

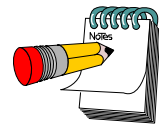
INTERVIEWING STAGES

- PREPARATION
 - BREAKING THE ICE
 - INTERVIEWER ASKS QUESTIONS
 - INTERVIEWER ANSWERS QUESTIONS
 - CONCLUSION
 - DEBRIEFING
 - THANK YOU
- NOTE



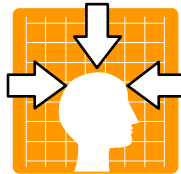
BEFORE THE INTERVIEW: DO YOUR HOMEWORK!!

- VISIT THE WEB
VISIT THE HOME PAGE, READ GOOGLED ARTICLES
- REVIEW ORGANIZATIONAL INFORMATION
HOME PAGE SUMMARY, ANNUAL REPORTS, PROGRESS REPORTS, COMMITTEE REPORTS, ETC.



KNOW YOURSELF

- KNOW WHAT INTERESTS YOU ABOUT WORKING HERE
- BE PREPARED TO DISCUSS:
ACCOMPLISHMENTS
SKILLS
STRENGTHS AND WEAKNESSES
BEHAVIORAL EXAMPLES
ANTICIPATED OBJECTIONS
REFERENCES



TAP INTO THE NETWORK

- TALK TO PEOPLE WHO ARE FAMILIAR WITH POSITION/COMPANY
WITHIN - EMPLOYEES, SECRETARIES, ASSISTANTS, HIRING MANAGERS
OTHERS - CHAMBER OF COMMERCE, COMPETITORS, CUSTOMERS



WHAT ABOUT THE PAY?

- FIND OUT WHAT SIMILAR POSITIONS PAY
- DON'T DISCUSS PAY AT THE FIRST INTERVIEW

REFERENCES - Occupational Outlook Handbook, Salary Surveys conducted by professional associations, Dept. of Labor publications, OPM web site for Federal positions



REMEMBER THE INTERVIEWER'S GOALS



- TO FIND OUT DETAILS NOT IN RESUMÉ
- GET PERSONAL IMPRESSION
- ASK SEARCHING ? AND GAGE RESPONSES
- EVALUATE YOU UNDER PRESSURE
- JUDGE YOUR WORK ATTITUDES
- ASSESS YOUR ABILITY TO "FIT IN"

1-2 MINUTE PRESENTATION

BE READY TO ANSWER THE "TELL ME ABOUT YOURSELF" QUESTION

- BRIEF INTRODUCTION
- KEY ACCOMPLISHMENTS
- KEY STRENGTHS THEY DEMONSTRATE
- IMPORTANCE OF THESE TO YOUR PROSPECTIVE EMPLOYER
- WHERE AND HOW YOU SEE YOURSELF DEVELOPING IN THE POSITION THAT YOU ARE APPLYING FOR (MODESTLY AND WITH SELF-DEPRECATING HUMOR)



PREPARE YOUR RESPONSES

- "TELL ME ABOUT YOURSELF" - THE 1-2 MINUTE COMMERCIAL
- PRACTICE OUT LOUD
- PRACTICE OUT LOUD WITH A FRIEND
- PRACTICE OUT LOUD IN A MIRROR
- PRACTICE OUT LOUD IN YOUR CAR
- PRACTICE OUT LOUD WITH YOUR CAT!



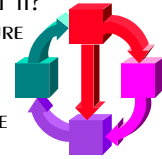
How to Explain INCARCERATION

- You've made a mistake, but have learned and grown so much as a result.
- You are thankful for a second chance and are determined to be very successful.
- You will NEVER EVER make another misstep again.
- You will make them proud of your contribution to their organization.



PREPARE YOUR OWN QUESTIONS ABOUT

- THE JOB AND THE ORGANIZATION -- WHAT YOU'LL LIKE BEST, AND LEAST
- WHAT WOULD YOU LIKE TO SEE THE PERSON WHO FILLS THIS JOB DO DIFFERENTLY THAN THE PERSON WHO PREVIOUSLY FILLED IT?
- DESCRIBE ORGANIZATIONAL CULTURE
- WHAT IS THE CAREER PATH?
- FUTURE TRENDS
- GREATEST CHALLENGES FACING THE PERSON IN THE POSITION



AHEAD OF TIME

- PRACTICE FINDING LOCATION
- KNOW YOUR OUTFIT



BREAKING THE ICE

- DRESS APPROPRIATELY AND PROFESSIONALLY
- GREET WITH FIRM HANDSHAKE
- ESTABLISH EYE CONTACT
- MAKE SMALL TALK TO SET TONE
- DEMONSTRATE CONFIDENCE



VERBAL COMMUNICATION

- DON'T MUMBLE, HEDGE, bluff
- DON'T BRAG
- BE BRIEF - don't talk too much
- DON'T CRITICIZE EMPLOYERS
- DON'T ACT INFERIOR OR SUPERIOR
- TAKE YOUR TIME, silence is okay
- DON'T ARGUE, ANTAGONIZE OR INTIMIDATE
- USE POSITIVE EXAMPLES
- COMMUNICATE ENTHUSIASM



NONVERBAL COMMUNICATION

- ESTABLISH EYE CONTACT
- SIT COMFORTABLY
- BE ENTHUSIASTIC
- MAKE SURE FACIAL EXPRESSION MATCHES VERBAL RESPONSE
- LEAN FORWARD
- STAY CALM



INTERVIEWER ASKS QUESTIONS

- RELATE SKILLS TO THE EMPLOYER'S NEEDS
- HAVE CONCRETE, SPECIFIC EXAMPLES READY
- TAKE YOUR TIME
- CLARIFY QUESTIONS



P.S. HE'S NOT GOING TO LOOK LIKE THIS!

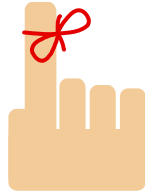
QUESTIONS FOR THE INTERVIEWER



- MAKE SURE YOU LEAVE WITH AN ACCURATE VIEW OF THE COMPANY AND THE JOB
- ASK "ARE MY QUALIFICATIONS AND EXPERIENCE WHAT YOU ARE LOOKING FOR?"
- ALSO ASK, "WHAT'S THE NEXT STEP?"
- QUESTIONS NOT TO ASK - SALARY, BENEFITS, WHERE'S THE LUNCH ROOM

DEBRIEFING AND THANK YOU

- SPEND 10-15 MINUTES REVIEWING THE INTERVIEW
- WRITE DOWN NOTES
- SEND THANK YOU NOTE WITHIN 48 HOURS
- INCLUDE ANY ADDITIONAL INFORMATION YOU FEEL IS IMPORTANT



10 COMMANDMENTS OF KEEPING A JOB

- BE ON TIME
- CALL IN IF YOU WILL BE ABSENT/TARDY
- TRY YOUR BEST, FINISH YOUR ASSIGNMENT
- ANTICIPATE MANAGEMENT'S NEEDS
- SHOW A POSITIVE ATTITUDE
- AVOID BACKSTABBING/GOSSIP
- FOLLOW THE RULES
- LOOK TO SERVE/HELP CO-WORKERS
- DON'T CRITICIZE BOSS OR COMPANY
- VOLUNTEER FOR NEW ASSIGNMENTS

