

The Basis of Today's Presentation

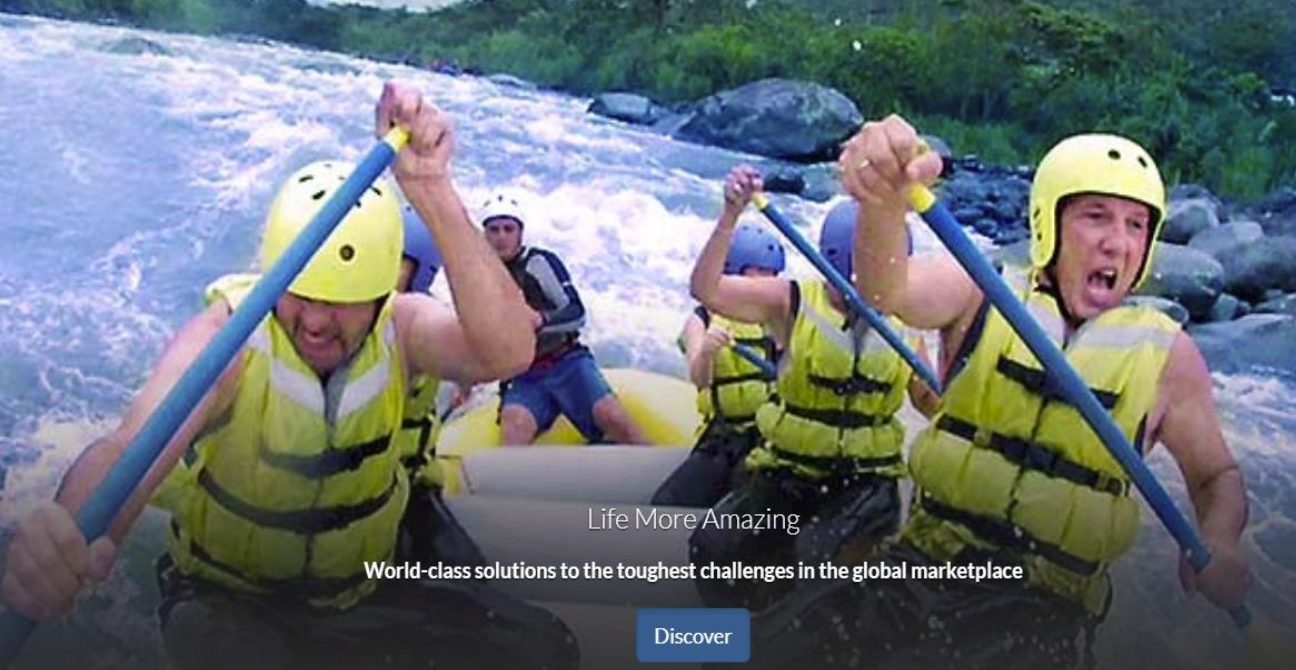


What Hiring Managers Need to Know

Everything you write, what is written about you, what you say and what is said about you **MUST help to answer these two critical questions:**

- 1. Why am I going to look like a genius for hiring you?**
- 2. How are you going to help my team, group and company go from “good to great”?**





