

JOB SEEKER GUIDE



There's no doubt job hunting can be overwhelming at times. Whether you're entering or re-entering the workforce, making a career change, or just looking for something new, you're not alone. Paradigm's goal is to help you feel confident and prepared as you make the first step into your next role. We created this Job Seeker Guide to make sure you put your best foot forward with confidence.

HOW TO WORK WITH PARADIGM

HERE'S HOW OUR PROCESS WORKS:

- 1 See if We Are a Match:** Visit our website and check out our open jobs
- 2 Apply or Reach Out:** See a role you like? Apply directly or send us your resume.
- 3 Meet Your Recruiter:** Our recruiters review every resume submitted. If they find your experience a good fit, they will set up a conversation to get to know you, your goals, and preferences.
- 4 Get Matched:** We'll share opportunities that align with your skills and interests.
- 5 Interview & Feedback:** We'll support you throughout the interview process and share any meaningful feedback we receive.
- 6 Start Strong:** Once placed, we'll stay in touch to ensure your engagement is smooth.

WHAT WE LOOK FOR

BEYOND RELEVANT EXPERIENCE AND A WILLINGNESS TO LEARN, WE ALWAYS LOOK FOR:

- **Clear communication:** both written and verbal
- **Dependability:** show up to all scheduled conversations on time
- **Professionalism:** as our associate, you will be representing Paradigm. We ask for the same level of respect that we give to all our associates.



RESUME TIPS

THE RESUME - AT A GLANCE:

- One to two pages max
- Easy-to-read layout
- Results-based bullet points (what you achieved, not just what you did)
- Keywords that match the job description (Consider having a unique resume that best describes your experience to match the specific job you're applying to.)

COMMON MISTAKES TO AVOID:

- Typos
- Overly dense blocks of text
- Irrelevant information
- Tip: Ask 1-2 trusted editors to review your resume. Our team is always happy to help!

Check out our blog post for more details:
[10 Essential Tips for Writing a Standout Resume](#)

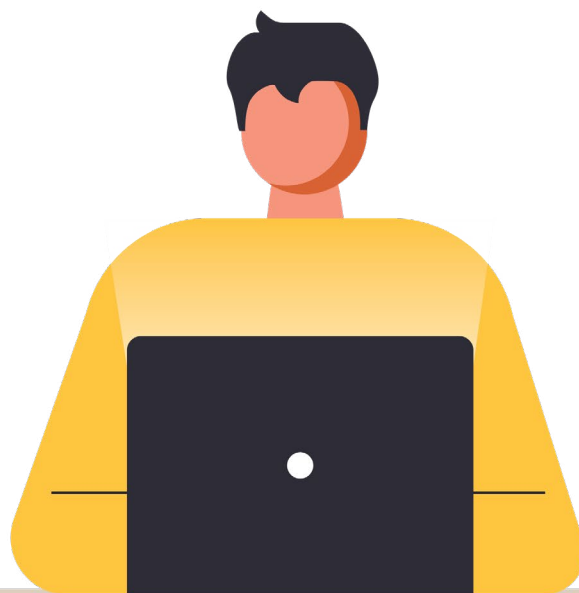
LINKEDIN TIPS

LINKEDIN – AT A GLANCE:

- Use a professional headshot: (If you don't have access to a professional headshot, we have seen great results with Dreamwave)
- Make your headline clear and searchable (e.g., “UX Designer | Figma | Accessibility-Focused”)
- Keep your experience section updated
- Connect and engage with people in your field
- Request skills “endorsements” from colleagues and professional connections

Check out our blog post for more details:

8 Tips for Creating a LinkedIn Profile That Gets You Noticed



INTERVIEW PREP ESSENTIALS

BEFORE THE INTERVIEW:

- Research the company and role
- Know your resume and be ready to walk through it
- Prepare 2-3 succinct examples that show your strengths in action

WHAT TO WEAR:

- For video: Simple, professional, distraction-free top
- For in-person: Business casual unless otherwise specified

COMMON QUESTIONS TO PRACTICE YOUR RESPONSES:

Tell me about yourself.

Why are you interested in this role?

Tell me about a time you overcame a challenge.

QUESTIONS YOU CAN ASK:

Can you tell me about the team I'd be working with?

What does success look like in this role?

What are the next steps in the hiring process?

Check out our blog post for more interview prep details:
[How to Use the STAR Interview Response Method to Ace Your Next Interview](#)

WHAT TO EXPECT AFTER THE INTERVIEW

FOLLOW-UP:

- Send a thank you email within 24 hours. Your recruiter will be happy to forward the message along.
- Keep it short and sincere. Touch on a specific topic from the interview to show you took it seriously and are genuine in your interest.

FEEDBACK:

- We'll do our best to get you clear feedback, but some companies are limited in what they can share.
- Don't take silence personally. Rest assured we will advocate for you and keep you posted as soon as possible.

CHECKING IN:

- If it's been a week, feel free to reach out to us.
- Stay positive and patient as timelines can vary!

OUR COMMITMENT TO YOU

We're an equal opportunity employer that values diversity and inclusivity. We advocate for our candidates, and we're committed to creating a supportive and transparent hiring process.

No matter your background or path, you deserve respect and real opportunities.



HELPFUL RESOURCES

Free Resume Templates: [Canva](#)

Salary Research: [Glassdoor](#), [PayScale](#), [Salary.com](#)

Job Boards: [Indeed](#), [LinkedIn](#), [ZipRecruiter](#)

Skill Builders: [Coursera](#), [LinkedIn Learning](#), [General Assembly](#)

Paradigm Blog: www.paradigminfoservices.com/blog

— [A Comprehensive Guide to Successful Video Interviews](#)

— [8 Essential Tasks to Jumpstart Your Job Search](#)

— [5 Questions You Should Ask When Interviewing for a Remote Job](#)

STAY IN TOUCH

Email us: hello@paradigminfoservices.com

Follow us on LinkedIn: www.linkedin.com/company/paradigminfo

Website: www.paradigminfoservices.com