

What to Do Before, During and After The Interview

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Transition Masters
Developing Job Search Presentation Skills

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Before The Interview



Before The Interview

- ❖ Know the Job Description
- ❖ Do Research on the Company
- ❖ Have Questions Ready for the Interviewer
- ❖ Bring at Least Five Copies of Your Resume
- ❖ Practice at Least Ten of the Most Likely Interview Questions



Before the Interview

- ❖ Be Prepared to Take Assessment/Skills Tests and Ask in Advance if You Will Be Given a Test
- ❖ Practice Answering 'Tell Us a Little About Yourself'
- ❖ Identify and Practice Telling Your Top Three Accomplishment Stories Related Directly to the Job Description
- ❖ Prepare and Practice Solid Reasons They Should Hire You Rather Than Someone Else for This Position
- ❖ Prepare and Practice Presenting Your Portfolio

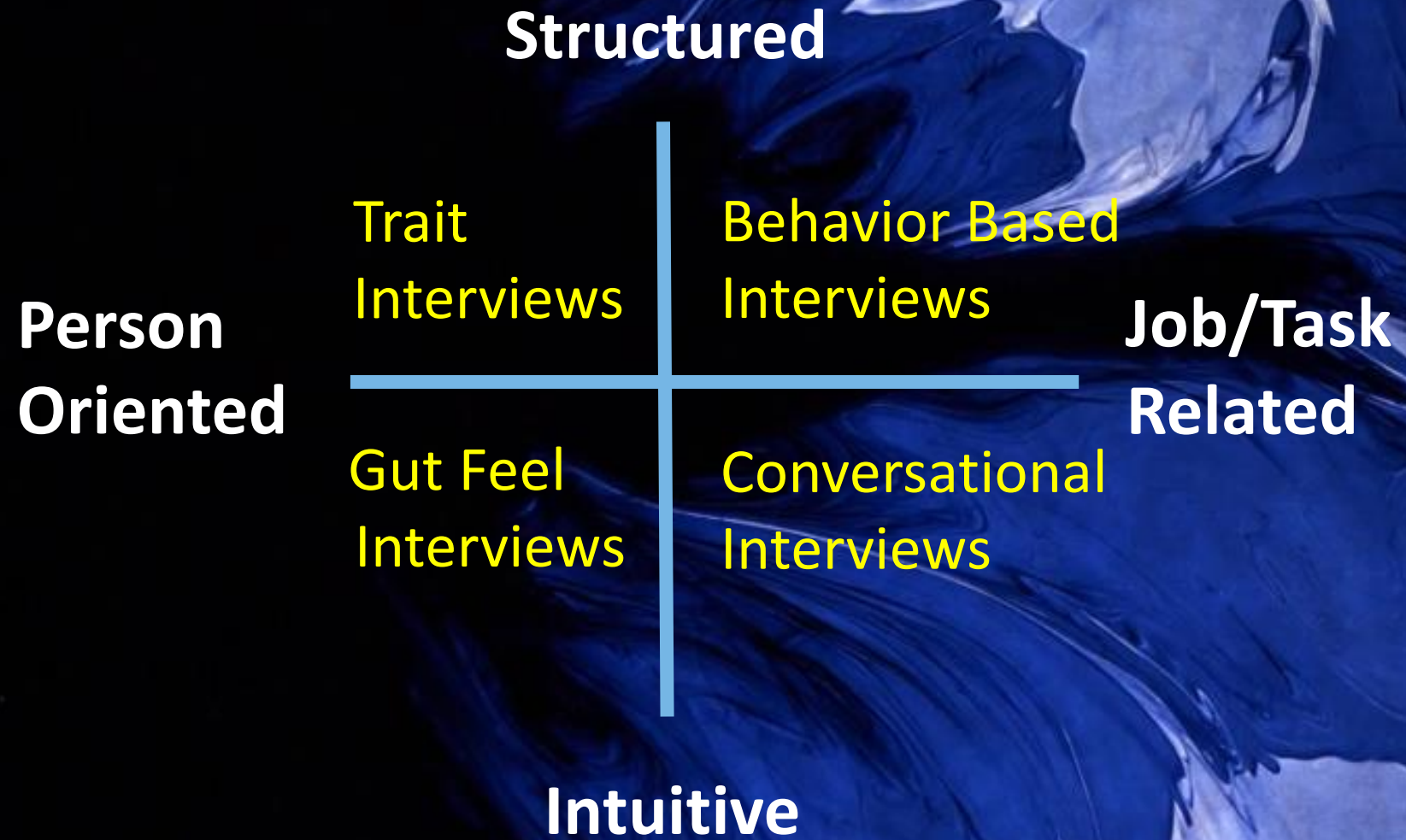
Stage Setting Questions

- ❖ Can We Leave Some Time at the End of the Interview for Me to Ask Questions and Show My Work Samples?
- ❖ Is it Okay if I Take Notes During the Interview?
- ❖ Can You Give Me an Overview of the Job Duties from Your Point of View?
- ❖ Base Your Interview Strategy on What the Hiring Manager Tells You vs What Was in the Formal Job Description
- ❖ What Problems, Pains and Initiatives Are You Dealing With?
- ❖ What do You Expect the Person Filling This Position to do During Their First 90 Days on the Job?