Life More Amazing

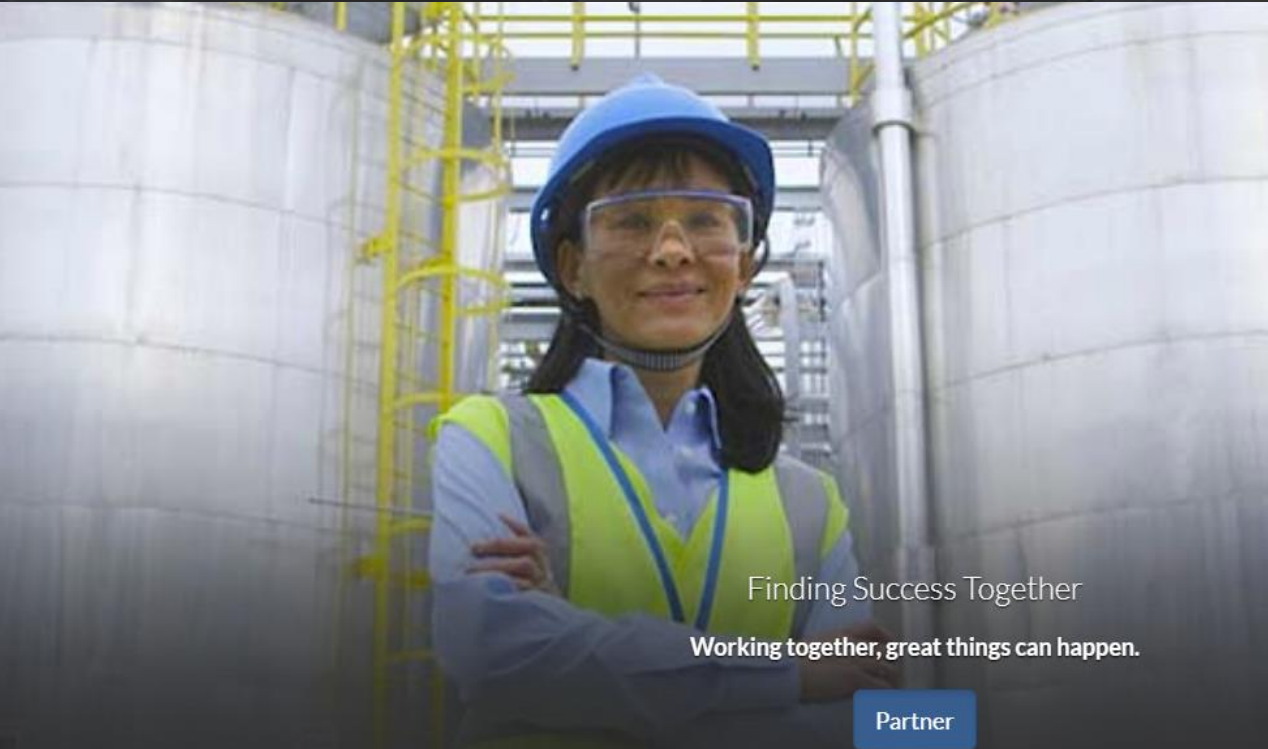
World-class solutions to the toughest challenges in the global marketplace

Discover

Is this “me”?

Can I excel here?

How can I communicate this in a resume, networking opportunity or interview?



Finding Success Together

Working together, great things can happen.

Partner



Building Bonds

Giving back to our Communities as good neighbors

Engage

I am essential because ... I make a difference.

I thrive on challenge

Have you always wanted to push the limits? Take what's good and make it better? Find the solutions no one else sees? If that sounds right, then Lubrizol may be the right place for you. We love to work with molecules, starting small to deliver big performance for the products you use every day.

- [Learn More about Our Company](#)
- [Our History](#)
- [Ethical and Legal Conduct](#)
- [Benefits \(U.S.\)](#)
- [Diversity & Inclusion](#)
- [A Forbes Best Employer](#)



[Our Company](#)



[Our History](#)



[Ethical and Legal Conduct](#)



[Benefits \(U.S.\)](#)



[Diversity and Inclusion](#)



[A Forbes Best Employer](#)

Projecting Your “Fit”



- ✓ Research criteria & develop examples that clearly demonstrate how you flourish in similar situations
- ✓ Prove that your brand/perceived value match up with the target company's criteria
- ✓ Ensure that your LinkedIn profile, connections & recommendations reflect who you say you are

Source – glassdoor.com.

Provides insight into Salaries, Employee Comments, Sample Interview Questions

Lubrizol

Overview ▾ 419 Reviews 524 Jobs 720 Salaries 109 Interviews 129 Benefits 2 Photos

Lubrizol Overview [Work Here? Get a Free Employer Account](#)

Website:	www.lubrizol.com	Headquarters:	Wickliffe, OH
Size:	10000+ Employees	Founded:	1928
Type:	Company - Private	Industry:	Chemical Manufacturing
Revenue:	\$5 to \$10 billion (USD)		

Competitors: UNKNOWN

Lubrizol is a smooth operator -- the company is the world's #1 maker of additives for lubricants and fuels. Its Lubrizol Additives segment includes engine oil additives that fight sludge buildup, viscosity breakdown, and component wear; fuel additives designed to control ... [Read more](#)

Lubrizol Reviews

4.0 ★★★★★ ▾

76% Recommend to a Friend

79% Approve of CEO

Eric R. Schnur
76 Ratings

Nov 7, 2020

"Exceptional Company"
★★★★★ ▾ Former Employee - Retired in Wickliffe, OH

Provides a “behind the curtain” look at what the employer is seeking from its’ ideal candidate.

