



# How to Find a Job as an Environmental Consultant

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Presented by the Licensed Site Remediation  
Professional Association (LSRPA)

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Benjamin Alter, P.G., LSRP, Senior Vice President, GZA

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# Benjamin Alter, P.G., LSRP

- Senior Vice President at GZA since 1998
- BS, Albany State, geology and mathematics
- MS, Cornell Univ., geophysics
- 5 years in the oil industry
- MBA, Columbia Univ., finance and management
- Author, “Environmental Consulting Fundamentals – Investigation and Remediation”
- Charter member of the LSRP Association
- Chair of the LSRPA College Outreach Committee



# About Sean



RIGSBY SEARCH GROUP, LLC

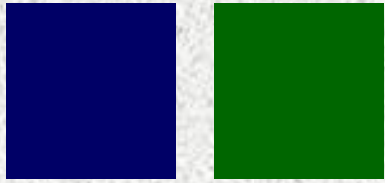
Sean P. Rigsby, CPC, is the Managing Partner of Rigsby Search Group, LLC, and formed the company to meet the marketplace's need for a more consultative approach to helping both clients and candidates. He has developed many long-term relationships with both clients and candidates that extends nationwide and includes all U.S. markets, for a mix of clients from the ENR Top 100 to smaller boutique type firms.

Sean is a Member of The Pinnacle Society ([www.pinnaclesociety.org](http://www.pinnaclesociety.org)), an 80-person organization made up solely of the Top 2% of recruiters in North America. Sean is also an active member and has assumed leadership roles within a number of organizations namely: The New Jersey Licensed Site Remediation Professional's Association Scholarship Committee, Environmental Professionals Organization of Connecticut, National Ground Water Association and the Air and Waste Management Association, Environmental Business Council of New England – Connecticut Chapter. He's also been a speaker at various conferences for organizations such as; American Institute of Professional Geologists, Association of Environmental and Engineering Geologists, EnviroExpo of Boston and at the University of Connecticut.

Sean finds a strong calling to giving back. Recently he became a Member of the Patient and Family Advisory Council for Bristol Hospital. He has Co-Chaired and led the Recruitment and Retention section for the Saint Paul School Board in Kensington, CT. In 2010, Sean was honored when he received the "HOPES Volunteer of the Year Award" by the Archdiocese of Hartford.

Prior to founding Rigsby Search Group in 2012, Sean spent 19 years at RJS Associates, one of the top search firms on the East Coast headquartered in Hartford, CT. While working at RJS, Sean received numerous awards including: "Consultant of the Year" – 3 times, "Environmental Recruiter of the Year" – 17 times and "Rookie of the Year" – 1993. When he finished his career at RJS Associates, he was a Partner and was ranked as one of the top three highest producing recruiters within the history of the company.

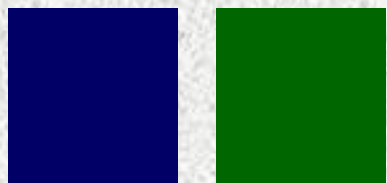




# Overview

- ***QUALITIES THAT COMPANIES LOOK FOR***
- ***TIPS TO LANDING AN INTERVIEW***
- ***PREPARING FOR AN INTERVIEW***
- ***DAY OF INTERVIEW TIPS***
- ***INTERVIEW CONVERSATION***





# Qualities That Companies Look For

- People who are “trainable”.
- Demonstrate professionalism.
- People who are going to hustle without being told.
  - Show them that you will come in, learn and be a sponge in all aspects of the job.
  - Show them that you’re eager and excited.
  - Your work ethic must shine through.



# Tips to Landing an Interview

- Make sure your resume is fully complete.
  - Include full address and all contact information.
  - Include link to your LinkedIn profile.
  - Objective or Summary
  - Details matter. Include any skill or project that is relevant to the job you are applying for.
  - Include a GPA of 3.0 or above.
- Invest in an OSHA 40-hour course.
  - It will pay off almost immediately.
  - Seen as a huge plus in the eyes of any company you are applying to as an entry-level candidate.
  - Separates you from your competition.
  - If you still have to complete it after starting the job, the company sees this as a loss.



