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THE INTERVIEW



YOUR OPPORTUNITY TO SHINE



Boring
Unfocused
No Clue
Desperate
Lying
Poor Verbal Skills



OBJECTIVES: PARTICIPANTS SHOULD...

- Understand the purpose of the interview,
- Identify the different types of interviews,
- Understand Behavioral Interviewing and how to prepare a complete answer,
- Discover how to *Close the Deal* and ask for the job To be a pro-active *interviewee!*

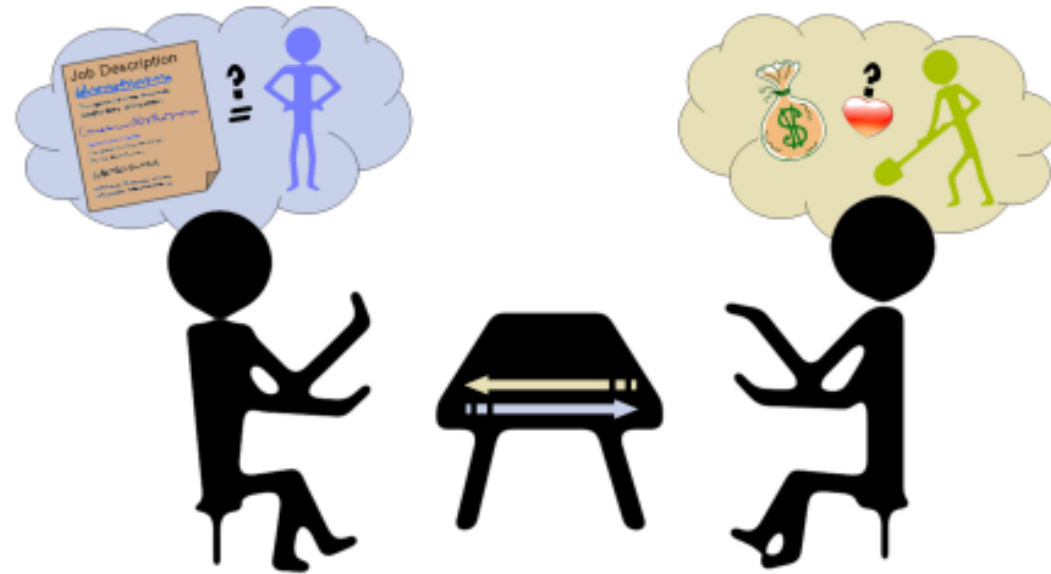


Job Search Equation

$$\text{Need} + \text{Fit} + \text{Chemistry} \\ = \\ \text{Job Offer}$$



Interview is Exploring



Your job interview is a two-way street:

- You are being assessed against the requirements of the job,
- You are assessing whether the job is a good fit for you



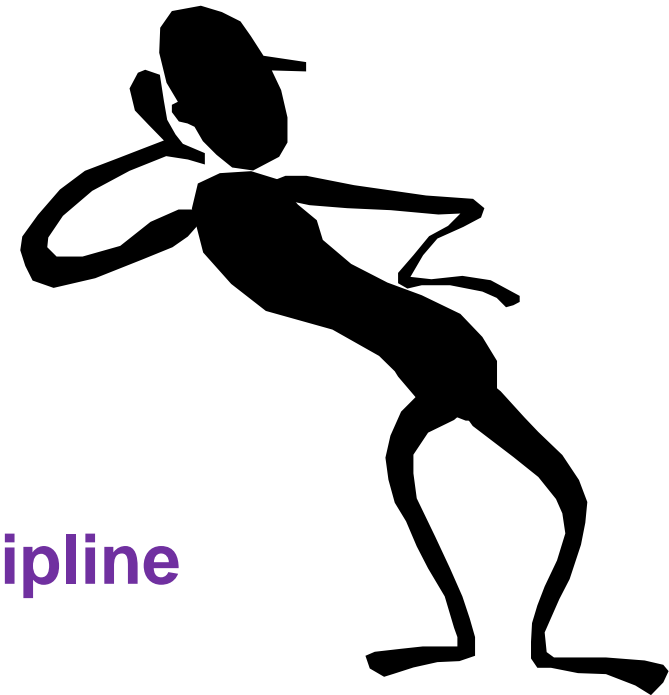
Interview Preparation

- **Research the Company**
- **Prepare & Practice**
- **Know Your Audience**
- **Show Confidence**
- **Answer Questions**
- **Listen**



Listening

- Vital key to “sales” success is *active listening*
- *Hearing vs. Listening*
- Benefits of listening
 - Builds Trust
 - Lowers Resistance
 - Builds Self-Esteem
 - Builds Character and Self-Discipline



