

# STAND OUT WITH IMPRESSIONS



## 1. MATCH ME

Complete our Job Seeker Profile or apply for one of our Open Positions. You will be added to our mailing list to be the first to hear about new job openings.



## 2. REVIEW THE JOB POSTING

Each of our job postings give you a good overview of the best candidate for the position. If you are saying to yourself...

"Yes! That is me!"

when you read the first few lines of the posting, then this may be the position for you. Read the job posting from beginning to end and follow all steps listed. We want to know you read the posting and really care about the opportunity



## 3. COMPLETE THE APPLICATION

Review the application questions and respond thoughtfully. This is our first impression of you! Upload your resume and cover letter. If you need for us to know something that is not in your resume, let us know in the cover letter. Are you relocating or changing careers? Let us know in the cover letter. This is your opportunity to fill in the gaps and shine!



## 4. WATCH YOUR EMAIL

You will receive an email from us within a few business days of submitting your application. The subject will contain the job title.

Qualified candidates will be asked to schedule a phone interview. Please respond within a day of receiving the request for an interview. If you are no longer interested in the position, we would appreciate you letting us know.

If you don't hear from us, contact us @ [impressions@ahabusinessconsulting.com](mailto:impressions@ahabusinessconsulting.com).



## 5. WE WILL CONTACT YOU!

We won't leave you guessing! We will contact you within the week to let you know your status in the search. If we say we are not going to pursue your candidacy at this time, don't give up! We will keep you in our database for future opportunities. If you would like feedback on why we did not move you to the next step, email us and we are happy to share.



## 6. BE PREPARED!

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Get a : F99 review of your resume by a TopResume expert. This is a valuable service and it is FREE for you!



## 7. NEXT STEPS

We want to get the full picture of you and what you have to offer. If you are invited for a phone interview, you will also be asked to:

- Complete a short prehire assessment
- Provide three reference contacts with current emails. At least two of the references must be past supervisors.



ARE YOU READY TO MAKE YOUR BEST IMPRESSION?