

# SHRM Atlanta Career Connections

## Interviews That Lead to Job Offers

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# Career Connections

- Preparation
  - Know the company
  - Understand the position
- Practice
- Interview Day
- Listen
- Manage
- Follow Up
- Other Resources

# Prepare

## Phase 1

- Fully research the company prior to the interview and be familiar with its history.
  - Know and understand their products
  - Customer base
  - competition
  - ranking
  - industry, etc.
  - Speak to people who know them or their products and find out whatever you can about them.
  - Every company has a web site (so does their competition)
- Be prepared to talk about what you have learned about the company and the business they are in.
- Be aware of any problems and concerns at the present time, and be able to talk about this
- Know everything you can about the person you are meeting with. Ask the person who sets up the meeting to give you this information, then dig on your own.
- Weaknesses

# Prepare

## Phase 2

- A statement of why you would want to work for this company.
- The main reason the employer would want to hire you
  - A personal elevator speech
- What you have to offer in the way of experience, credentials, and personality;
- Several accomplishments to support your interest in **this** position
- An answer to what you think might be the employer's main objection to you
- Get ready to handle any difficult questions you might expect. Practice and rehearse the answers.
- Summary about yourself, the job you may be talking about
- Brief history of the company
- Questions you have
  - Do not talk about compensation and benefits!

# Practice

- Rehearse your lines before you go to the interview. Be comfortable with how the conversation should go
- Create an ideal script
  - What are the key strengths you want them to remember about you?
  - Discuss your weaknesses
- Part of the interview process is being prepared, but the other part is having the right attitude. They must be able to sense your self confidence
- An inability to express yourself is worse than lack of experience

# Interview Day

- Show up early
- Read company literature in the reception area
- Talk to the receptionist
- Observe the people
- How does it feel?

# Listen

- Make eye contact a part of your listening posture, and always project a positive self image.
- Listen carefully at all times, never letting your mind wander.

# Manage

- Play the part of a consultant. You are there to sell your services. Ask questions and tell how you have handled situations in the past. Let them know how good you are and how resourceful you are.
- Talk about what you *can* do.
- If the interviewer gets off track, briefly give a satisfactory answer to whatever question it is, then get back on track. Help the interviewer to manage the interview if necessary.
- Ask where they are in the hiring process, how many other people they are considering, and how you compare with them.
- Don't try to close too soon. Conduct yourself on the first interview so that they will want you back for another meeting.
- Keep an open mind. Don't accept or reject an offer in your mind until you have one. Remember: you aren't chasing jobs, you are chasing companies.
- If you get an offer, and you don't want the job, you can always use it as leverage for the job you really want.
- Get that next meeting.

# Follow Up

- Be sure to do a follow-up letter after every interview. Be sure to address any areas of concern that may have risen during the interview.
- What else can you send to support your candidacy.

# Resources

- Questions to Ask during a Job Interview: What to Say and What Not to Say In an Interview [Click Here](http://job-interview-skills.suite101.com/article.cfm/questions_to_ask_during_a_job_interview#ixzz0EuyN5Y4H&B)  
[http://job-interview-skills.suite101.com/article.cfm/questions\\_to\\_ask\\_during\\_a\\_job\\_interview#ixzz0EuyN5Y4H&B](http://job-interview-skills.suite101.com/article.cfm/questions_to_ask_during_a_job_interview#ixzz0EuyN5Y4H&B)
- Interview Tips [Click Here](http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=IV&siteid=cbmsnGO&vendor=google&pkw=job%20interview%20questions&ocid=iSEM_G_Careers&refcd=GOfbf9c4817&mtr=|1206764494&cbR recursionCnt=3&cbsid=a70aa214f918405d982426199d252d31-295349858-wb-6)  
[http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=IV&siteid=cbmsnGO&vendor=google&pkw=job%20interview%20questions&ocid=iSEM\\_G\\_Careers&refcd=GOfbf9c4817&mtr=|1206764494&cbR recursionCnt=3&cbsid=a70aa214f918405d982426199d252d31-295349858-wb-6](http://msn.careerbuilder.com/MSN/Category.aspx?categoryid=IV&siteid=cbmsnGO&vendor=google&pkw=job%20interview%20questions&ocid=iSEM_G_Careers&refcd=GOfbf9c4817&mtr=|1206764494&cbR recursionCnt=3&cbsid=a70aa214f918405d982426199d252d31-295349858-wb-6)
- Articles on Behavioral Interviewing & Other valuable information [Click Here](http://www.hrdracc.com/Candidate%20Resources/Job%20Search%20Tools/PRCJobSearchToolsTableofContents.html)  
<http://www.hrdracc.com/Candidate%20Resources/Job%20Search%20Tools/PRCJobSearchToolsTableofContents.html>

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