The Challenge – Connecting the dots between what they are seeking and YOU.



interview questions for lubrizol



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[Lubrizol Interview Questions | Glassdoor](https://www.glassdoor.com/Interview/Lubrizol-Interview-Questions-E416.htm)

<https://www.glassdoor.com/Interview/Lubrizol-Interview-Questions-E416.htm>

Lubrizol interview details: 93 interview questions and 88 interview reviews posted anonymously by Lubrizol interview candidates.

[Lubrizol Intern Interview Questions | Glassdoor](https://www.glassdoor.com/Interview/Lubrizol-Intern-Interview-Questions-Intern-Intern.htm)

<https://www.glassdoor.com/Interview/Lubrizol-Intern-Interview-Questions-Intern-Intern.htm>

5 Lubrizol Intern interview questions and 5 interview reviews. Free interview details posted anonymously by Lubrizol interview candidates.

[Lubrizol Corporation questions about work, benefits, interviews and ...](https://www.indeed.com/cmp/Lubrizol/faq)

<https://www.indeed.com/cmp/Lubrizol/faq>

Find 75 questions and answers about working at Lubrizol. Learn about the interview process, employee benefits, company culture and more on Indeed.

[Lubrizol Interview Questions | Glassdoor.ca](https://www.glassdoor.ca/Interview/Lubrizol-Interview-Questions-E416_P3.htm)

https://www.glassdoor.ca/Interview/Lubrizol-Interview-Questions-E416_P3.htm

★★★★★ Rating: 4 - Review by Anonymous Employee

Application. I applied through a recruiter. The process took 5+ months. I interviewed at Lubrizol (Cleveland, OH (US)) in May-2015. Interview. Casual process.

[Lubrizol Interview Questions | Glassdoor.ie](https://www.glassdoor.ie/Interview/Lubrizol-Interview-Questions-E416_P2.htm)

https://www.glassdoor.ie/Interview/Lubrizol-Interview-Questions-E416_P2.htm

Application. I applied online. The process took 1 day. I interviewed at Lubrizol (Cleveland, OH (US)) in February 2015. Interview. They were very accommodating ...

[Looking for a Job at Lubrizol? - Hiring-Process.com](https://www.hiring-process.com/lubrizol)

<https://www.hiring-process.com/lubrizol>

An interview at Lubrizol will like be proceeded by a short phone interview. ... in advance by reviewing Chemicals And Allied Products interview questions.

Skills – What You'll Need

Desired Skills & Competencies

Small Corp	B, LLC	Medium Co.	D Corp	Giant Company	In Common
Leadership	Time Management	Risk Analysis	Leadership	Leadership	Leadership
Supervision	Data Analysis	Budgeting	Risk Analysis	Budgeting	Communication
Communication	Change Management	Time Management	Develops Strategies	Communication	Detail-Oriented
Detail-Oriented	Account Management	Issue Resolution	Communication	Negotiation	Supervision
Accountability	Detail-Oriented	Detail-Oriented	Issue Resolution	Data Analysis	Change Management
Change Management	Budgeting	Communication	Supervision	Time Management	Accountability
Negotiation	Results Driven	Customer Focus	Data Analysis	Detail-Oriented	Negotiation
Budgeting	Supervision	Supervision	Time Management	Tech Savvy	Budgeting
Time Management	Leadership	Leadership	Results-Oriented	Change Management	Time Management
Courage	Communication	Change Management	Accountability	Global Vision	Results-Oriented
Drives for Results	Team Building	Accountability	Detail-Oriented	Results Driven	
Client Focused	Tech Savvy	Team Building	Negotiation	Issue Resolution	
		Negotiation	Tech Savvy	Accountability	

Breakout: FAQ's - Resumes

- 1. Does paper type really matter?***
- 2. Do color & graphics influence readability?***
- 3. Should I post more than one resume online (e.g., Indeed.com), as site seems to only want one?***
- 4. How to explain a wide employment gap on the resume?***

FAQ's - Resumes

Does paper type really matter?

- Yes! Keep it simple. No colored paper – standard white, resume paper works great.

Do color & graphics influence readability?

- Yes – most likely won't be read. Hiring managers are captivated by content, not colors & graphics.

Should I post more than one resume online (e.g., Indeed.com), as site seems to only want one?

