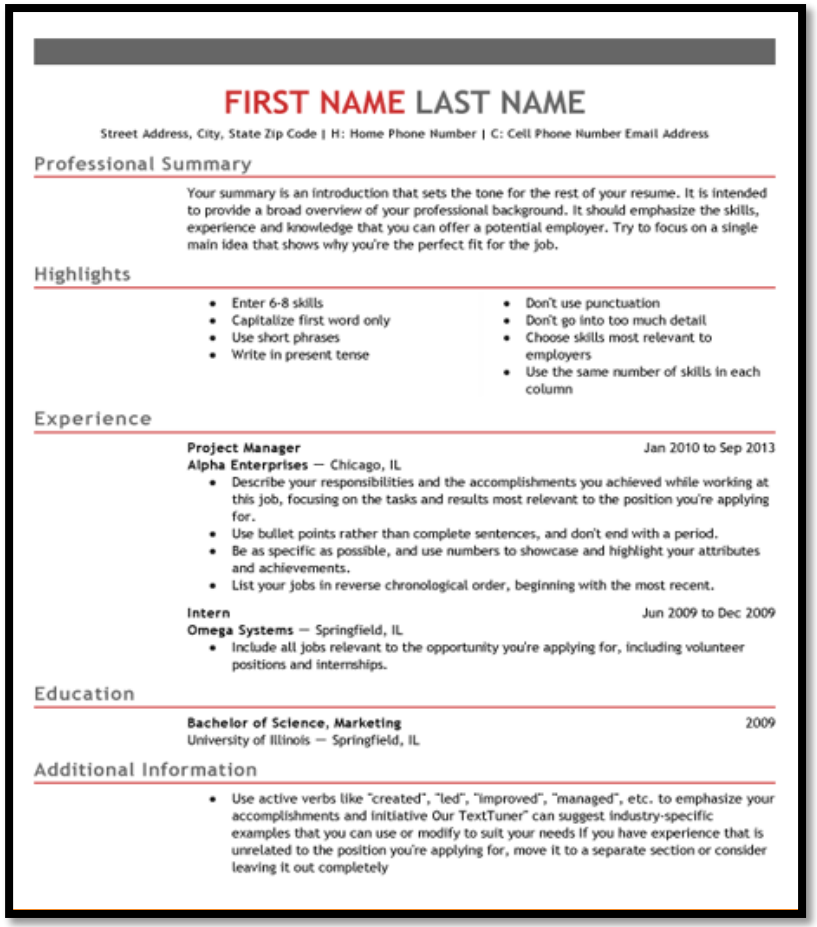
  Candidates who receive offers not only meet all of the minimum requirements, but frequently meet some—if not all—of the desired skills.

Los Alamos National Laboratory is a Government Contractor and follows OFCCP hiring guidelines; candidates not meeting all of the minimum requirements noted in the job posting cannot be considered applicants for the position.

Better Practice Resumes

Resumes typically include six key areas:

- Name and contact information
- Professional summary or objective
- Summary of skills or key competencies
- Work history and experience
- Education
- Additional information (publications, presentations, awards, recognition, etc.)



FIRST NAME LAST NAME

Street Address, City, State Zip Code | H: Home Phone Number | C: Cell Phone Number Email Address

Professional Summary

Your summary is an introduction that sets the tone for the rest of your resume. It is intended to provide a broad overview of your professional background. It should emphasize the skills, experience and knowledge that you can offer a potential employer. Try to focus on a single main idea that shows why you're the perfect fit for the job.

Highlights

- Enter 6-8 skills
- Capitalize first word only
- Use short phrases
- Write in present tense
- Don't use punctuation
- Don't go into too much detail
- Choose skills most relevant to employers
- Use the same number of skills in each column

Experience

Project Manager Jan 2010 to Sep 2013
Alpha Enterprises — Chicago, IL

- Describe your responsibilities and the accomplishments you achieved while working at this job, focusing on the tasks and results most relevant to the position you're applying for.
- Use bullet points rather than complete sentences, and don't end with a period.
- Be as specific as possible, and use numbers to showcase and highlight your attributes and achievements.
- List your jobs in reverse chronological order, beginning with the most recent.

Intern Jun 2009 to Dec 2009
Omega Systems — Springfield, IL

- Include all jobs relevant to the opportunity you're applying for, including volunteer positions and internships.

