

Master the Interview Process

Presented by SixFigureStart®

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SixFigureStart® Six-Steps

1. Identify Your Target
 2. Create a Compelling Marketing Campaign
 3. Conduct In-Depth Research On Companies and Industries
 4. Network and Interview
 5. Stay Motivated and Organized & Troubleshoot Your Job Search
 6. Negotiate and Close the Offer
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Step 4b: Interviewing - Agenda

- ❖ Types of interviews
- ❖ Medium of interviews
- ❖ Types of questions
- ❖ The “best” interview answers
- ❖ Questions to ask
- ❖ Interview follow-up

Types of Interviews

- ❖ Behavioral
- ❖ Technical
- ❖ Stress
- ❖ Exploratory

**Most interviews are behavioral.
Even when an interview is not behavioral,
answering in the behavioral style is ideal**

Medium of Interview

- ❖ Phone - suit up, stock up, stand up
- ❖ Live - 80% of communication is non-verbal
- ❖ Video/ skype – practice with the technology in advance
- ❖ Multiple candidates: 1 interviewer – stand your ground, make sure you have something to say
- ❖ 1 candidate: multiple interviewers – talk to everyone, personalize your responses and follow-up

Types of Questions

- ❖ **Open-ended:**
 - give me an example of a major accomplishment, tell me about a time when you overcame a setback

- ❖ **Specific:**
 - tell me about [specific item on your resume]

- ❖ **Negatively framed:**
 - what is your biggest weakness, what would your boss say is your biggest need for development, tell me about a mistake you made, tell me about your least favorite project/ job/ boss

The “Best” Interview Answers

- ❖ **Authentic to you** – you can give a specific example to show, not just tell
- ❖ **Relevant to the company** – strengths are critical to the job, weaknesses are not dealbreakers
- ❖ **Comprehensive** with evidence of scope and scale and measurable results where available
 - Who sponsored the project
 - What was the objective
 - What was the deliverable
 - What actually happened
 - What did you do and what did everyone else on the team do?

Questions To Ask



- ❖ Are different for HR v. line of business
- ❖ Are tailored for junior v. senior staff
- ❖ Focus on confirming what you need to know to be successful on the job
- ❖ Tactfully assess culture, fit, and other intangibles that will help your due diligence

Prepare questions in advance.

**Use your research, networking/ informational interviews,
and Google Alerts for ideas**

Interview Follow-up

- ❖ Personalized thank you within 24-48 hours
- ❖ Generous and non-committal follow-up to stay front of mind and to demonstrate knowledge and genuine interest
- ❖ Adherence to the timetable and process laid out in the interview – find out when decisions/ status updates will be shared and by whom

Top Questions You'll Be Asked

- Tell me about yourself. OR Walk me through your resume. Why did you make the choices that you made? [Tell your story in an engaging, articulate and compelling way.]
- Tell me about your favorite project OR your most significant project OR a project that demonstrates your leadership OR project management OR analytical skills OR research skills OR communications skills.
 - ✓ Remember: who sponsored the project, what was the objective, what was the deliverable, what happened as a result, what did you do and what did everyone else on the team do
 - ✓ Be specific with results.
- Which skills and functions are you most comfortable with? OR If I were to assign you a project based on your expertise, what would I give you?

Top Questions You'll Be Asked

- What are your weakest skills, and how are you addressing these? OR What would your supervisors say are the areas you need to develop?
- Tell me about *this* [interviewer has the right to point to anything you wrote on your resume, whether it be a project, an employer, a class, a skill, or a hobby. Be able to fluidly discuss that topic.]
- Why do you want this position OR this company?
- What do you hope to accomplish in your career? Or ... Where do you see yourself in one/ five/ x-number years?

Top Questions You'll Be Asked

- Tell me about a project where something went wrong. OR Tell me about a difficult customer.
- What do you think about current events OR significant events in the employer's industry?
- What do you do for fun? OR In your free time? OR What do you like to read?

What is your most pressing question about Interviewing?



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CONSIDER THIS...



**Chains of habit are too light to be
felt until they are too heavy to be
broken.**

Warren Buffett

STAY IN TOUCH

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BIGGEST ACCOMPLISHMENTS

Instructions:

List your 3-5 biggest accomplishments of your career with the following in mind:

1. State your goal in one concise statement
 2. What was the result? Quantify if at all possible
 3. Include details about the process: how large was the team & what was your role? How long did it take to accomplish? What metrics did you monitor? Did you present findings/results?
 4. Lastly, identify the strengths that are demonstrated in each accomplishment_– try to list at least 3 for each
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Accomplishment #1:

Goal:

Result:

Process:

Strengths:

Accomplishment #2:

Goal:

Result:

Process:

Strengths:

Accomplishment #3:

Goal:

Result:

Process:

Strengths:

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Strengths:

Examples of strengths:

leader, team player, communicator, integrity, strategic, detailed, follow up skills, vigilant, analytical problem solver, client focused, creative, work ethic, optimistic, persistent, proactive, quick learner, tenacious, thoughtful, trustworthy, passionate, relationship builder, etc.

Strengths (strongest strengths first, then your second, etc.):

Your detailed example of how you have mastered this strength should have 3 components: 1) goal, 2) result, 3) process – list 3 or listed 4 process steps you took to complete. Quantify whatever you can!

-
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
-