- Post one core resume. Submit to each targeted employer a document customized to the respective opportunity sought.

How to explain a wide employment gap on the resume?

- Couple ways to do this: In the cover letter or Summary section of the resume. Varies for each individual. Focus on skills-related activities & experiences during the employment gap.

Resume Content

Your Name

Street Address
City, State Zip Code
(440) 123-4567 (c)

email address
LinkedIn URL

SUMMARY

Information Technology Leader with unique talent for identifying and meeting customer needs with effective technology-based solutions. Proven ability to reduce IT costs while raising IT value and customer satisfaction. Excellent problem-solving skills coupled with keen understanding of cultural and human factors. Results-oriented and process-driven leader with expertise in:

- Application Development
 - Project Management
 - Process Improvement
 - Business Intelligence
 - ERP/CRM
 - Staff Development
-

- ✓ **Summarizes resume content & includes critical keywords**
- ✓ **Customized to specific position**

Resume Content

PROFESSIONAL EXPERIENCE

ABC Media, Cleveland, Ohio

2012 - 2020

Diversified business-to-business media company with \$900M revenue

Manager, Business Systems

Responsible for strategic and tactical direction, budgeting, staffing, application development and support. Supported enterprise-wide sales, financial and human resources applications, including Oracle Applications, Salesforce.com, Hyperion and Lawson. In addition, managed database administration group and messaging services.

- ✓ **1-line description of the employer. Include size, scope of business**
- ✓ **Functional title followed by customized summary of your duties & responsibilities while in that position for that employer during the indicated years of service**
- ✓ **Reverse chronological order (most recent roles first, oldest jobs last)**

How to “Tell” Your Success Stories



STAR Methodology

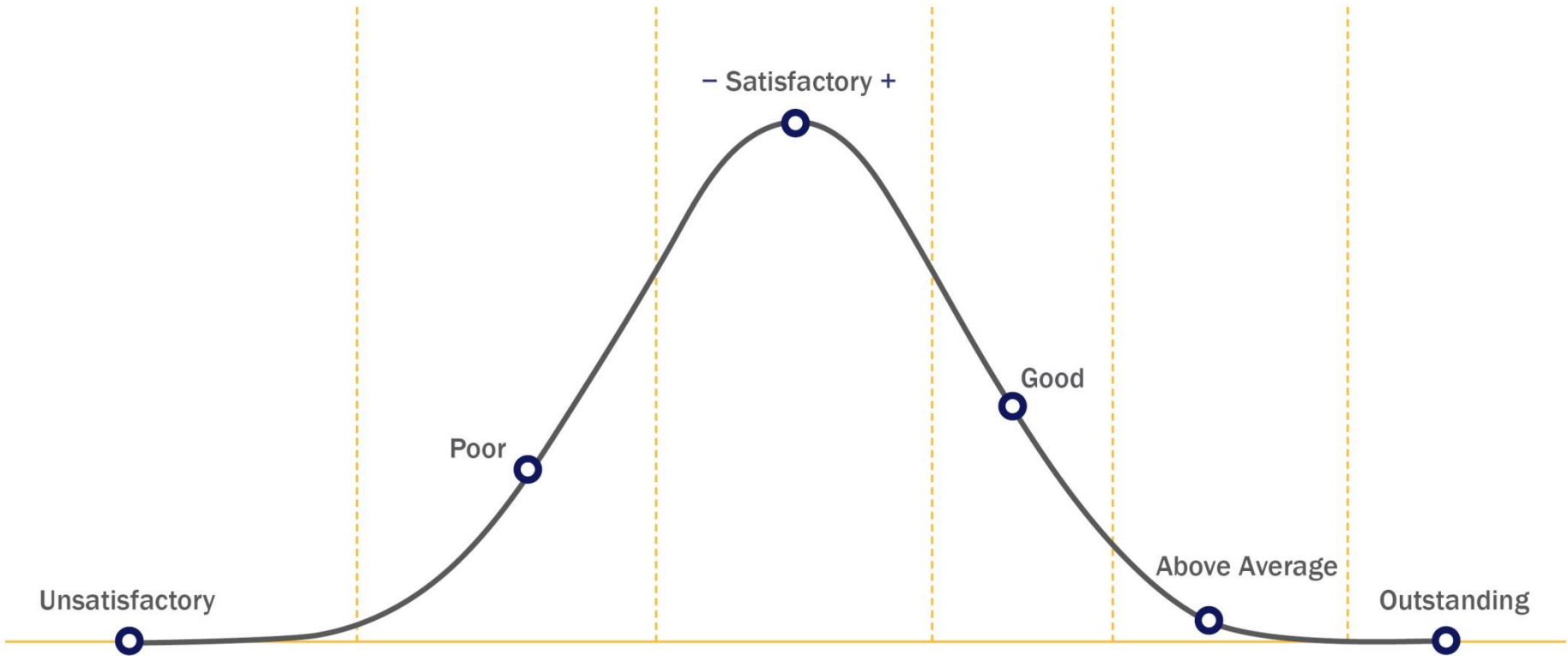
Situation – describe the specific situation/event