Education

Bachelor of Science, Marketing 2009
University of Illinois — Springfield, IL

Additional Information

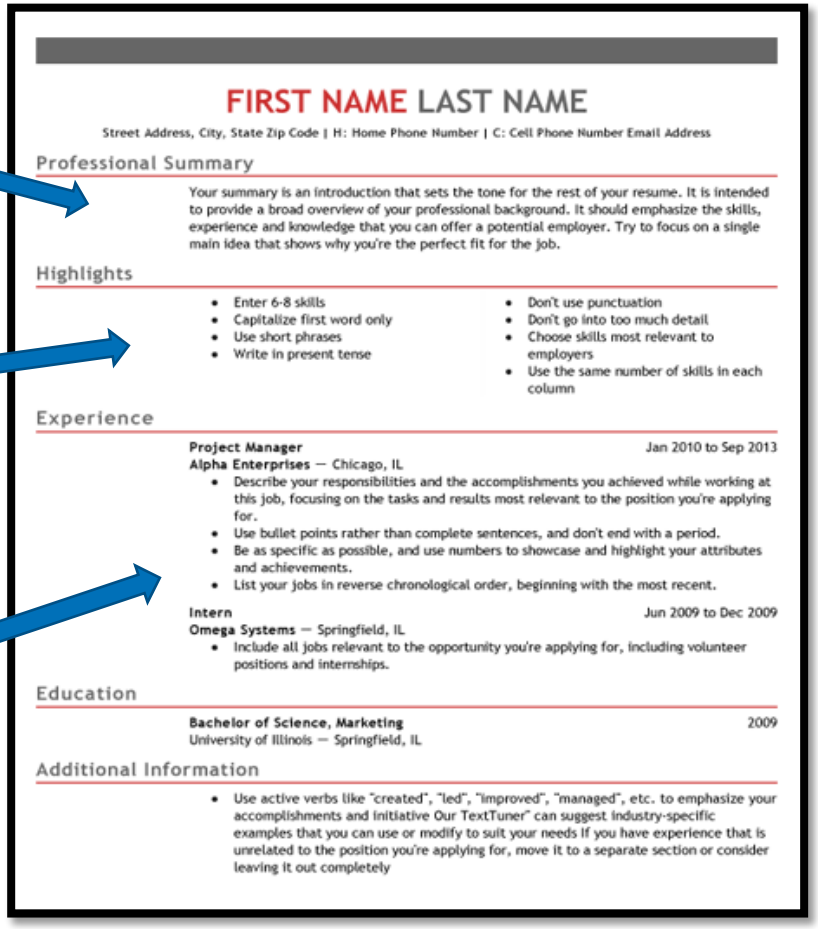
- Use active verbs like "created", "led", "improved", "managed", etc. to emphasize your accomplishments and initiative Our TextTuner" can suggest industry-specific examples that you can use or modify to suit your needs If you have experience that is unrelated to the position you're applying for, move it to a separate section or consider leaving it out completely

Tailor your resume to the specific opportunity

Ensure the professional summary or objective sounds like the job you are applying for

Ensure the summary of skills or key competencies match the language used in the job posting (also assists with key word searches)

Ensure work experience descriptions positively address the requirements noted in the job posting



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While tailoring your background and experience to sound more like the specific opportunity you are applying to is acceptable, never lie or intentionally misrepresent yourself.

Sell! Sell! Sell!

It's not only about what you did, but how well you did it.
Quantify and qualify your results.

Meh.

Conducted audits and implemented process improvements

Wow!

Conducted audits and implemented process improvements that resulted in a $540,000 savings and increased customer service ratings; initiative was nominated for a Best Practice Award by the National Quality Society

Demonstrating positive results with meaningful impact can separate you from other candidates with similar backgrounds and experience.

Additional Resume Tips

- Ensure the summary of skills section is to-the-point (think “Executive Summary”) and that words match phrases used in the job posting
- In the work history and experience section use action verbs and keep phrasing in the past-tense
- If the position you are applying for requires “the ability to obtain a clearance,” note in your resume if you have/had a clearance and/or are a U.S. Citizen (U.S. Citizenship is typically required to obtain a clearance)
- If applying for a student internship, ensure you include your GPA (GPA is a minimum requirement for student internships at LANL: Undergraduate—3.0; Graduate—3.2)
- Save your resume as a PDF to protect formatting
- Label your saved resume with your last name, job posting number or job title, and “resume” or “cover letter”

For more resume tips, visit Resume and Cover Letter Tips page on our website.

