

**JAM Interview Preparation Packet
Dare to Out-Prepare Your Competition!**

**Remember the Key Hiring Decision Making Factors
CHEMISTRY, ABILITY, EXPERIENCE – in this order**

Company Name _____

Position Title _____

Name and Contact Info for Gatekeeper (the person coordinating the interview) _____

Date, Time and Location of Interview _____

Type of Interview (panel/behavioral/screening/technical/case etc?) _____

Names/Titles of All Interviewers _____

Where is company in the hiring process for this position?

Company Research (before interview- company website is a great place to start):

What is the reputation of the company?

What is the company size? (income, # of employees, etc)?

What are their key products and services?

What are their growth areas?

Behavioral Interview Preparation:

Compile Interview Stories Aligning Your Accomplishments with the Job Responsibilities and Requirements. Describe Each Accomplishment Following the Situation/Action/Results Format. (cut and paste this format for multiple stories)

Company's Desired Competency: _____

Your Accomplishment: _____

Situation: _____

Action: _____

Results: _____

My Key Selling Points:

Key selling points to show how I am answer to their hiring need:

What separates me from my competition? (experience, education, personality, etc) _____

Any objections I am afraid the interviewer will bring up and how I will handle it:

Interview Question Practice- Know Your Lines:

Be **CLEAR, CONCISE, and CONSISTENT**

Try to Ask This Question Before the Interviewer Starts Asking You Questions:

What are the most important concerns/needs/expectations of this new hire?

Use the key issues from reply as a focus of your interview examples.

Interviewer Questions:

Tell me about yourself.

Use your elevator speech tailoring your expertise with the company's need.

Why are you looking?

Example: "Due to recent economic cutbacks, my position was one of many which were eliminated at my last company. I am taking advantage of this situation as a positive experience which allowed me to carefully assess my career goals and focus on finding opportunities doing _____ for companies in the _____ industry."

****Note...Keep your exit statement to ONE sentence. Crisp, professional and positive. This is not the forum for mourning or venting over the loss of your job.**

Why are you interested in this company/position?

What is your current salary?

How many other companies are you talking to?

How long have you been unemployed?

What was the last thing you learned?

Why didn't you finish college?

What would you like to be doing 5 years from now?

Tell me about the worst boss you've ever had.

What are your greatest weaknesses?

What are your greatest strengths?

Why should we hire you?

Tell me about a time when you identified and solved a problem.

Tell me about a time when you used your persuasion skills to convince someone to see things your way.

Give me an example of how you went above and beyond to deliver exceptional service to a customer.

Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?

Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?

Examples of Some Questions You Should Ask:

***You must always have questions.**

How do I compare with the other candidates you are considering for this role?

Do you have any reservations about me at this point?

What are the next steps in the process?

How would you describe your management style?

What traits do you value most in your associates?

How do you define success?

What do you like best about working for this company?

What are the things that need immediate attention?

Why is the position vacant?

What are the major challenges of the position?

What will be expected of me? Performance based questions?

Budgetary responsibility? Immediate challenges/goals?

What are your key advantages over your competitors?

Chemistry/Motivation:

Smile, Make Eye Contact, Firm Handshake, Establish Rapport

Show enthusiasm. If you really want this job, you have to act like it.

Show interest. Yes, you have been looking for a while and feel lucky to have found an opportunity that meets your interest on many levels.

Low Key/Quiet Type? These talented people could have their abilities undervalued. They have to get on the edge of their chair and out of their comfort zone to win the interviewer.

Respect Everyone. Treat every single person in the process as a person to be reckoned with and courted. Have each person you meet see you as the ideal candidate.

References:

Compile a list of 5-8 professional references and bring it with you to the interview.

Post Interview Follow Up:

The ball is in your court. Don't give it up at this critical point in the process.

Want to stand out from the competition? I hope you do! **Send handwritten notes to each interviewer with details as to how you are the solution to their hiring need.** Overnight delivery.

Call a week out to check status and don't stop there! Restate your interest and ask: is there more information I can give you? I've been giving a lot of thought to your project and I have some ideas, I'd like to show them to you. Where do I stand in the process, how does my candidacy compare with the others?

If you wait to see what happens, someone else will likely take the job out from under you.

Rejection:

If you are rejected, handle with grace and strong character.

If the rejection came after an interview, take a good long look at what occurred and see if there are positive changes to be made.

- Make a note of questions you had difficulty answering or questions that stood out in your mind.
- Write out a list of further questions you could have asked.
- Review how you handled yourself and how you prepared.
- Were you able to elaborate effectively on the information you provided in your initial application?
- Did you do research and express your understanding of the company to the interviewer?
- Did you memorize your background speech and present it in a positive manner?

Cardinal Rule

Do Not Stop Your Search When You Get an Interview
Don't lose Momentum.

Resources:

Books:

Winning job Interviews : reduce interview anxiety, outprepare the other candidates, land the job you love.

Powers, Paul, Dr.

"Landing the Job You Want" by William C. Byham is THE guide to STAR interview techniques.

Online:

<http://www.jobinterviewquestions.org/>

http://www.quintcareers.com/interview_question_database/

How you may be evaluated:

Interview Evaluation Sample

Interview Evaluation Checklist

On a scale of 1 - 5, with 1 representing Not at All and 5 representing Always, evaluate the job interview process in the areas below.

	The person being interviewed:	Rating	Notes
1.	Listened carefully to each question -		
2.	Asked politely for clarification -		
3.	Offered positive information -		
4.	Answered directly to the point -		
5.	Responded to the question with only necessary facts -		
6.	Focused attention on successes -		
7.	Stated facts truthfully -		
8.	Appeared prepared and confident -		
9.	Showed a sincere interest in position -		
10.	Arrived on time and dressed appropriately -		
11.	Looked at the interviewer while talking -		
12.	Did not blame or show a negative attitude about past employers or job experiences -		
13.	Considered the question thoughtfully before answering -		
14.	Did not volunteer more information than was needed -		
15.	Conveyed enthusiasm -		