



### Who are Prospective Candidates? "Everyone" is a Prospective Candidate!

Everyone should prepare themselves for another job opportunity whether unemployed or not. Prospective candidates could be preparing for one of the following reasons; due to termination, moving forward in their career, through internal growth promotion and consultant opportunities.

#### How can you always be prepared?

**By creating and maintaining your public profiles.**

**Below are listed 3 powerful Websites to create and maintain your public profile.**

The good news is that these sites are free for you to use, currently. The bad news is that this will take some time and work to create and to manage. These efforts will pay off for you when you have captured the interest of a recruiter or potential employer who researches you to see what information is available about you on the Web because they will find these sites, often at the top of the first page of search results.

#### Your LinkedIn Profile



Whether or not you are actually job hunting right now, a LinkedIn Profile is a MUST-DO these days. And, if you are currently happy in your job, a robust ("100% complete" in LinkedIn terms) LinkedIn Profile can make you more effective in your existing job. It also lays good groundwork for your next job because LinkedIn is so important to employers and recruiters. Communicate directly with other LinkedIn members who share a professional interest or hobby by joining a niche or create a group.

#### Your Google Profile



This will show up at the bottom of the first page of Google search results on any search with your name, and it can be as robust as your LinkedIn Profile.

#### Your Facebook Profile



Gives you the power to promote who you are and be more connected with people in your life. Communicate directly with other Facebook members who share a professional interest or hobby.

#### Additional Tips: Keeping your Résumé and cover letter up to date

While your resume should be tailored to any position for which you apply, you should have a basic resume off of which you build your specialized documents. Review your basic resume and update it with your current responsibilities. Any time you work on a new, significant project, complete a task that is worthwhile for the company, assume new responsibilities, or receive a promotion, update your basic resume. Save it in a Word doc/ Jpeg file ready for submittal to a company.

#### Networking A Must on a continual basis

This doesn't mean just going out after work with your boss whenever invited. Make friends in other departments and see as many people as possible related to your career goals. Always carry your business card. If your company doesn't provide you with your own, make them yourself. Join networking groups and attend events. Attend Industry events; consider being a subject matter expert through speaking events.

#### Develop a Rapport with your Recruiter

Be really attentive and helpful when recruiters call. Give them a reason to want to call you back by referring great people to them. As a part of his or her job, the successful recruiter has developed relationships within many different companies. Sometimes the best job opportunities are not posted for the general public. In addition, he or she is an excellent source for your job search questions and often will give tips on items such as improving resumes and interviewing. A continual follow up is key to keeping them in the loop. Develop a strong partnership to support you through your career.

We all need to become very good at establishing and managing our public personas, whether we label it personal marketing or personal branding. It is unavoidable in the 21st century. And we especially need to keep a resume current, be networking whether through groups, events and stay connected with a Recruiter.

**"Luck is when preparation meets opportunity"**

source: Seneca quote (Roman philosopher, mid - 1st century, AD)



### Make sure your references are in order when you are applying for a job!

Last week I spoke with a candidate about his references. I instructed him to contact his references to make sure that they were on board, his response, "Do not worry about that, they are on board". This was not the response I wanted from him. Upon further research, I discovered that the contact information was not current which would have made it very frustrating for my very busy client.

This is a very competitive time for job seekers and any little hiccup can derail a perfectly good employment opportunity. Employers are faced with processing a lot of candidates in a very short period of time. Any assistance you can provide your prospective employer will go a long way in making sure that you put your best foot forward.

#### Do the following when providing references:

Request their participation/permission in your job search. Brief your references on your career plans and the types of positions you are applying for. Be sure they are willing to discuss your career openly and freely. These should be people who know your strengths and abilities and who you can rely on to be positive about you. They also need to know you well enough to be prepared and able to answer any questions the prospective employer asks and to confirm your resume information. If they are not 100% in your corner, do not use them.

They must be current and easily contactable. A potential employer will only get frustrated if they are unable to get hold of your employment references because they are out of town, always in meetings or are just unavailable. Contact information should be complete and accurate. This information includes names, job titles, company names, work address, as well as direct contact information. It should include email addresses, cell phone, day and evening telephone numbers. If a cell phone is the best way to reach them, make a note of this.

Use a mix of references. Delineate the relationship with your reference, state the nature of relationship you have had with the reference. Were they your boss, a mentor, a customer, a colleague or a peer?