# Tips to Landing an Interview

- Clean up your online presence.
  - If you do not already have a **LinkedIn** profile, make one.  
Make it as **professional** and full of relevant information as possible.
  - Go through your Facebook, Twitter and Instagram profiles and remove anything that may raise an eyebrow to a hiring authority.

***IF THERE IS ANY INTEREST, THEY WILL RESEARCH  
YOU***

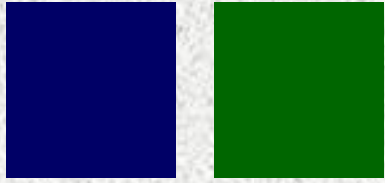




# Tips to Landing an Interview

- Research the company.
  - ***Know everything you can about the company, the history and the work they do.***
  - Check out their website and company LinkedIn page.
  - Research the company and position you are interviewing for.
  - ***Having a good grasp of the role will leave a good first impression.***
  - ***Visit the LSRPA and other environmental websites to be in the know regarding industry news.***

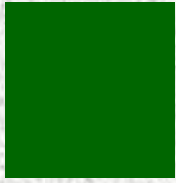
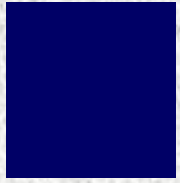




# When You Land an Interview

*(and you will!)*

- Know who you are interviewing with.
  - Know their names and what they do.
  - Run a Google search.
- If you do not have a **business suit**, invest in one.
  - You want to make a great first impression. Right or wrong, people will form an opinion of you within the first few seconds of meeting you.
- **Confirm your meeting** the day before.
- Prepare multiple copies of your resume.
  - Bring at least 4-5 copies.



# When You Land an Interview

- Bring a **writing sample** (and have multiple copies) or have an electronic attachment prepared.
  - “From my research, I know writing skills are very important in this industry, and so I brought in a copy for you of a recent project I worked on.”
- Have references already put together.
  1. A couple of professors in your major.
  2. Superiors from internships you may have held.
  3. A project lead of a project you worked on.
    1. Personal reference (limit to one).
- Bring a notebook and pen.
  - Don't be afraid to take notes during your interview. In fact, it is better if you do!



# Day of Interview



- Don't let nerves get the best of you.
  - Keep in mind that being nervous is completely normal.
- Arrive early.
  - A minimum of 15-20 minutes ahead of time.
  - You may be handed an employment application to fill out.
- Keep your cell phone in the car or if you do bring it in, put it in airplane mode.

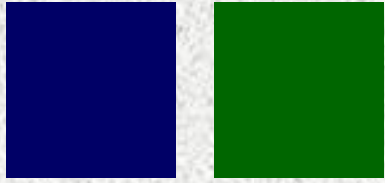




# Day of Interview

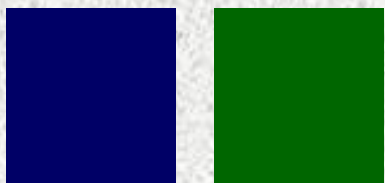
***BE PROFESSIONAL AND COURTEOUS UPON MEETING  
ANYONE AT YOUR INTERVIEW.***

- The moment you open the door to that building, the interview starts.
- Introduce yourself to the receptionist.
  - At many companies, the receptionist is the first point of contact.
- When you meet someone, look them in the eye, give a firm handshake and clearly say: ***“It’s a pleasure to meet you.”***