Task – what task were you charged with completing (the goal)

Action – various actions needed to complete task

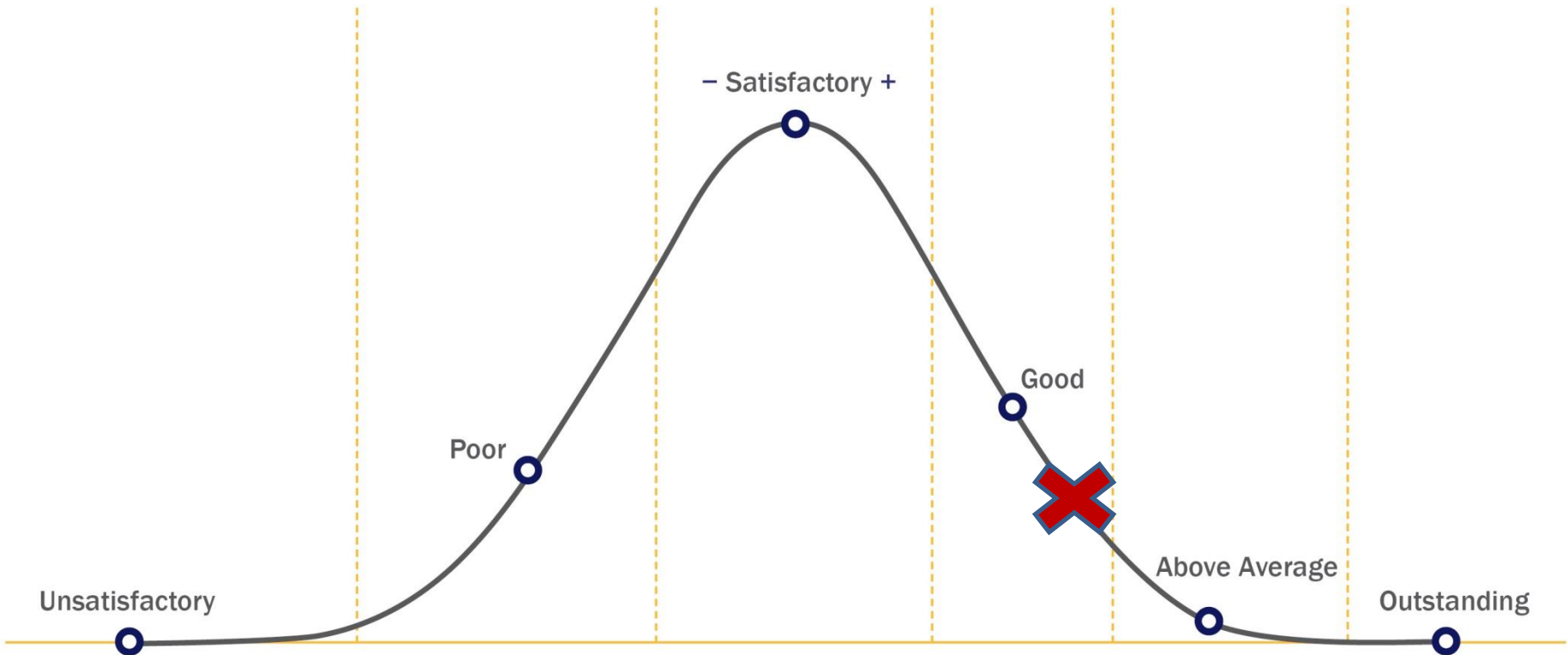
Results – what was accomplished as a result of your actions & why was it a big deal

Where are YOU on the Curve?



