

Interviewing

By Gerry Green

Interviewing

- Preparation for interview
- The interview
- Following interview

Preparation

- Study company
 - Products
 - Strengths and weaknesses
 - What type of person do they want
 - Labor turn over rate
 - Company history



Preparation

What are the sources of this information?

Preparation

- What are the sources of this information?
 - Company web site
 - Current or past employees
 - Reference USA
 - Annual reports
 - Glass door
 - Google the company

Preparation

- Pre-interview focus time

Preparation

- Phone interview or in person interview
- Getting environment right for phone interview
- Expected dress for in person interview

Preparation

- Prepare answers with achievement statements to:
 - 12 commonly ask questions

Preparation

- Prepare answers with achievement statements to:
 - 12 commonly ask questions
 - 24 popular behavior based questions

Preparation

- Prepare answers with achievement statements to:
 - 12 commonly ask questions
 - 24 popular behavior based questions
 - 20 questions you would ask if you were the interviewer

Preparation

- Prepare answers with achievement statements to:
 - 12 commonly ask questions
 - 24 popular behavior based questions
 - 20 questions you would ask if you were the interviewer
 - 10 traits that you would like the hiring manager to know about you

Preparation

- Practice interviewing
- Video
- Past interviews

Preparation

- Reasons you should hire me

Interview

- Friend or Foe
- Competence

Interview

- First impression 45%

Interview

- First impression 45%
- Presentation 35%

Interview

- First impression 45%
- Presentation 35%
- Experience 10%

Interview

- First impression 45%
- Presentation 35%
- Experience 10%
- Miscellaneous 10%

First Impression

- What are some things that you can tell about a person in the first 30 seconds?

First Impression

- Social Class, Age, Health, Race, Confidence, Importance of interview, Attitude, Intelligence, Professional, Athletic ability, Sophistication, Education, Attractiveness, Ability, Leadership, Arrogance, Height, Width, Self discipline, Hygiene, Concentration, Analytical thinking, Extroverted, Introverted, Confidence, Dyslexia, Scariness, Criminal, Trustworthiness, Nervousness, Friendliness, Sleepiness

First Impression

- How are these impressions conveyed?

How are First Impressions Conveyed?

- Appearance
- Body language
- Communication

How are First Impressions Conveyed?

- Appearance

How are First Impressions Conveyed?

- What factors contribute to appearance
 - Clothing
 - Choice
 - Fit
 - Care
 - Grooming
 - Choice
 - Care
 - Face
 - Choice
 - Posture

How are First Impressions Conveyed?

- Appearance
- Body Language

How are First Impressions Conveyed?

- What factors effect perception of body language?
 - How you walk
 - How you sit
 - How you move your hands
 - How you move your head
 - The changing look on your face

How are First Impressions Conveyed?

- Appearance
- Body Language
- Communication

How are First Impressions Conveyed?

- What factors effect communication perceptions?
 - Tone of voice
 - Missuse of technical terms
 - Negative communication
 - Clarity of enunciation
 - Ease of understanding
 - Vocabulary
 - Succinct answers

First Impression

- What are you going to do to improve your first impression?

Presentation

- Talking in one word answers
- Talking in sentences
- Talking in paragraphs
- Talking in paragraphs with examples

Presentation

- Give your “Why you should hire me?” speech

Presentation

- Give your “Why you should hire me?” speech
- Give some of the 10 accomplishments that you would like to present.

Presentation

- Give your “Why you should hire me?” speech
- Give some of the 10 characteristics with accomplishments that you would like to present.
- Follow the outline 1) Answer the question, 2) Situation, 3) Action, 4) Results, 5)Application to job

Presentation

- Have 3 or 4 questions to ask
 - What characteristics are you seeking?
 - What would make a great year for your department?
 - What is your leadership style?
 - What type of people are successful here?
 - What is your biggest worry?
 - What is the time line for making a decision on this job?
- Get contact information & permission to contact
- Summarize why they should hire you

Following Interview

- Before driving off
 - Hand written thank you-Mailed near company
 - What went well and not so well
 - Questions that were asked with preferred answers

Following Interview

- 2-4 days later letter or E-Mail – Thank you restate why they should hire you and any clarifications
- Maintain monthly contact
- Contact just before decision is to be made



The End



How a Business Works

What 3 groups of people are
required for a business to
function?

What 6 groups of people are required for a business to function?

- Employees
- Management
- Vendors
- Owners
- Government
- Customers



How many of these groups have a vested interest in the businesses success?

How many of these groups have a vested interest in the businesses success?

- Employees
- Management
- Vendors
- Owners
- Government
- **Customers**

What 5 things does a customer take into consideration when buying a product or service?

What 5 things does a customer take into consideration when buying a product or service?

- Cost
- Quality
- Features
- Delivery
- Customer perception

Every job performance is judged by these same 5 criterion

- Cost
- Quality
- Features
- Delivery
- Customer perception