

Pre-Interview Considerations for a New Job

Start your interview off on the right foot before you even show up! Doing just a little bit of homework on the front end can create a smoother appointment and possibly make for landing the job. It will also lower the amount of any anxiety you may have to know a few things first.

When scheduling the appointment:

- Ask WHO you will be interviewing with and whether this is your potential boss.
- Find out why the job is open. Is it a new position?
- How long should the interview take or by when will it end.
- See if they expect you to complete a skills test while you are there.
- Try to get a sense of what the salary is or at least a range.

Do your homework:

- Visit the company website to learn the history of the organization.
- Does there seem to be a lot of turn over at this company?
- Ask questions of anyone who may have worked there.
- Try to find the person with whom you will be interviewing online or in social media.
- Visit Glassdoor.com to read remarks about the work environment.

Dress for Success... and to Mesh!

Business attire is not one size fit all any more. Now, corporate dress codes are less about style and more about the culture of the organization. With a little investigating, you can probably find out what clothing is typical for the job. In the interview, try to meet that standard or just a little higher.

There is no need to show up in a three-piece suit if the job itself requires hard hats, coveralls or boots. You don't want to be perceived as misrepresenting yourself. You may look out of place otherwise and like someone who is not up to the job. Proper grooming is just as important, if not more so, than WHAT you wear. But, in the end, if there is a certain look that gives you more confidence... go for it!



Notes: _____

Possible Interview Questions:

“Tell me about yourself.”

“Where do you see yourself In a couple of years?”

“Describe A difficult work situation and what you did to solve that challenge?”

“What work experience do you currently have that prepares you for this job?”

“How has your education prepared you for this career?”

“What Is your greatest accomplishment at your old job?”

“How would your old boss describe your work ethic?”

“How much management experience do you have?”

“How did you find out about this position?”

“Why did you leave your last job?”

“Why do you want to work here?”

“Do you consider yourself a team player?”

“How much are you expecting for the salary?”

“Why should we hire you?”

“Do you have any questions for me?”

“What is your greatest strength?”



Possible “zingers”:

“What is your greatest weakness?”

“What is your favorite color, and why?”

“If you were an animal in the forest, what kind of animal would you be?”

“Recently, we have had problems with gossip, and negativity. How would you correct that?”

DISCUSSION: *What is the most ridiculous interview question you have ever heard of?*

The S*T*A*R Interview Response

STAR is an acronym for a way to offer a positive response for a situational question. The interviewer may ask a hypothetical question (that might actually be too hypothetical at all) to see how you would deal with the situation **OR** what you have done in the past. There is a good way to respond that makes you look like a hero... which is how you want to look!

Situation – Give a little background to set up the scenario. What was the event that led to the problem you faced.

Task – What was the challenge you had to overcome. What was especially difficult?

Action – Tell how you overcame the challenge. Was something innovative? What resources did you utilize?

Result – What was the benefit to the organization? Did you receive any accolades? This is perhaps the most important part to answering this question. **DON'T BE SHY!** Talk about overall production, efficiency or cost savings. This is your time to shine.

Blaine Little, best-selling author and Certified National Trainer (CNT) has coached and trained thousands of professionals across the country. Talk to him to see if you can benefit from one on one coaching or bring him to your workplace.

***Personal Communication**

***Public Speaking**

***Sales**

***Conflict Management**

***Career Counseling**

***Team Building**

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What the Interview Is...

In short, this is not an interrogation! To truly see if you will be a good fit for the employer, you need to know whether it is a good fit for YOU. Don't take an issue for granted or just assume company practices will be similar to your old workplace. Assumptions can be big mistakes.

An interview should be a conversation, albeit a professional one. Don't feel intimidated about asking a question you assume you should already know. This is the time to ask them. Have a list of some of your own questions to ask. Take an inventory of what are some things that may affect your happiness or work / life balance.

- What are my chief responsibilities?
- What is a typical day like for the position?
- Who will be my direct report or boss?
- Is there any professional development?
- Are there opportunities for advancement?
- What is the most challenging part of the job?
- How often are performance reviews?
- Does the job require travel?
- What benefits do they provide?
- And of course, when will they make a hiring decision?



DISCUSSION: *What other questions would be good for YOU to ask?*

Notes: _____

The Power of Questions

There is an old adage that if you want better answers, ask better questions. It is up to the sales professional to play “detective” and understand the customer’s needs and motivations. This can only be done through a dialogue where the pro not only demonstrates the power of his or her services but is asking questions throughout the presentation. However, not all questions elicit the same type of answers. There are different questions for different needs. They may be general, specific, assumptive, or designed to discover something new.

	Discovery	Assumptive
Specific	<p>1) Closed-ended Questions - Yes / No response Designed for acknowledgement of a situation.</p> <p><i>“Did you clean your room?”</i></p>	<p>2) Fact-seeking - Who, What, When, Where? Seeking to understand the others’ intentions.</p> <p><i>“When are you going to clean your room?”</i></p>
General	<p>3) Open-ended Questions - Longer answers Designed to steer the conversation.</p> <p><i>“What are some things you can do to begin cleaning your room?”</i></p>	<p>4) Seek Understanding - Why? To uncover a motivation or goal.</p> <p><i>“Why are you not cleaning your room?”</i></p>

Other Helpful Hints

If you were interviewing YOU, would you hire yourself?

- Your all-important weapon is a bright and sunny smile. Don’t leave it at home!
- Your best defense is a winning attitude.
- Note what you want from the interview, besides the job perhaps.
- Conduct an “after action” review.
- S-T-R-E-T-C-H-! Would you be better suited in another position or industry?
- Assess what skill you may be lacking and how to get them.

Notes: _____
