Stand Out!

Interview Tips For Success!

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Do you stand out from the crowd!?

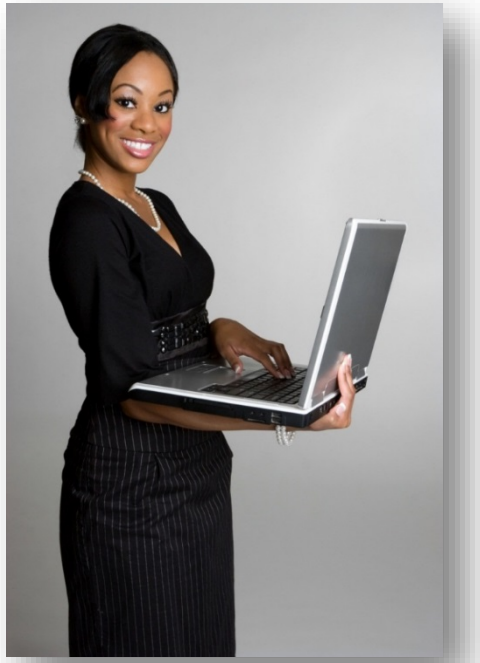
Topics

What employers look for

Interviewing Tips

Mock Interview

Q&A



What Employers Look For

- Relevant skills/experience
- Critical-thinking/judgment
- Initiative
- Flexibility/Adaptability
- Resourcefulness
- Positivity
- Team Player
- Results/customer-orientation

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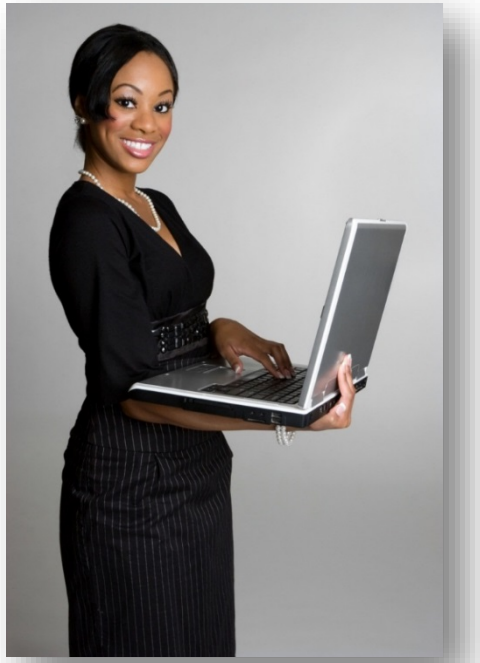


Telephone Interview Tips

Be ready for the call!

Speak slowly/loudly

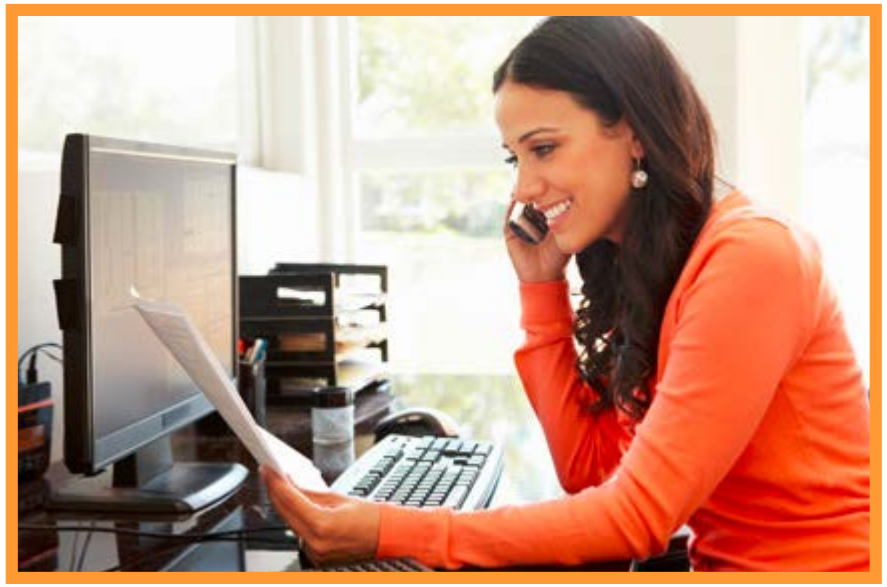
Stand up!