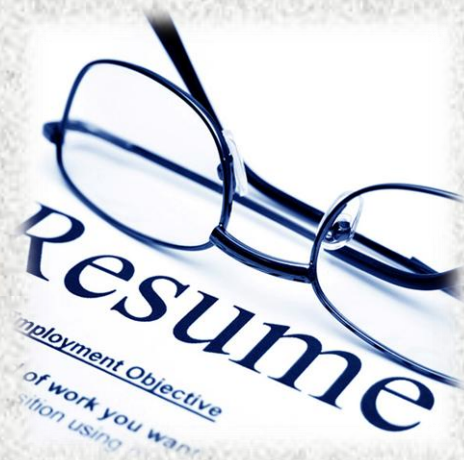
# Things to Remember During the Interview

- Consultants are busy.
  - Don't take it personally if it seems like they don't have time to be there with you.
  - Be prepared for rapid fire questions.
- Information is power.
  - The more you know, the more impressed they will be.
- Sell yourself.
  - Let them know you have a good understanding of the position, their company and the work they do.



# Things to Remember During the Interview

- Don't just rehash your resume.
  - Your resume is only 5% of what will get you the job.
  - They are hiring you and not a piece of paper.



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## ***GETTING A JOB OFFER IS DEPENDENT ON TWO THINGS:***

- 1. How well you interview and connect with the people you are meeting with.***
- 2. What value you bring to the table.***





# Sample Interview Conversation

They will ask: **“Tell me about yourself.”**

Answer: “I’d love to tell you about myself. Where would you like me to start?”

Near start of conversation, ask: **“When you saw my resume, what about my background and experience did you like?”**

Then give examples of this during the interview.



# Sample Interview Conversation

Don't bring up money or benefits if they don't.

If they do, they may ask: “What kind of money are you looking for?”

Answer: “You know what, Mr. Rigsby, I’m very interested in this opportunity. It fits very well with what I want to do in my career. If we got to the point where I was the right person for this position, I am sure you would make me a very fair offer that I would be very happy with.”



# Sample Interview Conversation

“My main focus is being a part of a good company that I’m going to learn and grow with.”

Talk about what value you can bring.

Think of your experience up to this point and weave it into your answers.

Don’t wait for them to ask: “What have you done that’s really great?”

Bring it into the conversation naturally.



# Sample Interview Conversation



- They will probably ask if you are okay with travel and/or field work.
  - Be honest, but if you say no, be prepared that they might look at you a bit harder.
  - If you are okay with it, **make it perfectly clear.**



# Sample Interview Conversation

Always have questions.

– Write them down in your notebook.

1. What are some common denominators of successful employees of this company?
2. What techniques have people employed to become productive in your department?
3. What aspects of my background are of most interest to you?
4. In your opinion, what are the areas within your department that need polishing or developing?
5. Why is this position available?
6. What is the career path from this position?
7. What is the company's short and long range objectives?
8. What will the growth be in the next five years?
9. What do you look for in a potential employee?
10. What is the next step in your hiring process?

**SAMPLE**  
**QUESTION**  
**S**



# Sample Interview Conversation

## ***AT THE END OF THE MEETING***

Ask them:

*“Sean, after meeting with me, how do I match up with the type of person you are looking for to fill this position?”*

If they have a concern, they might mention it and this will give you the chance to address it.

If you like the job, let them know:

*“Thank you for your time. After talking with you and doing my research on your company and this position, I think this would be a great place to work and I would be honored to be a part of your team.”*



# After the Interview

## ***Write a thank you note.***

- *It's a simple gesture, but it speaks volumes.*
- *A sign of professionalism and attention to detail.*
- *Serves to remind the hiring authority of you, your name and your accomplishments.*





# Bottom Line



***KEEP YOURSELF IN THE GAME.  
THERE ARE A LOT OF PEOPLE  
OUT THERE LIKE YOU.  
HOW ARE YOU GOING TO  
SEPARATE YOURSELF?  
BE EXCITED TO GET TO WORK.  
COMPANIES WANT EMPLOYEES  
WHO LOVE THEIR JOB.***



Don't hesitate to ask for help!



**QUESTIONS?**

***Sean P. Rigsby, CPC***  
***Rigsby Search Group, LLC***  
***Managing Partner, Senior Environmental Recruiter***

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