Influence and Communication

- **Face to Face**

- words 7%
- tone 38%
- physiology 55%

- **Telephone**

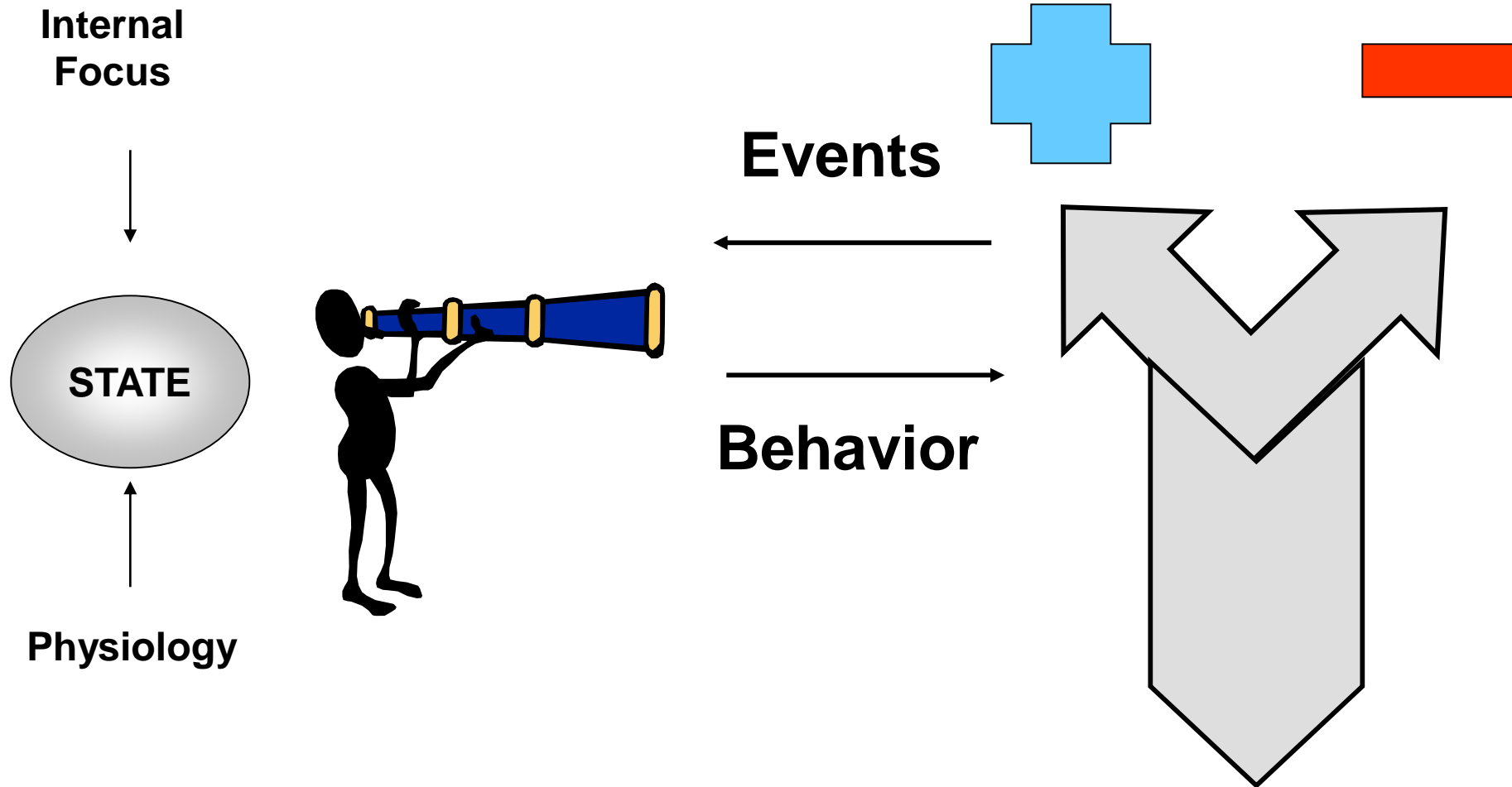
- Words 16%
- Tone 84%



Make every word count



What You Choose to Focus On Determines How You Feel!



EMPLOYER FEARS

- DO YOU LOOK LIKE THE RIGHT PERSON?
- CAN YOU BE COUNTED ON?
- CAN YOU DO THE JOB?



You are Interviewing...



Interview First Impressions

- **Arrival Time**
- **Attire**
- **Body Language**
- **Communication Style**
- **Preparedness**
- **Enthusiasm**
- **Qualifications**



**Don't focus on *WHY* you
won't Get Hired**



Don't Argue with Employers- Agree

A. I hear you.

“I can see why you might think that”

“I can understand your concern



B. Where are you coming from?

“What makes you say that”

“Could you tell me more”



C. Now let's clear this up.

“I see...I didn't mean to give the impression that I had...”