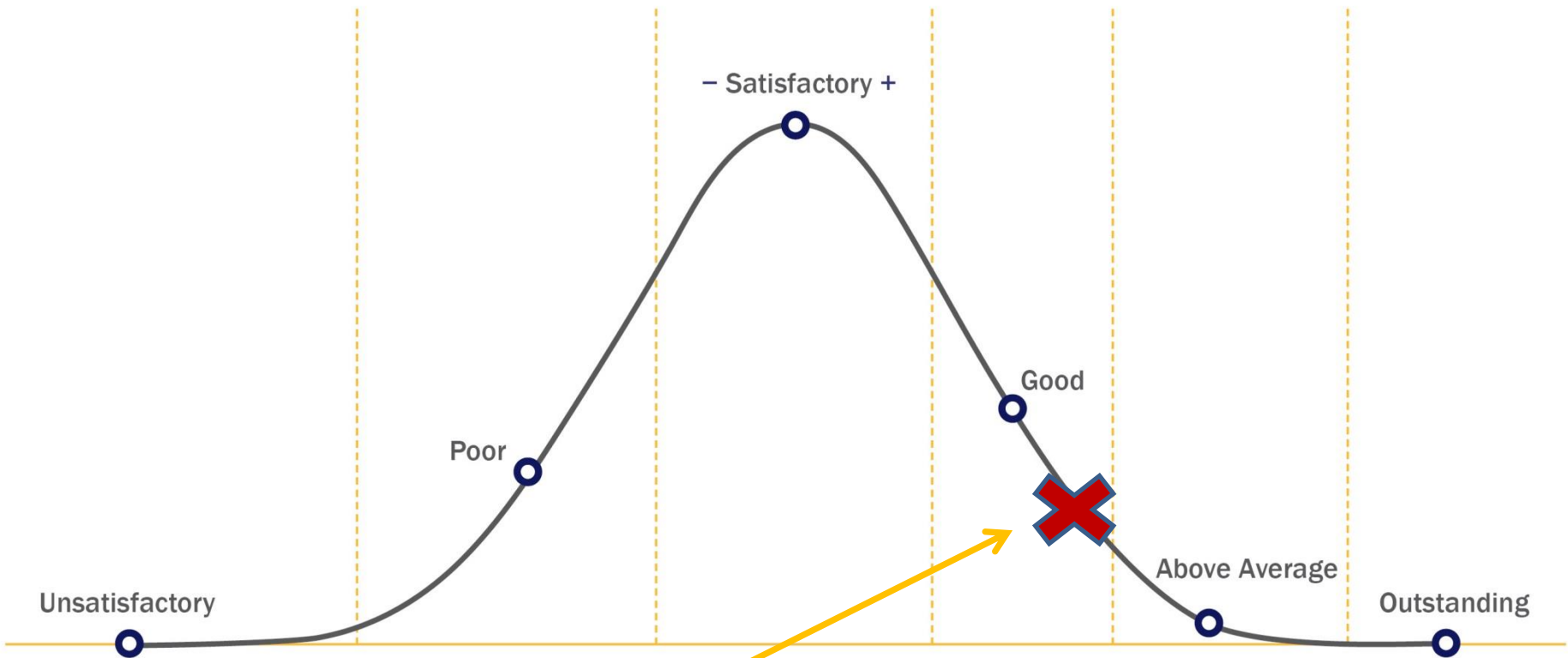
This is the bell curve of performance. Think of where you are on the curve.

What Differentiates You?



So, let's say this is *where you think* others feel you are regarding your overall performance as an employee, partner, etc. So, to get the quality content for your STAR stories re: achievements, you need to answer the question on the next slide.

The Basis for Your STAR Stories



WHY are you here??

OK, so think about **WHY** you are wherever you put yourself on the curve. What have other partners, owners, bosses, peers said about you regarding your overall “good”, “above average” or “outstanding” level of performance? The answers to the “Why” are the basis for your STAR stories/Key Achievements narrative.

