

Interviewing For Success

Outline of presentation on interviewing process and skills. Includes interview techniques and tips as well as sample questions, letters, and self-evaluation form.

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“INTERVIEWING FOR SUCCESS”
North Canton Executive Networking Group
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BEFORE THE INTERVIEW

- **Research**
- **“Know Thyself” ... Especially Resume**
- **Key Competencies**
- **Your Questions For Interviewer**
- **Practice ... Practice ... Practice ...**
 - **Tough Questions**
 - **INFOMERCIAL**
 - **Practice Interview**
- **Appearance**
- **On Your Way**
 - **Know Location ... Travel Time ... Phone**
 - **Carry Portfolio/Folder ... Include:**
- **On-Site & Waiting**
 - **When Leaving Car**
 - **Check Your “Vitals”**
 - **Stage Fright**
 - **Culture Cues**
 - **Smoke? ... DON'T!**
 - **Coffee?**

THE INTERVIEW ITSELF

- Greeting ... Attitude
- Questioning the Interviewer & Responding to Questions
- Body Language, Bearing
- Note Taking
- Some “Don’t’s” ... and Some “Do’s”
 - “However” Technique
- Ending The Interview

PANEL – TEAM INTERVIEWS

- Some Tips

BEHAVIORAL – SITUATIONAL INTERVIEWS

- Some Tips

PHONE INTERVIEWS + SKYPE INTERVIEWS

- Some Tips

AFTER THE INTERVIEW

- Write Up Notes
- Follow Up Letter or E-Mail
- Follow Up Phone Call
- Critique
- If You’re Turned Down

SUPPLEMENTAL MATERIAL

Questions to Ask Interviewers ... a Few of "Kzillions"

- What are the key business reasons driving the need for this position?
- What competitors do you feel present the strongest competition?
- What particular challenges is XYZ facing today?
- Have you had a chance to review my resume? Did it raise any questions about my qualifications that I can answer?
- Can you describe the position you have open and what you're looking for in the person you hire?
- What is your timeline? How soon do you expect to fill the job?
- Would it be possible, today, to meet with the person who I would report to if hired?

(Other questions to ask the interviewer)

- New position? Why created? How did they manage before?
- If a replacement, what happened to the last person? And those before him/her.
- What changes have taken place in the company over the past several years?
- Who are your major competitors? How do you stack up against them in sales, quality, potential?
- What would be the company's expectations of me and what would be my key objectives the first year?
- How many applicants are you considering for this opening? Internal? External?
- Can you describe my boss: his background, personality, management style?
- (If owned by another company): ask about freedom vs. constrictions in decision-making, who calls the shots, etc.)
- Who are the others I would be working with and what do they do? Ask same re: those who would be reporting to you.
- Why are sales increasing/decreasing? Same re: profits. What segments of the business are stronger/weaker than the rest?
- What has been the company's record of RIFs, layoffs, re-structuring, etc.? To what extent have these efforts been successful/unsuccessful?
- From your review and evaluation of my background, how do you feel my talents fit the requirements of the opening?
- How would you describe the general culture of the company?
- (If family owned): ask about family members involved in the business, their roles, influence, etc.
- What plans does the company have for growth? New product lines? New marketing plans? Geographic expansion (including international)? How does the company expect to meet it's goals?

(Even more questions to ask the interviewer)

- What are the main strengths in the people in this department/function? Primary needs/weaknesses of the people?
- What are the “problem areas” in the department/function?
- What are the most critical tasks of the job? Top 3 objectives of the position? main challenges?
- Was there something that the person who held the position prior didn’t accomplish?

Some Closing Questions-Comments

- I believe this position is right for me. I know that I can handle the responsibilities you have outlined. I have the experience you’re looking for.
- I feel that I can really contribute to this company; I’m very interested in this job!
- What is the next step? ... further interviews and, if so, when? How soon will you make a decision about filling this position? Are there others being considered for this position? Can I call you and others if I don’t hear something by _____?

Useful Sites for Researching Compensation Information

- salary.com
- payscale.com
- monster.com (free salary wizard)
- salaryexpert.com
- Google: company name / job title / city, state / “salary”
- indeed.com/salary

“Thank You” Note to Interviewers

Dear xxxxxxxx:

Thank you meeting with me last Thursday and discussing the Senior Geologist position at Texas Oil. I feel that our discussion, and those with the other executives, went extremely well.

I was particularly intrigued by the manner in which your petrophysics group interacts with the geological and geophysical staff. My geology background and open hole log interpretation skills could make an immediate and significant impact by developing a plan to reach the goals that we discussed.

I am excited about the plans of Texas Oil and I hope to be a part of the team making these plans happen.

Please let me know if I can provide additional information about my experience or career expectations that would assist you in making your decision.

Sincerely,

Susan M. Candidate

NOTES:

- You may raise additional points that weren't covered in the interview.
- Proofread ... same as you would your resume, cover letter. Even better: have someone else proofread.
- Spell check!

Post-Interview Critique

Company Name _____

Interviewer _____

Date _____

I feel good about:

I don't feel so good about:

Questions which were problems:

Questions I wished I would have asked:

Questions I wished he/she would have asked:

Do I understand the needs of the company and the job?

Do I feel comfortable that I can do well in the job?

Does the interviewer "know" me as a result of the interview?

Does the interviewer know how I can contribute, help solve their problem?

Did I send a follow up note?

Did I maintain good bearing /composure, enthusiasm?

Did I express that I am interested in the job?

Did they commit to get back to me by a certain date?

Are there other follow up actions that will help my cause?

Letter to Employer After Rejection

Dear xxxxxxxxxxx:

Thank you for the opportunity to interview for the marketing coordinator position in Canton. I was disappointed that I was not selected for the position, but I remain positively impressed by Madison Chemical Company.

I would be delighted to be considered for another opportunity in the Company should an appropriate opening arise. My background includes not only marketing but customer service management and product management. If your growth plans include any of these or related areas, please feel free to contact me.

I wish you and Madison Chemical Company continuing success.

Sincerely,

Susan M. Applicant