

Interviewing like a Pro Presentation

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Selection

- Resume or Networking got you there
- Does your resume sell your talents and value you bring to the company?
- Does it highlight major accomplishments?
- Create a network list of 150- 200 people
- Join a relevant professional organization and volunteer. If you impress someone your name will come up.

Where does the interview START?

- First contact; email, phone or letter
- Any contact with the organization that is interviewing you. (Secretary, Recruiter, as soon as you walk thru the doors.)
- In an interview how are the messages communicated:
 - How you look 55%
 - How you say it 38%
 - What you say 7%

Let's start with How you look?

- Dress (cloth that fit) and groom, drink water
- Open hands, unbutton coat
- Confidence, posture leaning forward
- Wait to be invited to sit. (If not Across)
- Interviewer phone call (review notes) privacy, landline
- Social space for extroverted between 18 to 48 inches. Introverts need more. (Interrogate)
- Eye contact consistent, Intro left & Extro right
- Are you Prepared? Ready to take notes. Five copies of resume.

2nd How you say it?

- How you say more important what you say
 - Normal speaking rate (pace, breath deep)
 - Volume, rhythm, pitch
 - Relax, warm
 - Well-modulated, enthusiasm, excitement and interest
 - Be careful with Filler words (Basically, uhs and ums)

3rd What to say?

- Tell me about yourself?
 - Clarify if not sure.
 - (Pitfall) Perhaps to much detail (Engineer)
 - Start with something memorable. (Grab)
 - Not a life story.
 - When given stage responding is trickier then you think.
 - Example: Financial problem (produce things on time & under budget)
- Study Hard (employer, executive, job, company and possible questions)

Possible Questions

- Tell me about yourself.
- Tell me about your duties and responsibilities.
- Describe to me your least favorite work environment.
- Describe to me the best and worst supervisor you've worked for. What would you have done differently?
- Give me an example of a time you made a mistake. What did you do wrong and how did you fix it?
- What have you done to exceed company expectations?
- Tell me about a time when you were responsible for a task (large project) that needed to be done?
- Tell me about a time when you had to tell an employee you were dissatisfied with his or her work performance? What factors did you consider, what approach did you take, and what was the outcome?
- Tell me what steps you took the last time you needed to introduce an unpopular change to your employees. What was the change introduced, and what was the outcome?
- Describe a situation in which you were able to turn an average employee into a more valuable asset to your team?
- What have you done to develop the overall skills of your employees? What additional training have you provided? How did you determine what training was needed? What were the results?
- Tell me about the key performance indicators at your current/last company?
- Tell me about a time when you had to complete multiple projects within a tight timeline? What were the projects and how did you prioritize them? What steps did you take? What was the outcome?
- Who did you turn to for help, the last time you had a major problem at work? Why did you choose that person?
- Give me an example when you were faced with an ethical dilemma at work and you had to decide what to do- a situation where something clearly inappropriate was going on or about to happen. How did you the situation affect you? What did you do and / or say? What was the outcome?
- There are times in our employment when counseling may be necessary to address opportunities in our performance. At your current/last employer can you tell me if you've ever received verbal or written coaching/ counseling, and if so, what was it for? How many times?
- I realize there are many reasons we may choose to leave a job. Have you ever been asked to leave a job, or left because you thought you might be terminated. If so, what were the circumstances?
- Tell me why you decided to apply to work here?
- What type of work schedule would you want to work?
- Would you have any issues complying with our uniform or personal appearance policies?
- Would you be able to perform these essential duties as I've described?
- Are there any questions you may have for me?

Preparing for Questions

- Questions require a story. Unlikely you have a story to fit.
- Interviewer are interested in 5 or 6 general categories. (handle conflict, past mistake, blemish on your career or challenges)
- Prepare a story you are good at not for the question.
- Bucket each issue with a story. $Q = A + 1$
- *Need someone to answer this statement.* Be positive about the _____ (OPPORTUNITIES). Don't try to dodge an issue.
- Discussing a mistake, be ready to say how you learned or benefited from it. (Remember you learn as much by dropping the ball as you do by catching it)

Interviewer thought Process

- Looking beyond words, find real meaning
- Learning the persons personality
- Emotional words, tend to influence thinking
- Listen for what an applicant does not say
- Ask probing questions
- Movement stops on a particular question
- Its fine to allow silence

What does the interviewer have to answer for themselves?

- Does this candidate possess Integrity, Innovation, Inclusion and Accountability?
- What kind of Personality? Are they coach able
- What value or skills will they add to team?
- Can I sell this person to my boss?
- Drive, Focus and Energy level?
- Can they inspire or influence others on a team?
- Is this candidate have leadership qualities?
- Can I afford this person?

MONEY

- Let the interviewer bring up money first.
- Verify offer; as well as room for negotiation
- Don't sell yourself short by giving a specific dollar amount. Head hunter give salary history.
- Build leverage; interview with competition at same time.
- “I would like to be fairly compensated.”
- “I know we can come to a mutual agreement.”

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Questions ???

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