Establishing Credibility – Raising the Bar



- You do what others cannot or are unwilling to do
- Awards, honors, certifications, self-improvement (that was voluntary), recognition (“first ever”, “most ever”, President’s Award, “Leader of the Year”, community service awards/honors). Name is not important, the “*why*” is.
- References that are prepared to speak, in-depth, on your behalf

Action Verbs

Communication - People Skills	Creative Skills	Data - Financial Skills	Helping Skills	Management - Leadership Skills	Organizational Skills	Research Skills	Teaching Skills	Technical Skills
Addressed	Acted	Administered	Adapted	Administered	Approved	Analyzed	Adapted	Adapted
Advertised	Adapted	Adjusted	Advocated	Analyzed	Arranged	Clarified	Advised	Applied
Arbitrated	Began	Allocated	Aided	Appointed	Catalogued	Collected	Clarified	Assembled
Arranged	Combined	Analyzed	Answered	Approved	Categorized	Compared	Coached	Built
Articulated	Composed	Appraised	Arranged	Assigned	Charted	Conducted	Communicated	Calculated
Authored	Conceptualized	Assessed	Assessed	Attained	Classified	Critiqued	Conducted	Computed
Clarified	Condensed	Audited	Assisted	Authorized	Coded	Detected	Coordinated	Conserved
Collaborated	Created	Balanced	Clarified	Chaired	Collected	Determined	Critiqued	Constructed
Communicated	Customized	Budgeted	Coached	Considered	Compiled	Diagnosed	Developed	Converted
Composed	Designed	Calculated	Collaborated	Consolidated	Corrected	Evaluated	Enabled	Debugged
Condensed	Developed	Computed	Contributed	Contracted	Corresponded	Examined	Encouraged	Designed
Conferred	Directed	Conserved	Cooperated	Controlled	Distributed	Experimented	Evaluated	Determined
Consulted	Displayed	Corrected	Counseled	Converted	Executed	Explored	Explained	Developed
Contacted	Drew	Determined	Demonstrated	Coordinated	Filed	Extracted	Facilitated	Engineered
Conveyed	Entertained	Developed	Diagnosed	Decided	Generated	Formulated	Focused	Fabricated
Convinced	Established	Estimated	Educated	Delegated	Incorporated	Gathered	Guided	Fortified
Corresponded	Fashioned	Forecasted	Encouraged	Developed	Inspected	Inspected	Individualized	Installed
Debated	Formulated	Managed	Ensured	Directed	Logged	Interviewed	Informed	Maintained
Defined	Founded	Marketed	Expedited	Eliminated	Maintained	Invented	Instilled	Operated
Developed	Illustrated	Measured	Facilitated	Emphasized	Monitored	Investigated	Instructed	Overhauled
Directed	Initiated	Netted	Familiarized	Enforced	Obtained	Located	Motivated	Printed
Discussed	Instituted	Planned	Furthered	Enhanced	Operated	Measured	Persuaded	Programmed
Drafted	Integrated	Prepared	Guided	Established	Ordered	Organized	Simulated	Rectified
Edited	Introduced	Programmed	Helped	Executed	Organized	Researched	Stimulated	Regulated
Elicited	Invented	Projected	Insured	Generated	Prepared	Reviewed	Taught	Remodeled
Enlisted	Modeled	Qualified	Intervened	Handled	Processed	Searched	Tested	Repaired
Explained	Modified	Reconciled	Motivated	Headed	Provided	Solved	Trained	Replaced
Expressed	Originated	Reduced	Prevented	Hired	Purchased	Summarized	Transmitted	Restored
Formulated	Performed	Researched	Provided	Hosted	Recorded	Surveyed	Tutored	Solved
Furnished	Photographed	Retrieved	Referred	Improved	Registered	Systematized		Specialized
Incorporated	Planned		Rehabilitated	Incorporated	Reserved	Tested		Standardized
Influenced	Revised		Represented	Increased	Responded			Studied
Interacted	Revitalized		Resolved	Initiated	Reviewed			Upgraded
Interpreted	Shaped		Simplified	Inspected	Routed			Utilized

Resume Content

Key Achievements

- **Reengineered** software development life cycle, project management and change management processes in the department, **raising customer satisfaction from 43% to 85% and reducing costs by 18%**, which were the most significant changes to those respective measurements in the history of the company.
- **Established** application governance teams ensuring alignment to company goals. Educated company's senior management about IT's capabilities and value **leading to 100% approval rate for capital expenditure requests in difficult financial situation**, which was the highest level achieved by any ABC Media Business Manager in the previous 35 years.
- **Championed** and executed an initiative to synchronize employee data across multiple systems, delivering up-to-date Employee Contact Directory. **Facilitated communication and cooperation among human resources, facilities, and IT gaining consensus on new business processes**, which was the first time all these groups had worked together to produce a successful outcome.

