



## Tools for a Great Interview

### **The Key is Chemistry!**

The typical hiring decision is usually made within the first fifteen minutes of an interview. Employers hire people, not qualifications. Your credentials, experience and professional background simply got you the interview. The person that gets the job will be the person that the employer feels will work well with their team. While the interview is in process, look for common backgrounds and shared experiences. Studies have shown that education and experience are 35% of a hire, while chemistry is 65%.

### **Don't Forget the Objective!**

When looking for a new job, everything you do should be directed toward one central goal: getting the job offer. You may or may not accept the job offer, but you have to RECEIVE the offer before you can make that decision. Once you feel that an offer is being considered your second objective is to raise your perceived value to the employer to increase the compensation package that may be forthcoming. Leave your ego at the door when going for an interview-first and foremost get the job offer.

### **Factors That Lead to Failure!**

- Poor Personal Appearance
- Social –networking sites like face book with in appropriate information
- “I hated my last boss”
- Intolerant, Strong Prejudices
- “Know it All” Attitude
- Limp Hand Shake
- Inability to Express Oneself Clearly
- Lack of Knowledge of Career Field
- Lack of Purpose, Goals and Objectives
- Poor Handling of Personal Finances
- Lack of Interest or Enthusiasm
- Expressing Unhappy Attitude
- Lack of Confidence and Poise
- Overemphasis on Money
- Low Moral Standard
- Expects Too Much Too Soon
- Emphasis on Whom They Know
- Making Excuses and Evasiveness
- Inability to Take Criticism
- Lack of Tact, Courtesy, Maturity
- Radical Ideas

- Late to Interview
- Indefinite Response to Questions
- Condemnation of Past Employers
- Little Sense of Humor
- Lack of Social Understanding
- Failed to Look Interviewer in the Eye
- Asked No Questions About the Position
- No Interest in Community Activities
- Poor Knowledge of Company
- High Pressure Personality
- Unwillingness to Travel
- Cynical
- Wants Job for Short Period
- Indecisive
- Failure to Express Appreciation for Interviewer's Time

### **People are influenced by Conviction, Not Persuasion!**

Experience shows that most people talk about themselves in negative or self-deprecating terms. There is a fine line between enthusiasm and desperation. Employers want to know that if a fair and competitive offer is extended, you will accept. If at some point you know you really want the job, let them know. Remember: quiet enthusiasm radiates eagerness to become part of the team.

### **Prepare for the Interview!**

Create a portfolio of your accomplishments; Letters, brochures of products, etc.

Preparing for the interview is as important as the interview itself. **Spend time learning about the company on their website.**

Dress Code: Both men and women should wear conservative business clothing and accessories. Hair should be trimmed and shoes polished. Never wear perfume, cologne or after shave lotion. Don't smoke or put gasoline in your car before the interview. Give yourself ample travel time (a good rule of thumb is three (3) minutes a mile plus thirty (30) minutes for good measure).

If invited for lunch, use discretion when ordering. *Never* choose hard to eat items and *Never* smoke or drink alcoholic beverages. Start the morning of the interview day with an interview state of mind. Treat everyone you meet during the day with respect as they may participate in the hiring decision.

**Employers Want Results!** During the interview, be sure to emphasize on-the-job accomplishments during your career. Talk about decreased expenses, increased revenue and improved morale!

Qualify your results in terms of a percentage or dollar amount.

## **Questions Frequently Asked to Candidates!**

### Use Your Resume

- Tell me about yourself; assets, strengths, be specific.
- Single greatest work achievement?
- What do you like about your present position?
- What four critical things do you want in your next job?
- What do people see as your best qualities? Give examples
- What do you consider are your weakness? How have you addressed them?
- Why do you want to leave your current job?
- What motivates you?
- Give examples of a work stressful situation and how you deal with them.
- Your ability to handle conflict.
- Why do you want to join our organization?
- Why would you hire yourself for this position?
- Tell me about a time when a supervisor disagreed with the way you handled a situation. How was the issue resolved?
- What attracted you to this position
- Why were you in your previous job for such a short/long time
- What was your major achievement in your last position?
- What qualities should a successful manager posse
- How do you work as part of a team?
- What would your colleagues say about you?
- Where do you see yourself in 5 years?
- What about your current position do you least and most enjoy
- What are the elements that would make up the ideal position for you?
- What other jobs have you applied for
- What training courses have you been on
- How do you get the best out of people?
- How do you cope under pressure?
- In your opinion what do you see as the potential problems/issues in this particular sector
- In what ways do you think you can personally make a contribution to this organization
- Have you fired an employee?
- How do you motivate and train your staff?



## **Questions to Ask Interviewers!**

- Describe the organizational structure.
- What is the organization's strategy for growth?
- What new services, products, if any is the organization planning?
- What is the first matter that needs to be addressed in this position?
- How have the responsibilities for the position been performed in the past?
- How does the organization measure performance?
- Is there anything unique about the position?

## **Compensation and Benefits!**

**DO NOT** bring up compensation, benefits or salary. **Unless you are asked.** Then state what your total compensation will be in this current year; including bonus potential. **If asked,** be prepared with realistic desired salary #. If you state a salary that is too high, you may have priced yourself out of the market. Instead, say you are open to a competitive offer based upon your qualifications and what you can do for the organization. The *key* is to not give the impression that money is your motivation.

### **Most Important Tip!**

Show enthusiasm and excitement about the position! Research shows that interviewers often make decisions based on who they "feel" will do the best job. Decisions are not always based on qualifications or past performance. Use good eye contact, ask for the position and let the interviewer know you will work hard if given the position.

Hiring decisions are not always based on someone's qualifications or education. Most decisions are made on a "gut" level instinct, these decisions are opinions based on your ability to communicate your past accomplishments. They are also based on the interviewer's perception of what they feel you will be able to accomplish in the future if given the opportunity with their company.

Many times, an interviewer will make a decision about your abilities based on the first 5- 10 minutes of the interview. Preparation is essential!

## **Call me immediately after the interview and give your assessment**

**Send a Follow Up Letter!** Write a short note or letter to each person who interviewed you.

Thank them for their time and reminding them of your interest in the position. Follow-up It has also become acceptable to email a thank you message to the interviewer. If the interviewer has given you a business card, you may also leave them one follow-up message indicating your interest level and enthusiasm about the position.

To be most effective, these letters should be sent within 24 hours of completing the interview.

Express your interest in becoming part of their "team".