Do not provide personal references, those who only know you in a social capacity, stick to people who have worked with or who can discuss your work-related qualities. If the clients need them, they will ask. Most employers do not request personal references unless there are security issues with the position.

These are a very few simple hints, but they will make your prospective employer very happy when these are followed. Happy job search!

**Kevin OConnor, CEO**  
**APN Staffing & Employment Solutions, LLC**

## Candidate Showcase

Refer to the list below that features only a few of the many qualified candidates we currently have available:



#### Department Managers

**General Manager:** This candidate has over 18 years of experience working as a General Manager for the same ownership Group. In this capacity, this candidate was responsible for multiple locations across two states that included multiple used car lots as well as several Kia and Suzuki franchises. Would consider relocation but would prefer to stay in the Southwest. \$250,000

**Chief Financial Officer:** This candidate currently works in Corpus Cristi. This CPA is currently working for an Oil Exploration Company with 15 years of previous experience in automotive retail. This applicant has a strong background in overseeing multiple stores and running a centralized accounting office. Also, this candidate has been involved in several computer installations and is very experienced in all the latest DMS packages around the country. He's in the market seeking opportunities as a controller in the state of Texas. \$150,000.

**Parts Manager:** 15 years of Dodge parts experience. The ownership group is in the process of reorganization and this candidate will be exploring opportunities in Arizona or New Mexico. He's an ADP and R&R end user and has the proven sales experience to build wholesale accounts. \$75,000

**Parts & Service Director:** 17 years with Ford and Dodge. This Service Manager has successfully managed two of the largest Domestic Service Departments in the Phoenix Market. Computer literate in ADP/ARCONA/R&R. This individual is open for relocation to Colorado or Utah. This Service Director comes with an excellent track record and reputation with people in the business. \$180,000.

**Internet Sales Director:** This individual is currently working for a large dealership group in Los Angeles. This candidate is currently managing an Internet Department of eight highly motivated and successful internet sales representatives, one that could be easily duplicated with another automotive group. This individual has a young family and is looking to relocate to a smaller community in Utah or Colorado. All family members are avid skiers and they enjoy their weekends on the mountains. \$140,000

**Finance Director:** This candidate has extensive experience managing high volume and high grossing departments. Seeking a position in a metro store with multiple facilities within the southwest. BS Degree in Finance with a proven track record. \$200,000

**Controller:** Fifteen years with a parts distributor in Colorado with five years of public accounting experience. This CPA is seeking advancement in his career and is willing to relocate. This is an excellent applicant for a company that intends to expand through mergers and acquisitions. \$150,000

**Outside Sales Representative:** This individual has 14 years of Outside Sales with a Heavy Truck Dealership in Southern Arizona. This candidate is an excellent heavy truck parts professional who knows how to build a solid client base for his employer. Also has three years of Parts Management experience with a truck dealership in Seattle Washington. \$75,000

#### Consultants and Trainers

**Fixed Operation Consultant:** This service consultant has over 20 years of fixed operation experience with all domestic lines and Kia & Hyundai. The consultant is looking for clients who are interested in retaining and building their customer base through superior customer service. This candidate has an extensive track record of building successful fixed operations and will consider positions fulltime, part-time or on a per diem basis.

**Parts Inventory Consultant:** This consultant is available for all parts inventory audits for buy sales, year end financials or just the need for an accurate start. When you need an accurate inventory count for a competitive price and in a timely manner, call for details.

#### Administrative and Commission Personnel

**Parts Counter Personnel:** APN recruits parts personnel for all lines and wholesale. Several candidates also have independent experience.

**Warranty Clerks:** Our candidates possess various levels of experience and working knowledge of most manufacturers. We also offer highly skilled candidates on a contract basis to train existing personnel and to catch up backlog work.

**Office Clerks:** APN recruits office clerks for all of your back office positions. They are experienced Bookkeepers, Title, Billing, Accounting, and Payroll Clerks.

**Finance Managers:** Secondary or Primary, Producers and Director experienced candidates. All capable of increasing sales and profits.

**Service Writers:** We represent experienced and writers/advisors of all manufacturers car lines as well as diversified individuals for independent repair centers.

#### Technicians

We recruit highly trained Service Technicians on a nationwide basis for Automotive, Motorcycle, Recreational and Transportation businesses. Many of our candidates have been successfully placed in high-line, high volume positions across the country. Please call for specifics regarding the qualifications and availability of our candidates.

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