- ✓ **Each bullet tells a powerful story about skills being sought by the hiring manager and how a candidate's application of such skills produced quantifiable results (whenever possible) and why those results were considered outstanding.**

Resume Construction

How to Avoid Common Mistakes

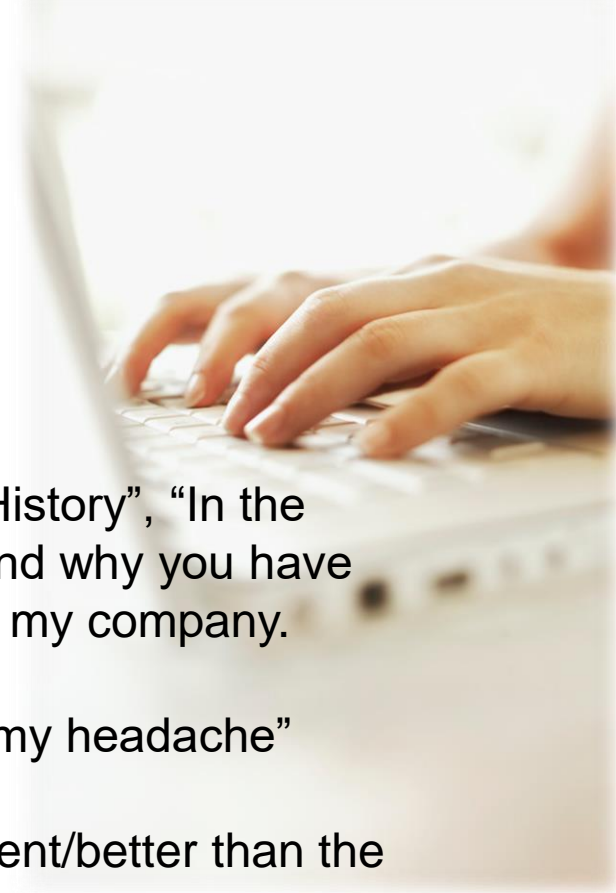
- **Contains quantifiable results, accomplishments. Provide realistic metrics when possible.**
- **Use Action Verbs and avoid using “I” or “My”.**
- **Answers the question, “Why should someone hire you”.**
- **No typos, spelling or grammatical errors. No personal details.**

Breakout: Cover Letters

1. Does anyone really read cover letters?
2. Purpose



Cover Letters



The Value of Research

- Incorporate information gathered from “About Us”, “History”, “In the News/Press Releases” into the letter. Tell me how and why you have flourished/excelled in a work environment like that in my company.
- Glimpse of how you are going to be, “the aspirin for my headache”
- Why should I read your resume? Why are you different/better than the other candidates for this job at my company?
- Make me believe that you “get it”...that you understand my industry, my company, our vision & direction. How might you help our organization go from good to great?
- Why are your talents a great match for the qualifications I am seeking from my ideal candidates? Connect the dots!

Top 10 Traits Managers are Seeking

- ✓ **Excellent communications skills (written & verbal)**
- ✓ **Self-confidence**
- ✓ **Team-building**
- ✓ **Innovation & resourcefulness**
- ✓ **Time management/planning & organization**

Top 10 Traits Managers are Seeking

*“You can’t build a reputation on what you are going to do”
...Henry Ford (1863 – 1947)*

- ✓ **Decision-making & judgment**
- ✓ **Embraces diversity & uses such to create synergies**
- ✓ **Global thinker/visionary/thought leader**
- ✓ **Leadership**
- ✓ **Accountability**



Making the Hiring Decision Easy



*“Age is the price
of wisdom”*

*What differentiates
you from the other
candidates?*

- **Make it a point to know more about my company, the industry we’re in and what makes us “tick”, than anyone else I’m interviewing**
- **Tell me why hiring you will be the best career decision I’ve ever made.**

Thank You for Attending..!

Mike's Blog for Job Seekers: www.inthebusinessofyou.blogspot.com

Szarka Financial: www.szarkafinancial.com

Mike's Email: m.perry@SzarkaFinancial.com

“We are defined not by abilities, but by choices.”

...Life's Little Instruction Calendar, Volume XVII, July 20-21

“A goal without a plan is just a wish.”

...Anonymous