

Institute for Career Advancement in Student Affairs

Northern Illinois University
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The Spelman & Johnson Group



What is executive search?

What do search firms do?

- Adhere to Federal and State guidelines
- Resolve issues related to the position/search
 - Work with search committees
 - Vet and reference applicants
 - Communicate relentlessly



What does this mean for you as a candidate?

- Unusual circumstances
- Opportunities and challenges
 - FIT!!
- Perspectives and imperatives



Student Affairs Leadership Skills:

- A strategic, visionary orientation
 - Fiscal planning experience/skill
- Supervisory/management experience
- Communications skills – writing, speaking, interacting
 - Marketing and negotiation skills
 - Time Management



The Cover Letter

Four Basic Paragraphs

- State the purpose
- Summarize skills/highlight accomplishments
- Briefly state what you know about the institution/position you're applying for
- State why you are a good match for the institution/position

Speak to the position announcement

Speak to special circumstances

Personalize it!



Resume Tips

Remember the Goal

The Concept of Real Estate

Chronological vs. Functional

Briefly Describe Your Institution

Responsibilities vs. Accomplishments

Quantify, Quantify, Quantify!

Be selective (but note this!)



The Interview

- Preparation, Preparation, Preparation!
- Examples – Measurable and Tangible (Behavioral Interviewing)
- Three Reasons Why *You* Want *Them*
- Three Reasons Why *They* Want *You*
- There are Only Three Interview Questions in the Entire Universe
- Three Good Questions
- Send a Thank You Note
- Fit / Match



Reference Tips

- Never Underestimate the Importance
- Talk to Your References!
- Talk to Your References *Again!!*
- Keep in Touch
- The Fair Credit Reporting Act



Questions? Or what have I
always wanted to ask a headhunter!





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Ellen Heffernan

SJG—The Spelman & Johnson Group

413-529-2895

eth@spelmanandjohnson.com

Join us on LinkedIn

Follow SJG on Twitter [@sjgsearch](https://twitter.com/sjgsearch)

www.spelmanandjohnson.com