Successfully Applying for a Job at LANL: The Importance of a Cover Letter

- To be considered for a position applicants must apply online (unsolicited cover letters and resumes are not accepted)
- The Laboratory typically uses selection committees with scoring matrixes based on the minimum requirements and desired skills noted in the job posting
- To increase their chances of being selected for an interview, candidates should include a cover letter that addresses each of the minimum and as many of the desired skills as possible *individually* (i.e. “copy-and-paste” and address each requirement with a few bullets or a small paragraph)
- Cover letters may be longer in length than resume/CV, which is typical and expected (*LANL-centric practice; may not be advisable for other employers*)

The LANL Cover Letter includes three key areas

Brief introduction. Explain why you are interested in the position.

Your responses to each of the requirements noted in the job posting. Requirements are copied and pasted from the job posting. Responses are a few bullets or a small paragraph.

Brief closing. Thank the hiring official for their consideration and request an interview.

FIRST NAME LAST NAME
Address * City State* Email * Phone

Month, Day, Year

Name
Title
Company
Address

Dear Ms. Manager,

This is the section where you write a brief description of why you are interested in the job. This is the section where you type a brief description of why you are interested in the job. Here is how you meet the requirements noted in the job posting:

This is the first requirement (copy and paste from job posting).
This is a brief description of the wonderful things you've done in the past and how they clearly demonstrate that you meet and hopefully even succeed the requirement. You are great!

This is the second requirement (copy and paste from job posting).
This is a brief description of the wonderful things you've done in the past and how they clearly demonstrate that you meet and hopefully even succeed the requirement. You are great!

This is the third requirement (copy and paste from job posting).
This is a brief description of the wonderful things you've done in the past and how they clearly demonstrate that you meet and hopefully even succeed the requirement. You are great!

This is the part where you quickly thank the hiring official for their consideration and request an interview.

Sincerely,

Your signature and name

Identify common skills, knowledge, and abilities in your cover letter responses if requirements are not specifically detailed

Example:

If the requirement is “Demonstrated management experience,” and you have never served in an official capacity as a “Manager,” you might write:

I have successfully mentored nine students and served as a Project Leader, including oversight of budgets and participating in the selection and performance management of team members. Additionally, I will be completing a Master’s in Business Administration in early May with an emphasis in Organizational Development (current GPA is 3.85/4.0).

Some requirements can be intentionally broad to allow hiring officials the flexibility to gauge responses. Always appropriately measure responses to requirements. Never lie or over-exaggerate your experience.

If you are selected for an interview, be prepared to:

- **Learn about LANL and the specific hiring organization**
  Leverage this information throughout the interview.

- **Talk about previous experiences as they relate to the minimum requirements and the desired skills noted in the job posting**
  Similar to your cover letter, prepare an example from the past that demonstrates how you meet each requirement individually.

- **Express why you want the job**
  Why is LANL's mission important to you and how does this opportunity fit into your overall career objectives? Avoid statements like "I really need a job" or "LANL has excellent compensation and benefits."

If you are selected for an interview, be prepared to:

- **Honestly discuss your strengths and developmental needs**

  Avoid developmental clichés like "I'm a perfectionist." Instead, transparently discuss your developmental areas and what you've done to address them.

- **Ask questions related to the job's duties and responsibilities at the end of the interview**

  Always begin with something similar to: "Is there anything I haven't answered to your satisfaction that you'd like me to revisit?"

- **Express interest and passion**

  Avoid appearing aloof or above the opportunity (this tactic typically sinks candidates).

