

Pre-Interview Prep:

Real interest in position and organization

Acquire useful information for the interview

- goals and objectives
- corporate culture
- recent news

Review website and google both the company and interviewers to help paint a clearer picture and increase the chances to build rapport during the interview.

The Interview Phase I: Introduction and Rapport Building:

Strong first impression (appropriate dress, smile and positive attitude)

Identify commonalities with the interviewer

Ask questions that get the interviewer talking (Psyc.101: people like people who are like themselves, and people love to talk about themselves)

Commonalities sell!

The Interview Phase II: The Resume Review:

The best indicator of future success is past success

Be comfortable in discussing all aspects of your professional life

- past duties and responsibilities
- challenges and how you handled them
- accomplishments
- why you left each position

Articulate your strengths and achievements

These questions are to be expected and should not come as a surprise:

Why are you planning to leave your current position?

Why did you leave XYZ Company?

Simply and succinctly state the reason for any job change listed on the resume, never going into detail unless asked

Never badmouth a previous boss or organization

Give specific support and examples to illustrate valid reasons for leaving an employer

Stick with the facts –no personal attacks or excuses. If necessary, explain how you would do things differently in the future.

*The Interview Phase III: Question and Answer –Interviewer*

Hiring authorities want to see if the candidate has the skill sets and experience to perform the job, and at what level. Be prepared to convey your strengths and capabilities.

*The Salary Question:*

Compensation plans for organizations vary greatly, from high salary/small leverage plans to exactly the opposite and everything in the middle.

Correct response to the salary question:

“It’s more important to me to find the right fit in an organization. If I am the right person for the job, I am sure you will make a fair offer”

Or

“Most important to me is to find the right position and organizational fit. I am currently compensated with an X base salary and a Y bonus. However, it’s more important to me to find the right fit. I am sure you will make a fair and reasonable offer when the time comes”

*Phase IV: Question and Answer ---Candidate*

Take notes

Ask permission (good manners count)

10-20 questions designed to make you look good. Most questions should be focused on gaining a better understanding of the position, on what it takes to be successful at the job.

It’s OK to showcase your strong points in a question or two (i.e. great track record)

Stay focused on the interviewers and company

Avoid at all costs any implied or spoken “What’s in it for me?” questions --this includes salary, benefits, vacations and established accounts

*See last page for sample interview questions.*

*Interview Phase V: Concerns or Potential Objections*

Control your destiny

Ask pro-active questions:

“Are there any concerns about me that may keep me from becoming a top performer in your organization?”

“Are there any other concerns?”

Focus on your skill sets and professional experience to counteract concerns

*The Interview Phase VI: Interest Statement, Value Proposition and Close for the next Step:*

Convey enthusiasm and a real desire to join the organization

Be able to answer the ultimate interview question:” Why hire this candidate as opposed to all the other alternatives the hiring manager is looking at?”

“What do we need to do to move to the next step??

Be prepared, pumped up and ready for anything!!

Turn off your cell phone

Focus on the interview

Have fun!!

Don't forget; keep your head in the game to WIN!!

1. What's important to you in a Professional Relationship?
2. What quality is most important to you in your people and why?
3. What are the common attributes of your top performers?
4. What do you place value on in Successful people and why?
5. What are a few things that an employee can contribute that really drives results for the company?
6. What do you expect from a new employee in their first 60 to 90 days?
7. What Goals do you have in place for the next year?
  - a. Vision: People
  - b. Plans for staff
  - c. Grow or develop new work
  - d. Impact
8. What are the top obstacles your company faces and how do you plan to deal with them?
9. What's important to you about being successful and why?
10. What do you place value on in Service and people and why?
11. What's important to you about productivity? Profitability?
12. What parameters are critical for you?
13. What are your expectations?
  - a. Service
  - b. People
14. What goals, objectives, and targets do you have in place for the next year?
15. How does your vision connect w/ the human capital of your firm and why?