

INTERVIEW AND GET YOUR JOB

Cincinnati Ohio North Stake Workshop

2010

1. PURPOSE OF JOB INTERVIEW

- ▶ See if they like you
- ▶ Determine fit for Company's culture
- ▶ Figure out if you're a hard worker and if you'll promote harmony

2. PREPARATION

- ▶ Research
- ▶ Prepare & Practice
- ▶ Develop Message targeted to employer

3. TYPES OF INTERVIEWS

- ▶ Most Common
 - Informational
 - Job
 - Telephone
- ▶ Less Common
 - Group / Panel
 - One on One
 - Scripted
 - Video Taped / Performance

4. WHO WILL CONDUCT THE INTERVIEW?

- ▶ HR
- ▶ Supervisor
- ▶ Co-Worker
- ▶ Group

Know Your Audience!

5. MAKE A POSITIVE 1st IMPRESION

- ▶ Dress / Arrival
- ▶ Use names
- ▶ Be Confident
 - Smile
 - Firm hand shake
 - Make eye contact
 - Good posture
- ▶ Manner and content important

6. USE POWER STATEMENTS

- ▶ C.A.R.Z.
- ▶ Employer Needs
 1. Profit
 2. Problem Solve
 3. Harmony
 4. Hard Work & Initiative
- ▶ Essential Commercial

EXAMPLE

- As a territory manager I provided my customers timely product information and responded to their needs immediately.

As a result I was able to increase our sales by 38%. Zinger: I really like doing those things that are good for the customer and good for the company. We are all winners!

Would you like another example? (have 3 examples ready)

7. POSITIVE RESPONSES TO DIFFICULT QUESTIONS

- ▶ Provide information
- ▶ Answer carefully
- ▶ Rephrase question if necessary
- ▶ Reassure regarding a concern
- ▶ Ask questions that show interest, insight, research and initiative

**8. ASK QUESTIONS THAT
SHOW INTEREST IN JOB**

NOT YOURSELF



9. CLOSE EFFECTIVELY

- ▶ Show interest
- ▶ Use names
- ▶ Agree on next steps/Follow up
- ▶ Shake hands / Thank you
- ▶ Goodbye to Receptionist (hidden advantage)

10. FOLLOW UP

- ▶ People tend to hire the familiar
 - Follow up
 - Continued networking

THE LORD WANTS YOU TO BE SUCCESSFUL

But you still have to:

- Pray
- Research the Company
- Prepare
- Practice

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