Getting the Job Offer . . .
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%
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)
EXCEPT . . .

Oregon Revised Statutes, Chapter 659A (1+emp)
- Race – Color – National Origin – Sex
- Sexual Orientation & Gender Identity
- Religion – Retaliation – Association with 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
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