



Getting the Job Offer . . .

First Impressions . . .



Behavior Scientists: "Humans make 60 assumptions in 1st three seconds of meeting someone."

Interview Rule: Employers make assumptions about interviewee in first 7 seconds & spend the entire rest of interview process proving themselves right.

Fortune 500 Survey

- Packaging – 45%
 - Appearance, organization, how you put it together
- Responsiveness – 35%
 - Communication skills, question answers
- Experience – 10%
 - Skills to do the job
- Miscellaneous – 10%
 - Politics, Seniority, Unions, etc.

1000 Staffing Services Survey

- Attitude
 - 80%
- Appearance
 - 10%
- Skill
 - 10%

Communications Basics . . .

- Attitude
 - 56%
- Body Language
 - 34%
- Words
 - 10%

Screening VS Interview

- Once you get to the interview
 - **It's ALL about FIT . . .**



Interview Purpose . . .

- Convince & persuade employer that you are the one for the job
- To find out more about the job & company
- Educate employer about your unique value and expand upon your resume
- Build relationship
- Get job offer



Preparation & Practice . . .

- **Research Marketplace**
 - Search engines, industry sites & blogs, Riley Guide
- **Networking**
 - Linked In, Professional Associations, Personal/Professional Network
- **Research Company**
 - Hoover's, Wetfeet, OLMIS
 - Company Website
 - Insider Information
 - Know leaders, products/services, finances, goals, competition, strengths/weaknesses
- **Study Job Description**
- **Prepare & practice success stories to prove all required skill sets**
- **Prepare & practice any areas of possible weakness or negative situations**
 - Mock Interview Practice & "Interview Stream"
 - Prepare for salary questions
- **Do drive-by or get insider information on appearance & culture & time management**
- **Prepare all clothes & items to take to interview**

Dealing with Negatives . . .

- Identify Your Personal Negatives
- Positive Mental Attitude
- No Story
- No Blame
- No Complaint
- Take Responsibility – “I” Statements
- Put in Past Tense
- Minimize
- Break Up Problem
- Reassure
- Sell – Sell – Sell
- Guarantee – If necessary!



Interview Types . . .

- Informational Interview
- Screening/Phone Interview
- Directive Interview
- Meandering Style Interview
- Stress Interview
- Behavioral Interview

Interview Types . . .

- Audition Interview
- Group/Panel Interview
- Tag-Team Interview
- Mealtime/Drink Interview
- Video Interview
- Follow-up Interview

Discrimination **REQUIRED!**

- EXCEPT . . .
- Federal Title VII of Civil Rights Act of 1964 (15+emp)
 - Race – Color – National Origin – Sex
 - Religion – Retaliation – Association w/Protected Class
 - Age (40+ w/20+ emp)
 - American Disabilities Act
 - Family or Medical Leave Act of 1993 (50+emp)

Discrimination **REQUIRED!**

- EXCEPT . . .
- Oregon Revised Statutes, Chapter 659A (1+emp)
 - Race – Color – National Origin – Sex
 - Sexual Orientation & Gender Identity
 - Religion – Retaliation – Association w/Protected Class
 - Age (18+)
 - Physical or Mental Disability (6+emp)
 - Oregon Family Leave Act (25+emp)

The Interview!

- Arrive early & be patient & friendly
- Stay positive, focused & present
- Firm Handshake
- Courtesy & appropriate small talk
- Smile & confident body language
- Sincere with good eye contact
- Listen attentively
- Turn off cell phone & Nothing distracting
- Reveal nothing personal or negative
- Silence ok

Only 1 Interview Question

- Why should I hire you?



Question Variations . . .

- Credential Verification Questions
- Experience Verification Questions
- Opinion Questions
- Dumb Questions
- Math Questions
- Case Scenario Questions
- Behavioral Questions (PAR or SAR answer)
- Competency Questions
- Fit & Relationship Questions

Interview Close . . .

- Ask Questions
- Ask about next steps
- Tell them you want what's next (if you do)
- Thank Interviewer(s)
- Stand up
- Shake hands
- Say goodbye to reception
- **Leave**

Thank You Note . . .

- Courtesy
- Unique & Memorable (1 in 100)
- Reminder of which one you were
- Influence Hiring Decision
 - Professional Thank You Note
 - Hand-written within 24 hours
 - Hand-deliver or mail
 - Any special service



Thank You Notes . . .

- **Standard Friendly Letter**
 - Date
- **Greeting**
 - Spell name(s) correctly
- **1st Paragraph**
 - Genuine compliment
 - Bad interview – thank for time
- **2nd Paragraph**
 - Sales Pitch
 - Add forgotten info
 - Mention special relationships
- **3rd Paragraph**
 - General thank you
 - Ask for what's next
 - Ask for job, if final interview
- **Closing**
 - Standard closings
- **Signature**



Use this Powerful Follow-up Sales Tool!

Follow-up . . .

- De-brief Interview
- Alert & coach references
- Keep your word on Follow-up
- Job Offer
 - Accept
 - Accept with conditions
- Negotiation
 - Hold & leverage
- No Contact
 - Two weeks after stated time
 - Follow-up NOT 3rd Degree
- Job Denial
 - Ask how you could have been more competitive

