

A top-down view of a light-colored desk. In the center is a white computer keyboard with a person's hands typing. To the left of the keyboard are a pair of glasses, a pencil, and a notebook. To the right is a small green succulent and a smartphone. The text is overlaid on this background.

**PECKHAM & MCKENNEY  
EXECUTIVE RECRUITMENT WEBINAR**

**This month's topic:**

**How to be successful in landing the new position once I make the decision apply.**

**September 28, 2023 | 10:00 a.m. – 11:30 a.m.**



# Peckham & McKenney

Serving local government since, 2004, we are one of the most trusted and respected executive recruitment firms in the country. We focus on quality searches and placements (over quantity) in recognition that each placement is “All about fit.”

We sponsor these quarterly webinars to help you succeed in your job search. Please visit our website for a wealth of tips and links to help you in your search for the perfect position.

[www.peckhamandmckenney.com/helpful-links](http://www.peckhamandmckenney.com/helpful-links)



## About Us

Peckham & McKenney



# Roberta Greathouse

- 34 years in Municipal Government (two agencies)
- City of Seaside – retired as HR Director / Risk Manager, served as Acting City Manager
- Experienced in all aspects of HR & Risk Management
- IPMA – Senior Certified Human Resources Professional (IPMA-SCP); Risk Management Practitioner (RMP)

# Kim Petersen

- 25 years in law enforcement with Fremont PD
- Held ranks of Officer, Sgt, Lieutenant, & Captain
- Fremont's first female SWAT Operator & Team Leader
- Fremont's first female Chief of Police
- Developed Tactical Emergency Medical Support team, Mental Health team, & Transparency Portal



# About Us

Executive Recruiters



# Having a Successful Outcome

- It takes effort on your part.
- Review our webinar on cover letters & resumes.
- Review the brochure & job description – is it a match with your skills and experience??
- What differentiates you from other candidates?
- Only one person gets the job – stand out.
- Be honest and authentic!





# Having a Successful Outcome

- Call the recruiter – not the agency. Introduce yourself, ask questions, familiarize yourself with the position and agency.
- Don't wait to the last minute to apply!
- Make note of the recruitment schedule.
- Respond timely to emails and calls from the recruiter.
- If you receive a supplemental questionnaire – complete it thoroughly and submit on time.





# Multiple Applications

- Be sincere with your intent.
- Don't be the "perennial candidate."
- Applying for similar positions with other search firms?
- Proofread your cover letter for the correct agency name and point of contact.



# Social Media

- You WILL BE “Googled.”
- Have you been “tagged?”
- Have you posted personal opinions / perspectives?
- Have you reposted anything colorful or in poor taste?
- Reckless behavior, profanity, comments?
- Are you “in the news”?





# Successful Interviews

- Preparation is essential!
- Do your research!
- Dress appropriately.
- Don't be late – be early!
- Pre-Interview interactions.
- BE the position.
- Eye contact with EVERYONE.
- Connect the dots.
- The use of “I” and “we.”
- Mind the clock!
- Pay attention to rater body language.





# Successful Interviews

- The value of examples & stories.
- “Did that answer your question?”
- “That’s a great question!”
- Be conscious of negativity & confidentiality.
- Be honest about your experience.
- Blemish in your past? What did you learn?
- **SHOW YOUR INTEREST!**
- Do your homework on the agency.
- Why you???





# The Finish Line!

- Interviews with hiring authority less technical.
- Connect the dots – how are you the right fit?
- No surprises!
- Be thorough, accurate, and timely in submitting pre-employment documents.







Roberta Greathouse

(831) 998-3194

[Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com)



Kimberly Petersen

(510) 520-3569

[Kim@PeckhamandMcKenney.com](mailto:Kim@PeckhamandMcKenney.com)