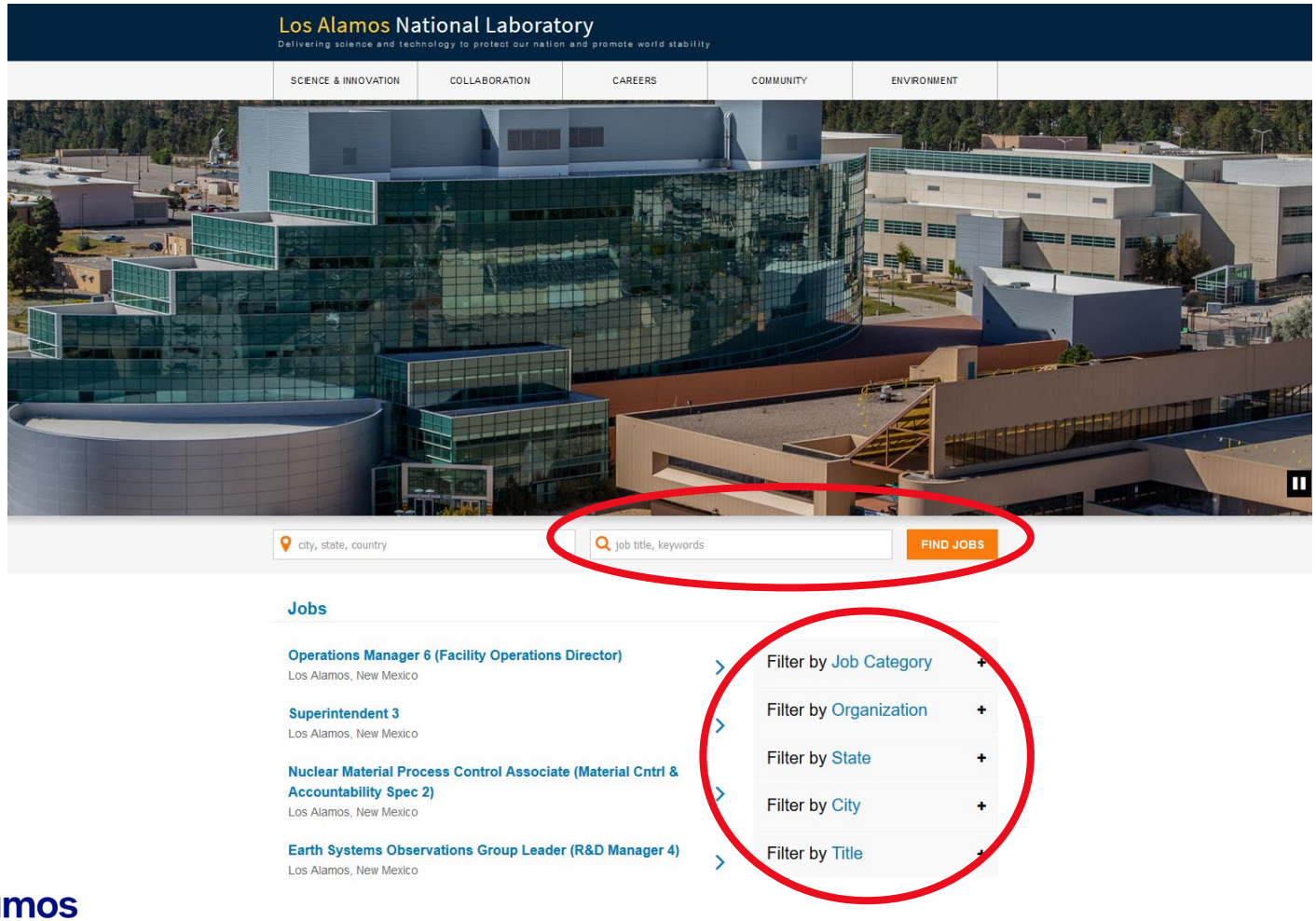
HOW TO APPLY: *External Candidates*

For more information:

