

Welcome

From “Hi” To Hired

*“Learn how to simplify
& ace the interview”*

Three Keys To Winning An Interview

"Some Things To Ponder"

What's in a Quality Candidate?

**IF YOU WERE AN EMPLOYER WHAT
WOULD YOU LOOK FOR?**

- A. Pick three skills/abilities you would consider most important.**
- B. Think in terms of jobs you have had, or will apply for.**

Pick 3, Please

- Analyzing Information –**
- Enthusiasm for the Job –**
- Instructing Ability –**
- Clear Communications –**
- Precision –**
- Operating Equipment –**
- Human Relations –**
- Coordinating Events –**
- Keeping Records –**

20 Behavior Interview Knockouts

- 1. Poor Personal Appearance**
- 2. Overbearing Aggressive Know-It-All**
- 3. Inability to Express Yourself – Voice,
Grammar or Diction**
- 4. Lack of Confident Attitude**
- 5. Acting Passive or Indifferent**

20 Behavior Interview Knockouts

- 6. Makes Excuses – Evasive, Hedges on Unfavorable Factors**
- 7. Condemnation of Past Employers**
- 8. Poor Eye Contact**
- 9. Limp, Fishy Handshake**
- 10. No Interest in Company – No Research Done**

20 Behavior Interview Knockouts

- 11. Late to Interview “Guaranteed Rejection”**
- 12. Asking About Money and Pay too Much or too Soon**
- 13. Lack of Courtesy – Ill-Mannered**
- 14. Cynical**
- 15. Emphasis on “Who You Know”**

20 Behavior Interview Knockouts

- 16. Intolerant – Strong Prejudices**
- 17. Chewing Gum in an Interview**
- 18. Complaining**
- 19. Failure to Express Appreciation of
Interviewer's Time**
- 20. Lack of direction in career, not expressing
how the job & career fit**

5 Basic Interview Questions

1. The **Value** Question
(What sets you apart)
2. The **Ability** Question
(your skills, ability to do the job)
3. The **Fit** Question
(How do you fit in our company)
4. The **Weakness** Question
(Sensitive questions)
5. The **Negotiation** Question
(Your salary expectations)

Value Exercise

“Tell Me About Yourself”

- **STAND** – Remain standing throughout the exercise.
- **PAIR** – Pair up with one other person (new if you can.) You'll have 3 minutes. One-way only.
- **DECIDE** – Decide who asks “TMAY.” (That's now person “A”).
- **DROP** any “Pretend” roles. Be yourself.
- **DON'T** pretend you're in a job interview.
- **ASK** – (A) Asks (B), “Tell me about yourself.”

Value Exercise

“Tell Me About Yourself”

- **Listener gives feedback**
 - I was most interested when.....
 - I was bored (or least interested) when...
- **Talker says “Thank you for sharing”**
- **Pair breaks up and finds another pair**
 - Switch partners and roles

Value Question #1

Can You Tell Me About Yourself ?

- 1) **Give your 3-8 “Key Success Patterns.” Your Brand!**

These are your specific work patterns that outline the value you bring and sets you apart.

What is it that every time you do it you achieve.

Statements are in the form a sentence starting with an action verb and ending with a result.

Ability Question #2

What's an example of your greatest achievement?

What you did- (one sentence)

How you did it- (think in bullet points)

The Result – (one or two sentences)

Wrap the question back to the interviewer-

Is this ability something that would be valuable in this position?

Fit Question #3

Why Do You Want To Work Here?

- 1) Answer with some form of "I don't know yet."
- 2) Here's what I do know from...
 - Reading (Early to interview)
 - Literature: Brochures/catalogs
 - 10K, annual report
 - Infotrak (Library)
 - Webpage (often www.companyname.com)
 - Networking information
- 3) How accurate am I?

Weakness Question #4

What's Your Weakness?

- 1) Listen to the question. Ask for "time to think" about it if you want to.**
- 2) If you aren't sure what their concern is (they've probably been burned), ask for clarification.**
- 3) Use positive information to answer the question briefly; use "lesson" to reframe failures, use "it's about time" to reframe bad history.**
- 4) Is this something that would be valuable in this position, when one knows how to.....?**

Negotiation Question #5

What Are Your Salary Expectations?

- 1) Postpone salary talk until there's an offer.**
- 2) Let them go first.**
- 3) Repeat the number or top of the range and wait 30 seconds.**
- 4) Give your researched response.**
- 5) Come back later to clinch the deal and deal some more.**

Your Question

When Do You Plan On Making Your Hiring Decision?

- 1) Make sure the ball is in your court.
 - “I’ll call you _____”
 - “You’ll call me? If I don’t hear from you...”
 - “Don’t call us, we’ll call you...”
 - “Is it over?”
 - “If I don’t hear by ____, I’ll call you.”
- 2) Write a thank you letter to each person you spoke with.
- 3) Thank you **No Thank you (TNT)** letter? Send thank you letter again!

Additional questions You can ask the interviewer?

- 1. Now when I am on the job, what is the first problem I can solve for your organization?**
- 2. How would my success be measured?**
- 3. Do you have any hesitations about my ability to do the job? If so I'd like to be given the opportunity to address your concern.**

Identify Interview Questions

Let's take a look at the questions you came up with and identify the types of questions

Value

Ability

Fit

Weakness

Negotiation

My Challenge To You

**Prepare to answer these 5 basic
interview questions...**

Value

Ability

Fit

Weakness

Negotiation

And then go From “Hi” To Hired!



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