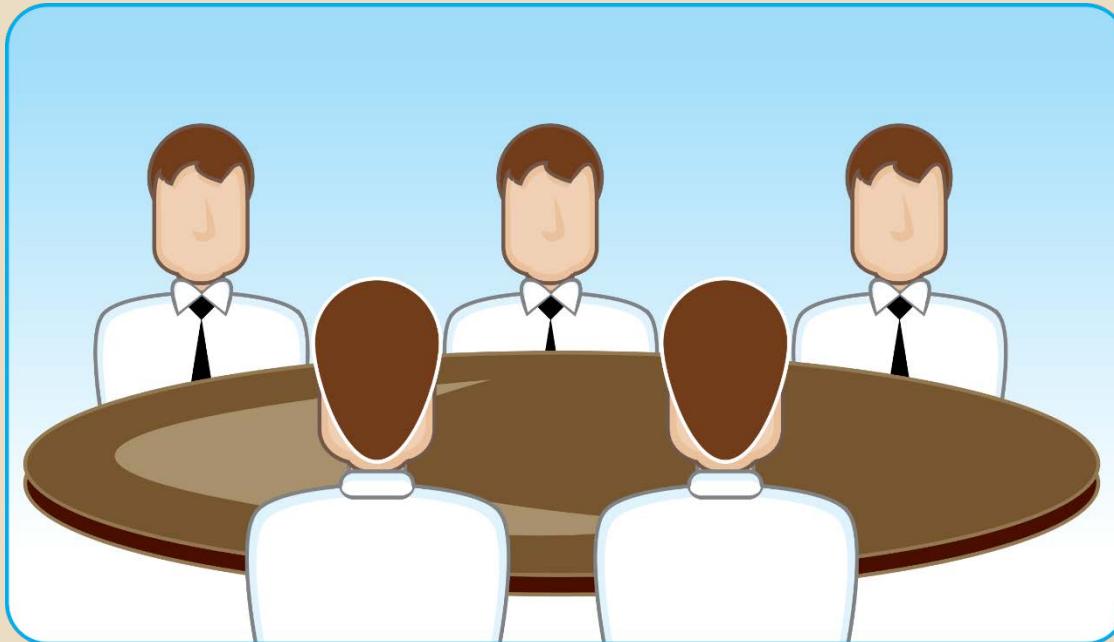


TIPS FOR AN IMPRESSIVE INTERVIEW

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IS THIS AN INTERROGATION?



You and your friend against
nameless people blocking the
perfect job?

OPPORTUNITY TO MEET NEW PEOPLE

Or is this a chance to meet some nice people who will be future advocates.



OBJECTIVES

- Why is the interview the most important step of the job search.
- How to prepare for the interview.
- What styles of interviews can you look forward to.
- How to ace the interview.
- What can you do after the interview to improve your chances of being hired.

WHY IS THE INTERVIEW THE MOST IMPORTANT STEP OF THE JOB SEARCH?

- This is your chance to show how well prepared you are for the interview.
- This is your chance to prove that you can do the essential functions of the job.
- This is your chance to show how you are the best applicant in front of them.
- People like to hire people they like.
- This is your chance to show how much you want the job.

PREPARATION

- Practice
- Research
- Practice



TYPES OF INTERVIEWS

Past performance is an indicator of future needs.

Best practices

Open ended questions

Yes No

Probing and follow-up

Your follow-up questions

JOB RESPONSIBILITIES

- Are they clear on the essential duties.
- How have you accomplished this before, paid or unpaid.
- What can you do with or without an accommodation (later).
- Show how you can represent the company in a professional manner.

YOUR MESSAGE IS A MATCH TO THEIR NEEDS

- How do your core values match theirs?
 - Their mission statement, match it
- What do they do?
 - Their products and services.
- What do you bring to the table?
 - Our value proposition.
- You want the job!!!!



COMPETITORS

- Who are your competitors.
- Anticipate what they bring to the table.
- What do you need to show that you are the best match the needs.
- What can you bring or do that they didn't.

POST INTERVIEW FOLLOW-UP

- Review and document the interview immediately.
 - What went as planned.
 - What could be improved.
 - What can you put in your follow-up thank you letter.
- Do you need to review anything about the job or company for the letter.
- Send e-mail message or letter to each, and then follow up with a phone call. (if allowed)
 - Thank prospect for meeting.
 - Answer any questions you need to clarify.
 - Review agreed-upon next steps.
 - Make sure you show your excitement about the company and how you can contribute.
- Update search data base for this and future searches.

REFERENCES AND LINKS

- Themuse.com
- Interviewsuccessformula.com
- Forbes.com - The Forbes eBook: Find and Keep Your Dream Job, The Definitive Careers Guide From Forbes

QUESTIONS