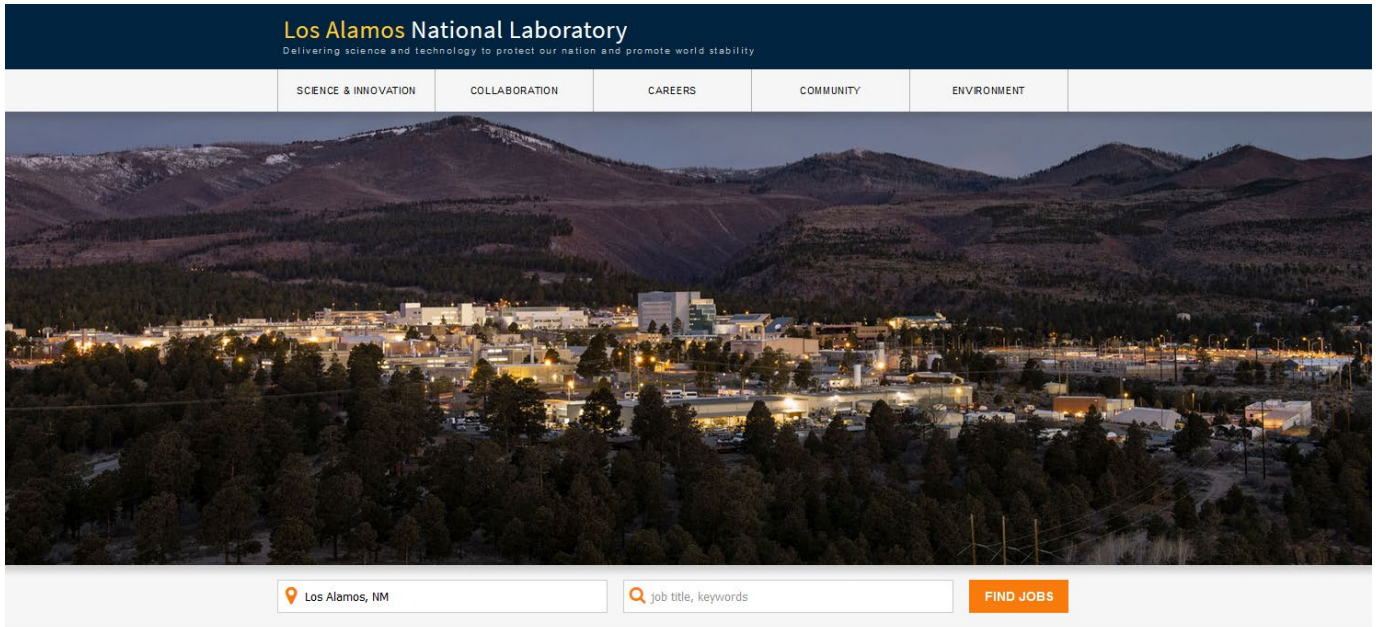
Visit the "How to Apply" page on our website

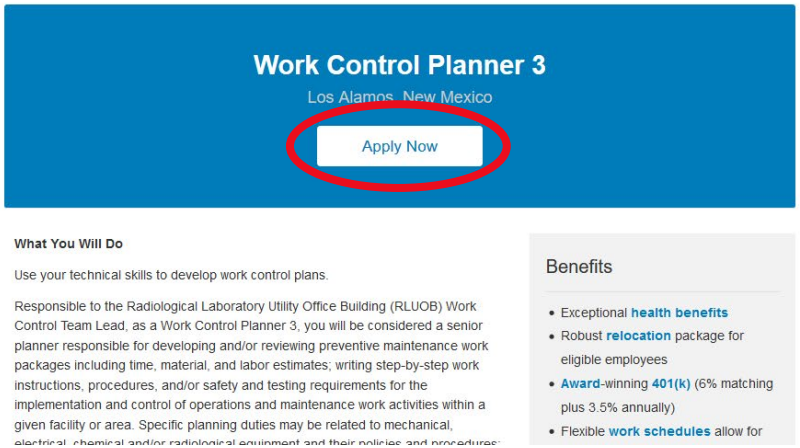
Applying to Los Alamos National Laboratory:
Our Careers Page is: https://lanl.jobs/

Search for jobs using key words or filters



Click “Apply Now”





This is the LANL internal applicant tracking system: Click “Apply Now”

Los Alamos NATIONAL LABORATORY EST. 1943

Accessibility Job Basket

Home Jobs

Vacancy Name: IRC84553

Add To Basket | Email Posting | Apply Now | Help

Description

Job Title	**Work Control Planner 3**
Location	**Los Alamos, NM, US**
Organization Name	**MSS-WC/Maintenance and Site Services - Work Control**
Minimum Salary	**77300**
Maximum Salary	**126000**

What You Will Do

Use your technical skills to develop work control plans.
Responsible to the Radiological Laboratory Utility Office Building (RLUOB) Work Control Team Lead, as a Work Control Planner 3, you will be considered a senior planner responsible for developing and/or reviewing preventive maintenance work packages including time, material, and labor estimates; writing step-by-step work instructions, procedures, and/or safety and testing requirements for the implementation and control of operations and maintenance work activities within a given facility or area. Specific planning duties may be related to mechanical, electrical, chemical and/or radiological equipment and their policies and procedures; and resolving work restraints and bringing work packages to final closure.

