

Interviewing Tips & Techniques



The Importance of Communication

During the interview process you are measured largely by **your communication skills**, not by the skills that got you there!



Anatomy of an Interview

Poor (At best 1 in 10)

Weak first impression, answers are too short or general, defensive, quiet or introverted, arrogant

Good (1 of 3)

Positive first impression, solid 2-minute responses, SAFW, neutralize negatives

Very Good (1 of 2)

Establish 2-way dialogue, JAF, strong close, turn negatives into positives

Excellent (1 of 2)

Develop strong rapport, consulting-type discussions

The Four A's

Attractive | Articulate | Assertive | Affable

Strong Handshake + Eye Contact + Smile + A Few Words =
Positive First Impression (PFI)

SAFW (Say A Few Words)

S – Make a Statement

A – Amplify your statement

F – Give a few examples of results and accomplishments

W – Wrap up with conclusions or request feedback

JAF (Just Ask Frequently)

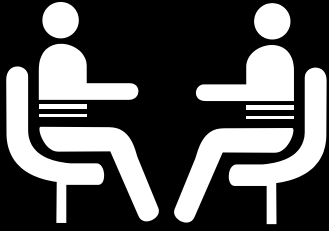
J – Define the needs of the job early

A – Ask excellent probing questions often

F – Request feedback frequently

Personality Dynamics

<p><u>ANALYZER</u></p> <p>Probing Lawyer/Doctor Accountant Problem Solver Conservative Slow Paced Intellectual</p>	<p><u>DIRECTOR</u></p> <p>Manager Controller Confrontational Insensitive Aggressive Organized Goal Oriented</p>
<p><u>DIPLOMAT</u></p> <p>Considerate Listener Social Worker Trusting Patient Counselor Likeable</p>	<p><u>POLICITIAN</u></p> <p>Enthusiastic Outgoing Intuitive Persuasive Talker Emotional Optimist</p>



Questions to Prepare for

Tough Questions

Tell me about yourself.
Why are you leaving your current position?
What do you consider your most significant accomplishment?
Why do you believe you are qualified for this position?
Have you ever accomplished something you didn't think you could?
What do you like/dislike most about your current/last position?
How do you handle pressure?
Can you describe situations where you have taken initiative?
How have you grown or changed over the past few years?
What do you consider your most significant strengths?
What do you consider your most significant weaknesses?
How do you handle frustrations and difficult people?
What are your career goals? Where do you see yourself five years from now? 10 years?
Why should we hire you for this position?

Probing Questions to Ask

What are the most critical aspects of this position?
Why is the position available?
What are the most important objectives for the person filling this position?
What characteristics (personal and technical) must an individual possess to be successful in this position?
What criteria is used to judge successful performance in the position?
How does this position relate to the rest of the organization, and how important is it to the company's objectives?
What are the typical problems and frustrations inherent in this position?
Assuming demonstrable success in this position, through hard work and determination, what future opportunities would be available within the organization?
What is the general corporate philosophy with respect to growth, change, and personnel development?
Has the corporation been generally successful in meeting its overall goals and objectives?

Interviewing Checklist

- Be prepared
- Be involved
- Be enthusiastic
- Be well-dressed and groomed
- Establish your worth
- Know your key strengths
- Give 1-2 minute responses
- Provide examples/details
- Research the company
- Remain attentive
- Be self-confident
- Don't get cocky/arrogant
- Don't talk salary
- Ask probing questions
- Be friendly & outgoing
- State your interest
- Be 5-10 minutes early
- Be positive about employers
- Be prepared for key questions
- Write "Thank You" notes
- Have an objective and close upon it!