“Would it help if I gave you an example or two?”



Feel, Felt, Found Technique

- **“I understand how you feel”**
- **“Initially, other (managers, employers) felt that way”**
- **“What they found however, was that after (X) I did this was that (Y) occurred”**



Focus on the Benefit of Hiring You



Most of a hiring decision rides on a person's ability to solve Problems and deliver Profit.



Interviewing Basics



- **Confirm time/type of interview**
- **Plan route/ Be on time**
- **Dress professionally**
- **Carry briefcase/folder containing extra resumes/references/Business Cards**
- **Control emotions/ Stay poised and confident**
- **Know your work history**
- **Deal with obstacles**
- **Use good eye contact and firm handshake**
- **Show enthusiasm for the position**
- **Ask for the “Sale”**





PREPARE FOR VARIOUS TYPES OF INTERVIEWS



Types of Interviews

- **HR Phone Screen**
- **Video / Skype**
- **Board / Panel**
- **Team**
- **Stress**
- **Corporate Ladder**
- **Computerized Phone**
- **Computer / Internet Interview**
- **Performance / Task-oriented**



PREPARE QUESTIONS TO ASK THE INTERVIEWER



▣ **Position**

▣ **Authority**



▣ **Management**

▣ **Company**



6 Questions to ask in a Job Interview

- 1. Can you tell me more about the position and how it fits in the company?**
- 2. What is the largest problem facing your staff?**
- 3. What do you enjoy most about working here?**
- 4. What constitutes success in this position and in this organization?**
- 5. Can you tell me about the team I will be working with?**
- 6. What is the next step of the process?**



GENERAL QUESTIONS

- ▣ **Tell me about yourself?**
- ▣ **What are your greatest strengths (top Skills)?**
- ▣ **Why did you leave your last position?**
- ▣ **Why is there a gap between jobs?**
- ▣ **What is your greatest weakness?**
- ▣ **What are your salary requirements?**