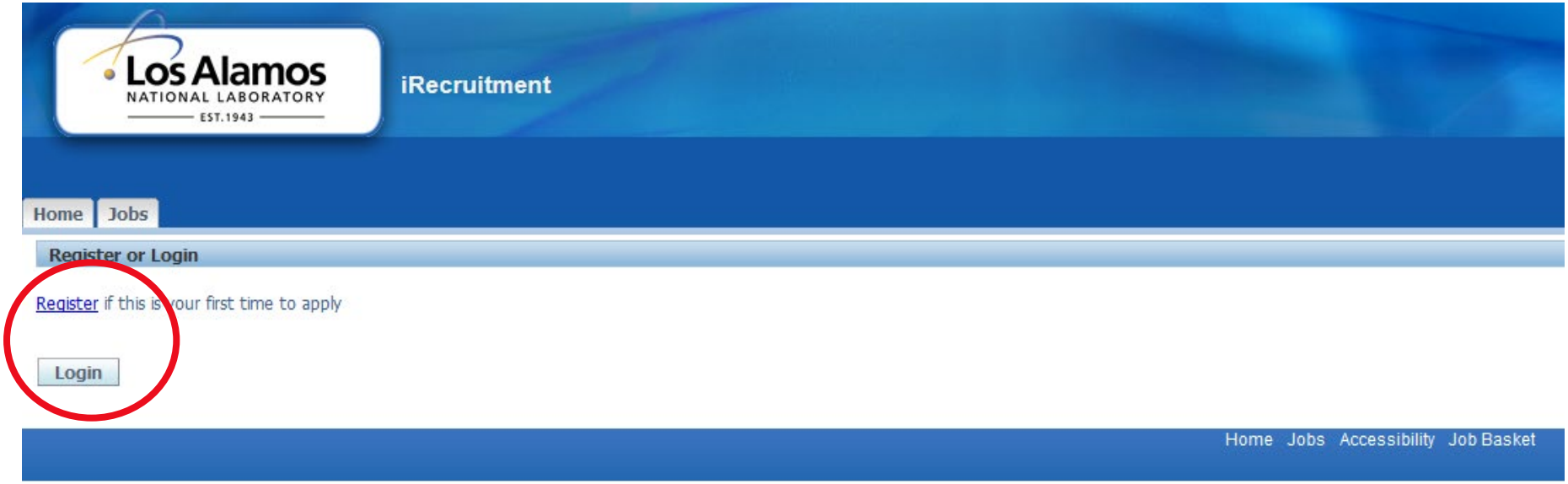
What You Need

Minimum Job Requirements:

Work Instructions: Demonstrate your ability and skill in developing detailed step-by-step work instructions for equipment and/or system modifications and corrective maintenance work packages for activities within nuclear facilities in accordance with applicable procedures and regulations. Demonstrated ability to understand and interpret mechanical, electrical, and plumbing documents, blueprints, drawings, and schematics, and interior design elements; knowledge of site development codes and standards, legal requirements, environmental laws, and space planning techniques; and in-depth knowledge and ability identifying work related hazards, and working with safety programs.

Maintenance Documentation: In-depth experience in coordinating and planning modification and/or corrective maintenance work orders; developing integrated work documents (IWDs) that reflect hazards/controls and work steps associated with modification and/or corrective maintenance work activities; and being able to effectively communicate and report on major elements of infrastructure and site planning to both technical and non-technical personnel.

Register (new user) or Login (existing user)



Note: *If you are not already registered you will be asked to complete a quick profile before you are applied to the position. You will also be able to establish preferences if you would like to receive information about future LANL opportunities.*

For those who are already registered, attach files and complete process

Los Alamos NATIONAL LABORATORY EST. 1943

iRecruitment

Job Basket Logout

Home Jobs

Navigator Favorites

Review Documents/Personal Information | Enter Application Details | Enter Disability Information | Enter Veteran Information | Review

Basic Details Address Phone Numbers

Application: Review Account IRC50229

Please review your personal information. Add additional documents (e.g., resume, cover letter) if needed and ensure that they are clearly labeled with the vacancy name for which you are applying.

* Indicates required field

Cancel Step 1 of 5: Review Account Next

Documents

File Name	File Type	Upload Date	Description	Delete
No results found.				

