



Visualizing AI in Job Search

THE AI "INSIDER GUIDE"

keep Technology™
pace

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How to "Keep Pace" with AI and ChatGPT

Leveraging AI / ChatGPT during Job Search

Market Realities

While AI has been leveraged by Employers for some time, we are now seeing AI/GPT tools that Individual job seekers can utilize

How to use this Guide

With so many aspects of Job Search, this document is designed to help the reader not only visualize the job search ecosystem - but understand the types of AI / GPT tools.

How to "Keep Pace" with me

As AI / GPT is a rapidly evolving space, we stream new insights every Sunday morning at 9AM EST to these platforms:

www.linkedin.com/in/keeppace

www.twitter.com/keeppace

www.facebook.com/keeppace

www.twitch.tv/keeppace

Job Applicant Toolbox

Digital Presence

Industry Knowledge

Cover Letter

Resume

Job Description
Keyword Matching

Company Research

Interview Preparation

www.keppace.com

Manual App Submission

Personal Network
Social Network

Automated App Submission

Job Interaction Zone

Recruiting Chatbot

Employer
Job Description

3rd Party
Job Sites

www.keppace.com

Cultural Assessment

Talent Assessment

Video Assessment

Applicant Tracking

Hiring Company - Onboarding Platforms

Generative AI solutions will be a ubiquitous capability for ALL job seekers.

Personalization of content will be a critical differentiator

Companies will continue to leverage AI capabilities - from job description creation to engaging with job seekers earlier in the process.

Companies have been using AI as part of the hiring process for some time.

AI Regulation is evolving, so companies will need to align their activities accordingly



AI is being applied to almost every aspect of job search !

Insiders Guide to Job Search

Job Applicant Toolbox

Digital Presence

Goal: Establish a regular presence on various Social Channels (Linkedin / Twitter / etc)

How: Use ChatGPT/BARD to generate content and/or content ideas to create a steady stream of content.

Cover Letter

Goal: Consistently generate personalized cover letters to include in each job application

How: Use a ChatGPT (or dedicated service) to build personalized cover letters

Company Research

Goal: Learn as much about the company as you can

How: Use the Generative AI capabilities within Microsoft Edge or Google's BARD to build insightful company profiles

Industry Knowledge

Goal: Become aware of the challenges companies are facing

How: Companies are looking for thought leadership and solutions to the problems they are facing. Learn what these challenges are.

Resume

Goal: Build unique resumes tailored for each job description/application.

How: In combinaton with Keyword matching, use ChatGPT / BARD or a dedicated service to generate customized resumes.

Interview Preparation

Goal: Nail the Interview

How: Use GPT to find company specific interview questions. Also use an AI Speech Coach to practice your responses

Keyword Matching

Goal: Identify the keywords in every job description.

How: Use ChatGPT (or dedicated service) to find keywords for each job description

Manual Submission

Goal: The traditional way of steps of applying for a job

How: Create a master list of answers to quickly assist in future applications,

Personal / Social Network

Goal: Continuously grow AND engage your personal / social networks.

How: Your network is your only insurance policy to help minimize your transition period.

Automated App Submission

Goal: Leverage automation to accurately (and quickly) fill out job applications.

How: Automation that can automate the job submission process:
Stay tuned. Tools are evolving in this space.

Insiders Guide to Job Search

Company AI Platforms

Recruitment Chatbot

Direction: Employers will use employment ChatBots / Assistants to automated the candidate engagement process

Advice: Practice with chatbots to learn how to effectively communicate on that medium

Employer Job Description

Direction: Assume employers will increase usage of large language models to help craft craft job descriptions

Advice: Understanding how to use job description keywords in your resume is essential

3rd Party Job Sites

Direction: Companies will leverage 3rd Party websites / services that can quickly help them identify the right candidates

Advice: Prepare yourself on Digital Interview techniques, Body Language and Digital artifacts these tools are focusing on

Cultural Fit

Direction: Expect AI tools will continue to leverage more candidate data to determine if a candidate is a fit for the company

Advice: As Organizational fit is a two way street, make sure you network into the company to learn as much as you can before applying

Technical Assessment

Direction: With technology moving faster than ever, companies will leverage any/all assessments to find technical candidates

Advice: Set aside 30 minutes a day specific to learning something in the technology space.

Video Assessment

Direction: Increased usage of Video / Video AI Analysis during the interview process

Advice: Learn about Body Language and Video presence, as well as establish a "Video Interview room"

Communication Skills

Direction: The ability to communicate effectively regardless of the situation is CRITICAL

Advice: Consider taking communication courses and regularly attending in-person networking events

Applicant Tracking

Direction: Expect ATS systems to evolve based on many dimensions discussed here.

Advice: While you can try to focus on how to beat ATS systems, you should focus on networking with individuals at companies you are interested in.

Understanding the range of AI Tools/Techniques a hiring company can leverage will allow you to properly prepare for ANY AI Hiring Process

AI Insiders Guide - Individual Resources

General Tools

[Learn Prompt Engineering](#)

[ChatGPT Chat Client](#)

[BARD Chat Client](#)

Resume

[Resume Builder - Teal](#)

[Resume Builder - resumA.I.](#)

[Resume Builder - Rezi..ai](#)

[LinkedIn Optimizer - CareerFlow](#)

[Resume Buiklder - KickResume](#)

Job Submission

[Match Resumes with Job Descriptions - Match That Role](#)

[ResumeWords - AI powered keyword extraction](#)

[Automated Job Submission](#)

[Cover Letter Co-Pilot](#)

[Job Tracker - Teal](#)

Job Interview

[Google Interview Warmup](#)

[Speech Coach - Yoodli](#)

[Speech Coach - Speeko](#)

[35 Genius ChatGPT Prompts to Help You Prep for Job Interviews](#)

[Mr Simon - Practice interview questions for free](#)

[How To Improve Communication Skills in the Workplace](#)

AI Insiders Guide - Company Resources

These resources will give the Employer perspective of using AI to FIND candidates

Industry Regulation

[Rules for AI Hiring Tools begin to take shape](#)

Hiring Approach and Tools

[LinkedIn launches AI tools to identify, connect to job candidates](#)

[HR GPT "Cheatsheet" for Hiring AND Onboardin activities](#)

[Recruiting Chatbots and Automation](#)

[ChatGPT Tools for Writing Job Descriptions](#)

Interview Preparation

[Video Assessment Interview Guide: What Your Candidates Need to Know Today](#)

[40 Cultural Fit Interview Questions and Sample Answer](#)

Candidate Identification & Analysis

[Extract and Match Resume Data With Job Description in Bulk](#)

[Transcript Analyzer](#)

[Video Analysis - CandyDate](#)

[Culture and Human Skills Assessment Tool](#)

How to “Keep Pace” with my GPT Journey

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