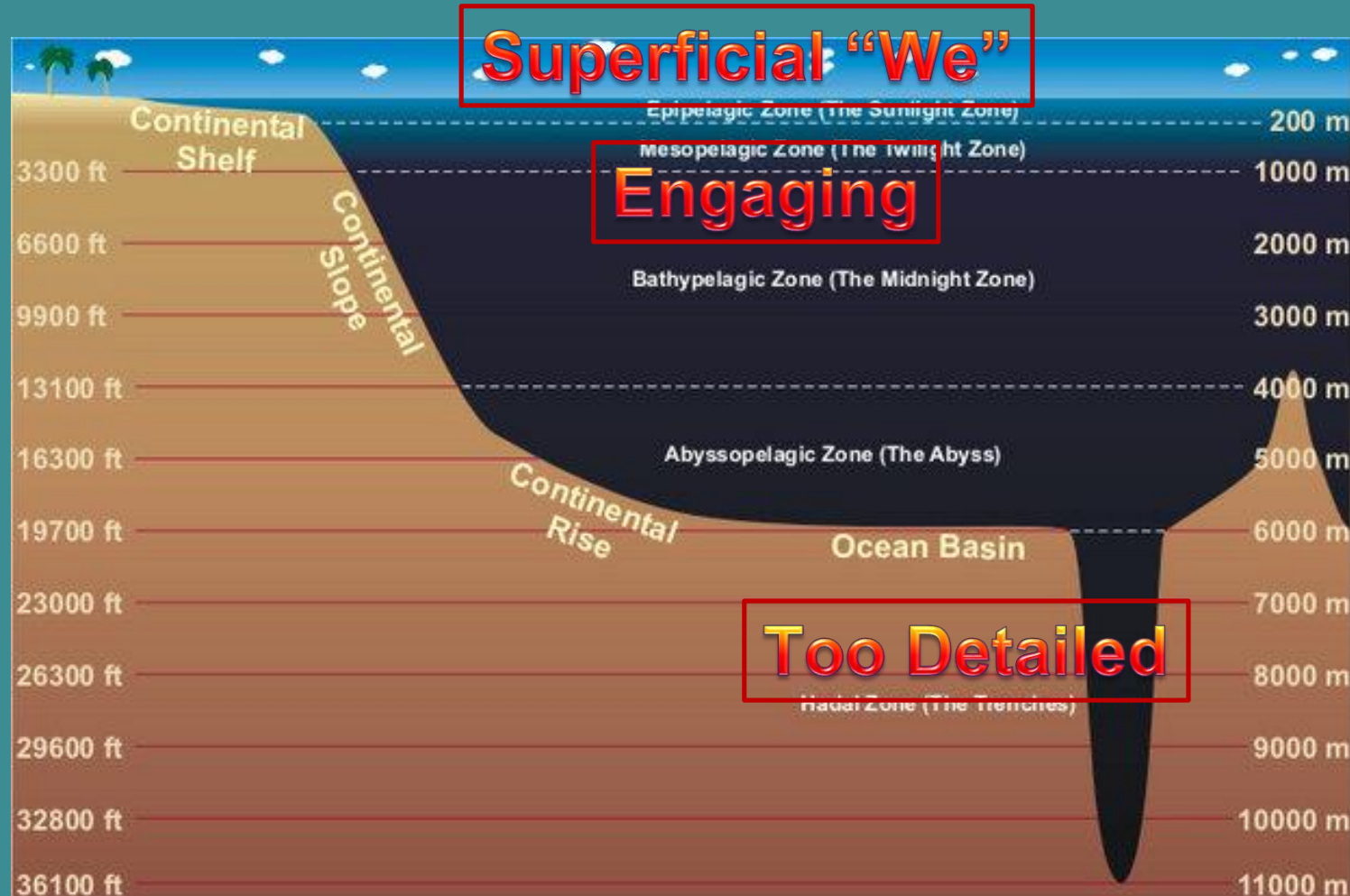


What is Behavioral Interviewing ?

- ▣ “Competency-based” interview
- ▣ Determines good fit by asking questions about past behavior
- ▣ Questions can be Positive or Negative
- ▣ Framed around *Candidate’s* Job Experiences
- ▣ Premise: *past actions predicts future behavior*



Interview Answer Levels



How to Answer an Interview Question

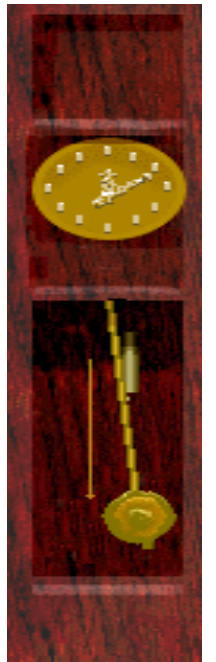
- **S**ituation or Experience
- **P**roblem
- **A**ction
- **R**esult
- ***Tie - In***



Salary Questions...

Timing is everything!

$$\text{Duties + Responsibilities + Authority} \\ = \text{\$Salary Requirements}$$



- “I would prefer giving you a specific answer after I’ve had a chance to learn more about the position and your organization . I’m sure we can reach a mutual agreement at that time.”
- “My salary requirements are negotiable.”
- “My salary has always been in line with market labor ranges.”
- “I’m glad you brought it up! What is the salary range for this position?”



How to decide how much you want.

Consider the specific job at hand and ask yourself three questions, so that you'll have three ascending figures to work with:

1. What is the least amount of money I would accept to take this job?
2. What kind of an offer would put a smile on my face and make me happy to take the job?
3. How much money would make me jump up and down with glee, and make me want to start work tomorrow? (Caution: this last figure must be reasonable.)

Don't take the job unless you can negotiate the offer to somewhere between (2) and (3). If an offer isn't going to at least make you happy, it's not worth accepting. If it doesn't come close to making you jump with glee, the job probably won't, either.



Compensation Package Sheet

☐ Salary Range

■ Maximum	55,000.00	\$12.00 HR
■ Mid	52,000.00	\$10.50 HR
■ Minimum	48,000.00	\$9.50 HR

☐ Figure by annual, monthly, weekly and hourly rate

☐ Benefits

- "Must haves"
- "Nice to haves"
- Effect on total compensation package





1 Dollar an Hour = \$2,080 a year



Closing the Deal

“Ask for the Sale”



- ▣ This position is right for me because ...
- ▣ I can make a positive contribution to your company because
- ▣ I have the potential to do outstanding things because ...
- I feel this job is a good fit because ...
- ▣ I would like this position because ...
- ▣ When you're ready I'm ready because ...



At end of Interview ask:



- If I think of something that may be important to your decision, with whom should I contact?
- When do you hope to make a decision by?
- If I don't hear from you, do you mind if I follow up?
- With whom should I follow-up and what is preferred method of communication?



A woman with long blonde hair is sitting in a chair, looking towards the camera. She is in a room with a dark background. On the wall behind her, there are several logos that say 'CGI U' with a stylized 'U' and stars. The room appears to be a studio or a rehearsal space. The text 'WHY THE FIRST DAYS AT A NEW JOB MATTER' is overlaid on the image in a white box.

WHY THE FIRST DAYS AT A NEW JOB MATTER

**On your first day of work,
You are interviewing for your next job.** 🔊