Add

TIP Upload resumes, cover letters, CVs, transcripts, etc

Basic Details Return to Top

* Last Name

* First Name Charles

Middle Name/Initial

* Email Address

Email Validation Code

Address Return to Top

Common Application Issue Resolutions

- If you are having issues creating an account, please make sure the special characters you are utilizing in your account are only the following: (% ^ ! # $ * ( ) - _ + : ; , | ?).
- The program will also experience an error if you use the web browser arrows to navigate through the program. If you need to go back, please use the back button in the program or use the Home button and start your action again. Using the web browser navigations will most likely result in a Support id error code.
- If you are having problems entering your Personal Information or Employment History & Education then only enter the Required Fields. That information should be reflected in your resume and cover letters that you will attach to your file.
- If you are having trouble uploading an Adobe pdf file, then convert it to a Microsoft Word document and try the upload again. Some versions of Adobe have issues with our application.
- Use a different web browser. For instance, if you are using Firefox you may also want to try Internet Explorer or vice versa. If you are using a mac, there are issues with the Safari web browser, so please try Firefox
- If you are still having issues, you should delete you cookies and browsing history. We have found that if the site was not exited by logout, it can retain packets that interfere with the next log in.
  - If you are using Internet Explorer under Tools in the toolbar click Internet Options. Under the General tab, please delete Browsing history and click the Ok button. Restart the application and try to finish your application process.
  - If you are using Mozilla Firefox under Tools in the toolbar click Options. Under the Privacy tab, click on clear your recent history and also click remove individual cookies. Click ok, restart the application process and please let me know if this does or does not work.
- If deleting your cookies and history doesn't solve the issue, you will need to go into your control panel, double click on Java, click on the settings of your Temporary Internet Files and make sure the box is checked to "Keep temporary files on my computer.", then delete files. This will clear the cache on your Java files that gives that JSP error.

Apply Help and EEO Reminder

- **How to get help with the LANL online application process**
  - Visit the help page by clicking here
  - Send an email to applyhelp@lanl.gov or call 1-505-665-JOBS

- **LANL is an Equal Opportunity Employer**

  Los Alamos National Laboratory is an equal opportunity employer and supports a diverse and inclusive workforce. All employment practices are based on qualification and merit, without regards to race, color, national origin, ancestry, religion, age, sex, gender identity, sexual orientation or preference, marital status or spousal affiliation, physical or mental disability, medical conditions, pregnancy, status as a protected veteran, genetic information, or citizenship within the limits imposed by federal laws and regulations. The Laboratory is also committed to making our workplace accessible to individuals with disabilities and will provide reasonable accommodations, upon request, for individuals to participate in the application and hiring process. To request such an accommodation, please send an email to applyhelp@lanl.gov or call 1-505-665-4444 option 1.

Your LinkedIn profile is your brand to build

1. Photo

For starters, add a photo. It helps you build credibility with others and be authentic. It doesn't need to be perfect or professionally shot. Just choose something recent that shows the real you. And when you upload it, you can enhance it with our filters.

2. Location

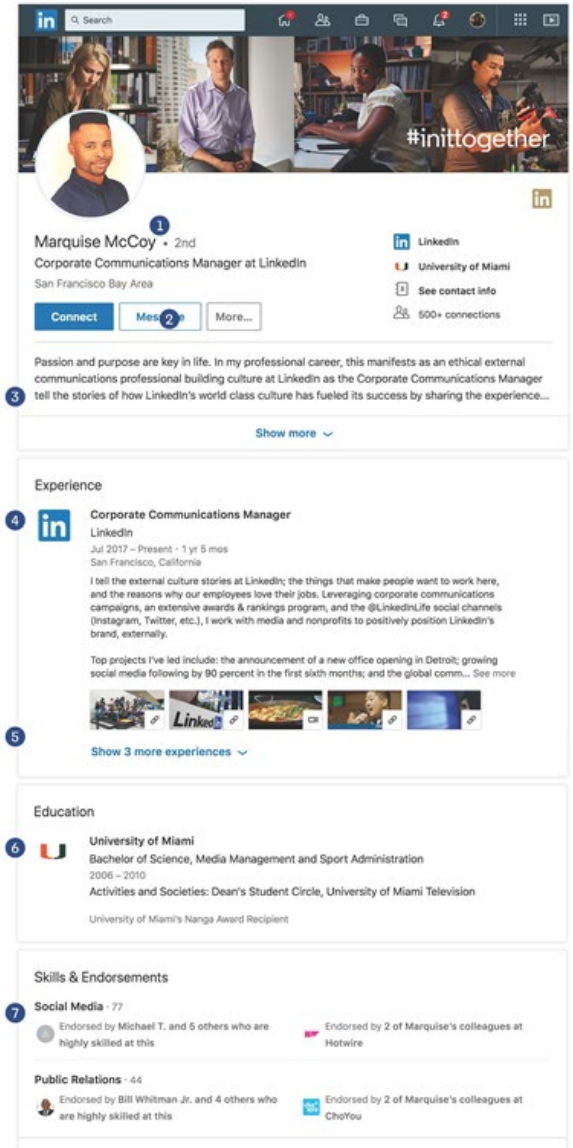
Details are good. The more you add to your profile, the more LinkedIn can help you find your next opportunity. When you add your location, you're more likely to be contacted by recruiters and employers about jobs in your area.