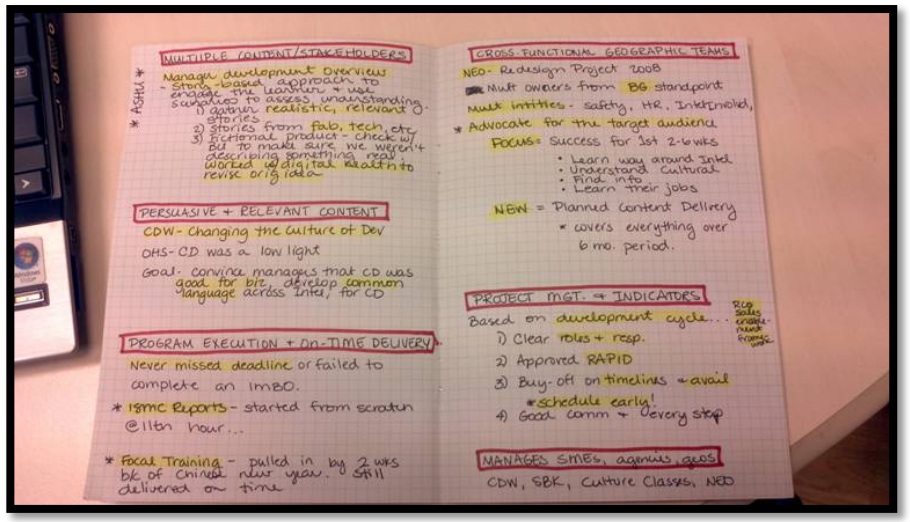
Smile/enthusiasm (mirror)

Silence/clarify for understanding

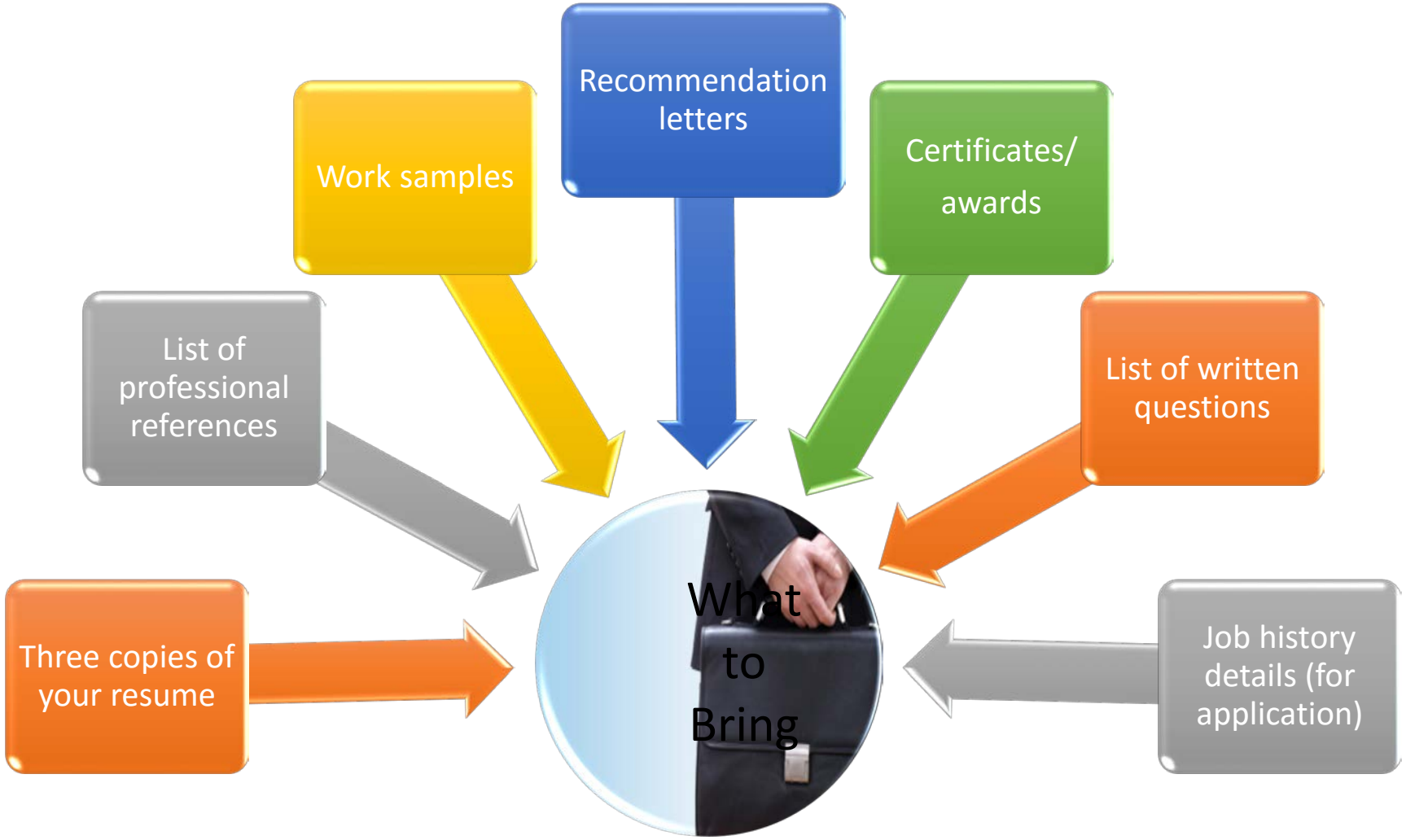
Take notes/use your notes!