Types of Interviews

- ❖ **Pre-Screening** – Usually Over the Telephone But Can Be a Virtual Live or “Robo” Interview
- ❖ **One On One** – With HR or Hiring Manager
- ❖ **Multi-Level Staircase Interview** – Screener, HR, Immediate Supervisor, Department Manager
- ❖ **Multi-Person Panel Interview** – Multiple People Asking Questions as a Panel or Group – Manage Your Emotions and Energy

Interviewing Styles



Interview Tips

- ❖ Be 10 Minutes Early
- ❖ Dress Appropriately
- ❖ First Impression – 72% of the Ultimate Decision is Based on the First 2 Minutes of the Interview
- ❖ Be Positive When Answering Questions
- ❖ Express Interest in the Job
- ❖ Show Energy and Enthusiasm



During the Interview





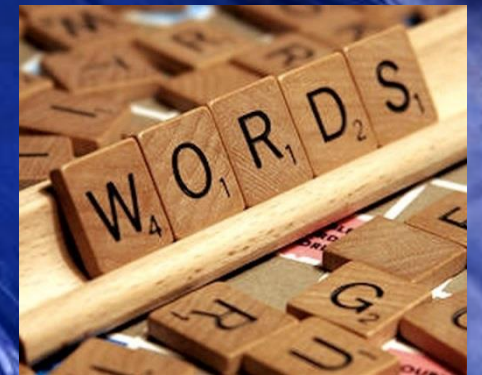
Be prepared for the first question:

“Tell Us A Little About Yourself”

- Tell them why they should hire you. Take three important items from the job description. Tell them how you excel in those areas from previous experience.
- Share your best related accomplishments (keep it brief!)
- Ask them “What from my resume caused us to meet today?”
- Listen. Don’t speak more than 50% of the interview.
- Close out the interview properly so that you know the next steps.

- ❖ Are You **Qualified**?
- ❖ Will You **Fit**? – Company Culture, Team Fit and Critical Skills
- ❖ What Are the **Risks** of Hiring You?
- ❖ Can They **Afford** You?

- ❖ **55%** Body Language and Gestures
 - Facial Liking
- ❖ **38%** Tone of Voice
 - Vocal Liking
- ❖ **7%** Words
 - Verbal Liking



From the Albert Mehrabian Study on Likeability.

Type of Interview Questions

❖ Traditional Questions

- Tell Us a Little About Yourself
- What Are Your Strengths?

❖ Behavioral Questions

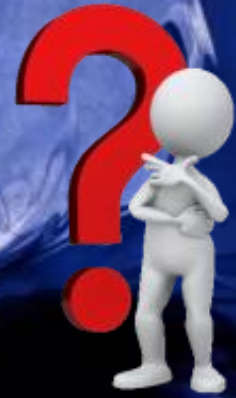
- Give Me an Example of How You Reached a Goal?

❖ Situational/Scenario Questions

- Tell Me How You Would Handle a Situation Where...?

❖ Stress Questions

- Designed to See How You React



Interview Question Sampler

- ❖ Tell Us a Little About Yourself
- ❖ What Is Your Greatest Strength/Weakness?
- ❖ Why Did You Leave Your Last Job?
- ❖ Why Do You Want to Work Here?
- ❖ Why Should I Hire You Instead of the Others We Are Interviewing?
- ❖ What Are Your Salary Requirements?
 - Get Salary Range from Either an Insider or Payscale.com, Salary.com, Glassdoor.com

Effectively Answering Interview Questions

- ❖ Speak in a Relaxed, Natural, Conversational Way
- ❖ Smile and Maintain Eye Contact
- ❖ Show Enthusiasm in Your Voice
- ❖ Maintain Good Posture and No Fidgeting
- ❖ It's OK to Take a Few Seconds to Think of an Answer
- ❖ Keep Answers Short and Concise – 30 to 45 Seconds
- ❖ Use **PAR** Model When Telling Accomplishment Stories

Interview Strategies

- ❖ Address the Question from the Employer's Perspective
- ❖ Practice Answering Questions with Others to Get Feedback or Leave a Voice Mail for Yourself to See How You Sound
- ❖ Use Your Portfolio! Include Quantifiable Accomplishments, Two Line Compelling Testimonials or Awards to Show Proof of Your Value

Do You Have Any Questions For Us?

- ❖ Is This a New Position? Can You Share With Me the History of This Position?
- ❖ What Do You Consider to Be the Three Most Critical Success Factors for This Position?
- ❖ Who Will Be My Primary Customers; Internal and/or External That I Will Be Serving and How Will I Know the Impact I Have Made on Them?

Do You Have Any Questions For Us?

- ❖ How Can I Exceed Your Expectations?
- ❖ What Excites You About Coming to Work Here?
- ❖ What are the Biggest Challenges Facing the Company or Department Right Now?
- ❖ If I Were to Start Tomorrow, What Would be My Top Priorities?
- ❖ Which of My Skills do You See as Most Important for the Challenges that Come With This Position?

Three Closing Interview Questions

- ❖ Based on My Resume and This Interview, Do You Have Any Concerns About My Ability to do the Job? OR What Additional Skills or Experience Do You Wish I Had That Would Make Me a Better Fit for This Job?
- ❖ What is the Hiring Process from This Point Forward?
- ❖ With Whom Should I Follow Up, How, and With What Frequency?

After The Interview



After the Interview

- ❖ Within 24 Hours, Send a Thank You Note
 - Email or Handwritten
- ❖ Do Thank You note before leaving
- ❖ Follow Up Again in 7 to 10 Days with a Telephone Call, Note, Letter, or Email – Depending on When They Expect to Make an Offer
- ❖ Expect it to Take Longer Than You Wish for Them to Make a Decision and the Offer

Summary

- ❖ Be Prepared Before the Interview
- ❖ Know the Job Description
- ❖ Prepare and Practice Answers to Typical Interview Questions
- ❖ Close Out the Interview Properly
- ❖ **Let Us Know the Outcome!**



Contact Information



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