3. Summary

This is your career snapshot. Think of it as your personal "elevator pitch." Describe what you do and highlight your strengths. Pro tips: Stick to a few short paragraphs. Lose the jargon. And be your authentic self.

4. Experience

Starting with your current position, write about projects, accomplishments, and the value you bring to your team and organization. Keep it clear and concise. Bullet points work great here.



Your LinkedIn profile is your brand to build

5. Pictures and videos

Adding media is a great way to engage other people. Posting photos, videos, and more helps you tell your professional story in eye-catching ways.

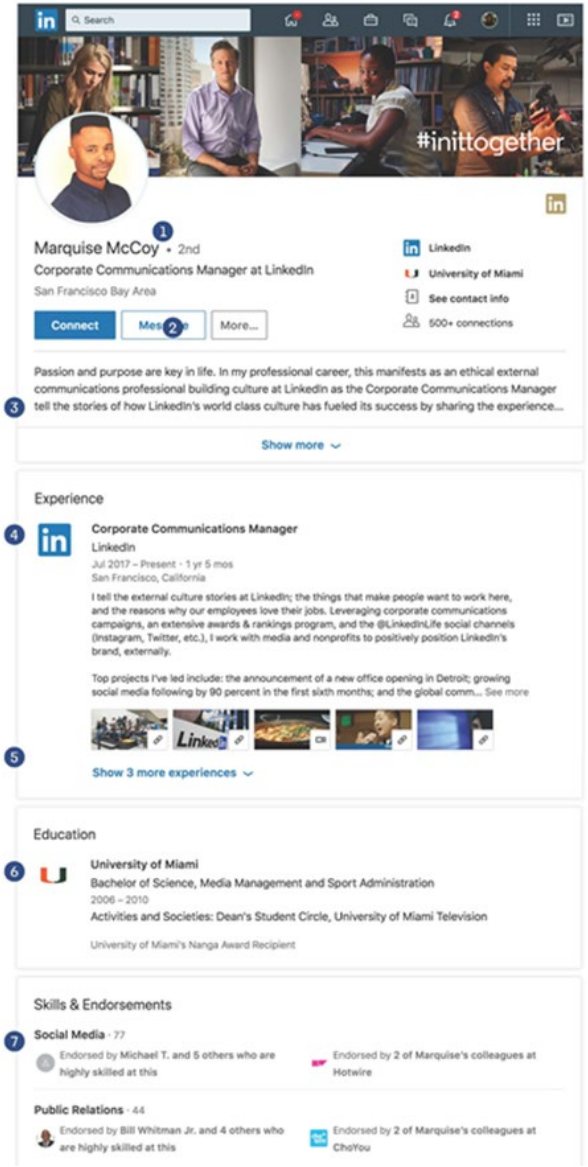
6. Education

Be sure to include where you went to school and what you studied. People who list these details get up to 11x more profile views.

7. Endorsements

Add skills you want to be known for—and that your connections can endorse you for. Every new endorsement adds credibility to your profile.

[Follow our LinkedIn page for the latest stories and career opportunities!]



Effective Use of LinkedIn

- Ensure your profile is complete, including a professional-looking photo and engaging summary
- Include multimedia in your profile (photos, videos, presentations, links, etc.)
- Research and request connections with others practicing in your field and/or working with companies you are interested in
- Join LinkedIn groups relevant to your interests/industry and share information
- Join your alma mater's groups
- "Like" and "Share" information from your current employer
- Give and ask for recommendations and endorsements from others
- **Explore best practices with the course "Rock Your LinkedIn Profile" on LinkedIn Learning**

Pro Tip: LinkedIn is a powerful recruiter's tool (including a recruiting tool used by LANL). Ensure your profile has all the words, phrases, and affiliations you would want to be "discovered" for.