Ask for contact information





Interview Briefcase



Interview Etiquette

- Silence phone
- No gum
- Professional attire
- Bring binder/portfolio

Interview Tip #1

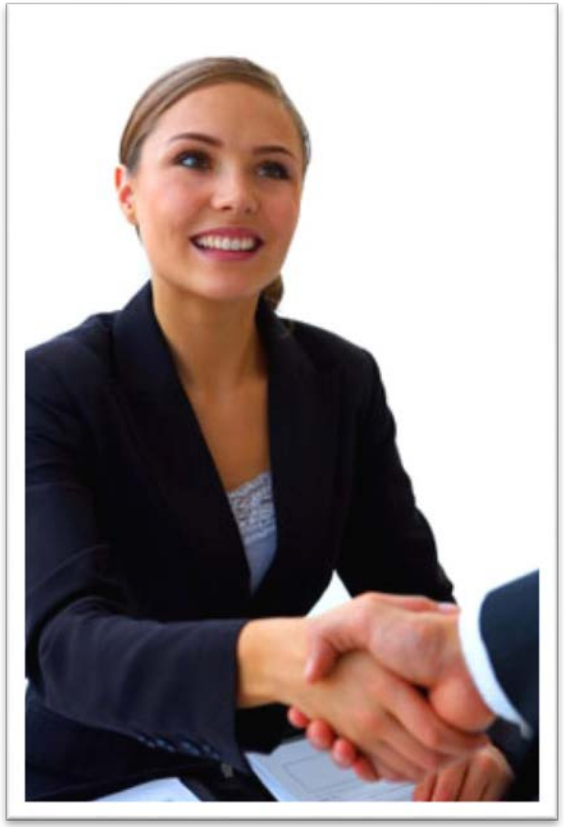
Communicate your Agenda!

List your top three job-related qualities (talking points)

For example:

Software Engineer (key skills)

- C++ coursework
- Able to meet tight deadlines
- Strong collaboration skills



"I have C++ coursework, am good at meeting deadlines and I Enjoy collaborating with others"

Interview Tip #2

Memorize 5 - 7 “Success Stories”

Apply to Behavior-based questions:

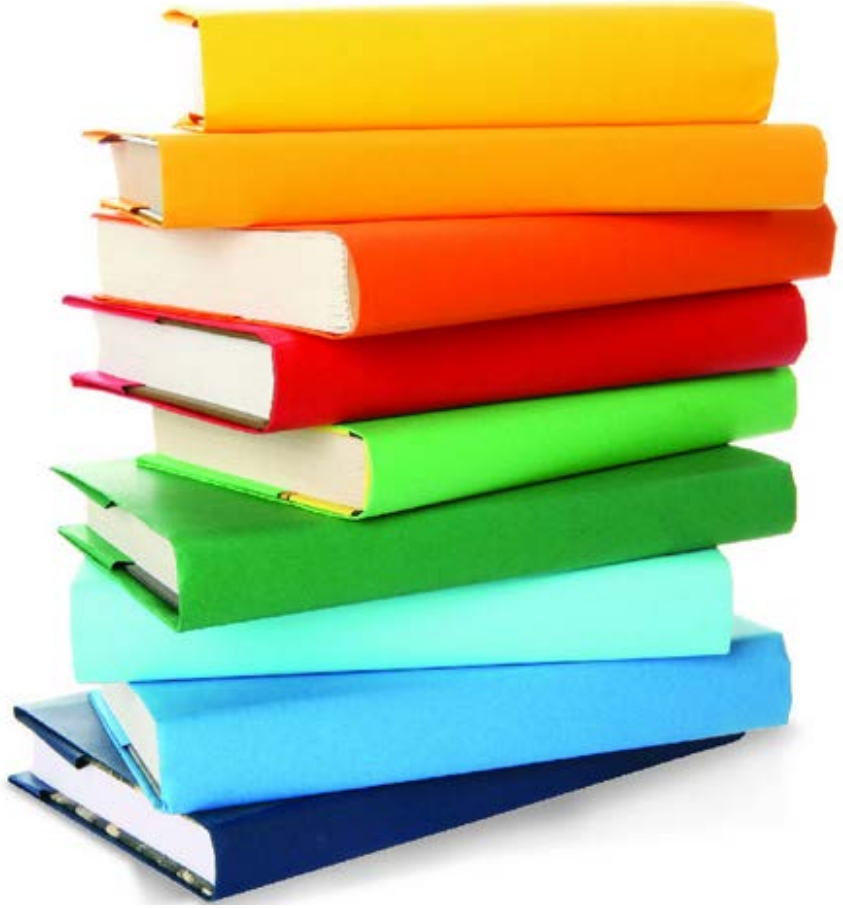
- Situation
- Action
- Result

Sample “Success Story”

Situation	Company needed to 20 people in 30 days
Action	I scheduled and arranged two Open House events yielding 100 interviews
Results	We made 21 hires in four weeks

Selecting Success Stories

How do I come up with great ‘Success’ Stories??



What are you proud of?

What have you done that you can measure?

What BIG things have you accomplished?

What have you done in your field?

When did you deal with a difficult colleague?

Interview Tip #3

Ask Questions

ZERO QUESTIONS = ***ZERO INTEREST!!***

You MUST ask at least one question!

"So, what do I ask??"

Ask Company Questions

Show interest/focus in CURRENT company success!

"I read in the business journal your company is offering a new product…."

She's done her homework. Impressive.

Ask great questions

Ask Personal Development Questions

Show interest/ focus on YOUR future success in the position!

- “What will you expect me to accomplish in the first 60 to 90 days?”
- “What are the common attributes of your top performers?”
- “If this works out, in one year, how will I know it’s been successful year?”
- “Is there anything else you need from me in order to move this forward?”
- Ask about job factors to help you choose between multiple offers

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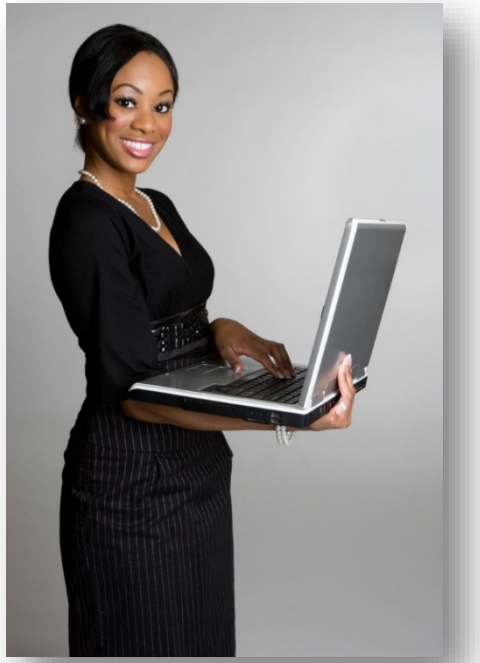

Mock Interview

Let's practice together!

1. Tell me about yourself.
2. Why are you interested in xyz position?
3. What experience do you have with xyz?
4. Give me an example when you provided outstanding service. (Situation, Action, Result)
5. Tell me a time you solved big/tech. challenge (situation/action/result)
6. Describe a tough decision you made. Process? Outcome?
7. How much money are you looking for?

Recap

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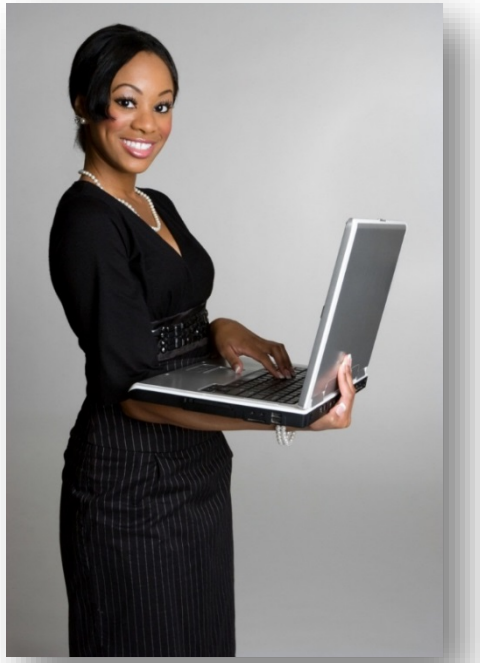

You Must and you CAN stand out from the Crowd!

- Questions?