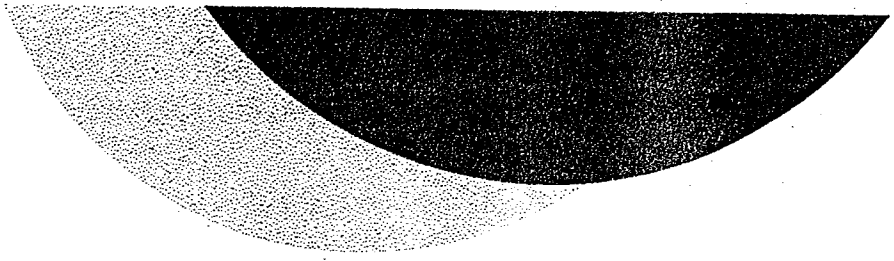


## INTERVIEWING

Presented by Jan Flurry  
Snowmanclan@aol.com



# **Interviewing your way to a Job Offer**

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# Interviewing

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- Before the interview
- Phone interview
- Interview prep
- The money question
- Supplying references
- Tough interview questions
- Questions to ask the interviewer



## BETORE THE INTERVIEW

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- Resume ready
- Memorize your resume
- The more interviews you go on the better



## Before The Interview

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- Ask your Headhunter for the following information:
  - Have they worked with this company before?
  - Company information
  - Confirm time & place
  - Interview with whom or how many?
  - Individual personalities
  - \$ range
  - Who is the hiring manager?



# Phone Interview

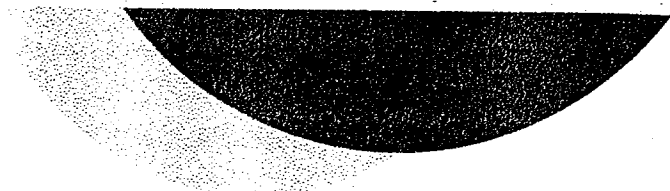
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- The purpose.
- Be prepared.
  - voice mail
  - quiet space
  - have resume ready [cheat sheet]
- Ask for the opportunity for a face to face.

## INTERVIEW PREP:

1. Determine the needs of the company/manager.
  - Ask open-ended questions.
  
2. Point out your Features (skills).
  
3. Point out your Benefits
  - How will they benefit?
    - \*Save \$
    - \*Save time
    - \*Make \$
    - \*Make your boss look good
    - \*Get your boss promoted
  
4. Close the interview
  - Do you want this position?
  - 2 positive strokes to the company/position. 2 positive strokes to you.
  - Ask for business cards

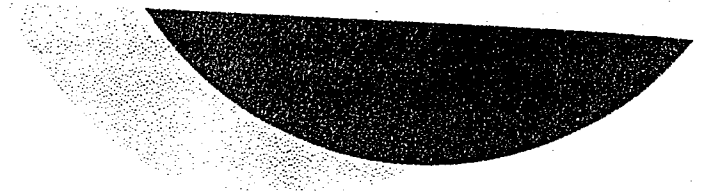
\*"How well do you view that my qualifications fit your requirements?"



## The Money Questions:

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- Are you in their salary range?
- Be honest about your current salary/bonus.
- Do not tell them the exact figure you wish to make.
- "I would consider a fair and equitable offer based on the needs of the position and my experience" or "I would consider your best offer."



## References:

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- What will they say?
- Double duty your phone calls.
- Don't burn bridges

## TOUGH QUESTIONS

1. Tell me about a time you make a bad decision?
2. Tell me about you?
3. What do you know about our company?
4. What would you do for us? Why should we hire you?
5. What about this position do you find attractive/least attractive?
6. Biggest weakness?
7. Please give me your definition of this position?
8. What are you looking for and why us?
9. How long would it take you to make a meaningful contribution?
10. How long would you stay with us?

**QUESTIONS TO ASK AN INTERVIEWER:**

- \*What are the main objectives and responsibilities of this position?
- \*What obstacles does the organization anticipate in meeting its goals?
- \*If given this opportunity, what would my first priority be and the time frame?
- \*What is the company doing to obtain new business?

**ALWAYS MULT/DOUBLE DUTY YOUR QUESTIONS**