

Giving “Yourself” the Power to Decide!

The “Art of Interviewing” by
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Introduction

- Too often interview failure occurs as a result of poor prior preparation, combined with weak interviewing skills.
- I will discuss the preparation process, help teach you how to sell your candidacy, guide the interview, and determine the magnitude of the opportunity at hand.

Topics of Discussion

- Preparing your interviewing notes on each position you have held in your career.
- Interviewing strategies that will obtain the desired results.
- How to answer questions effectively and sell your candidacy at the same time.
- Employers like to be interviewed too! Learn how to find out how compelling the opportunity really is by asking the right questions.
- What you should never do in an interview.

Initial Preparation

- Creating the inventory sheets to present your background features, accomplishments, and results. “FAB.”
- Start with a legal pad and create a list for each previous position. Write out your actual contributions in terms of duties. List your specific accomplishments and state how your previous companies benefited from your accomplishments.
- Be specific with equations, formulas, creative ideas, etc.

“Effective Strategies” to Improve the Likelihood of an Offer

- You as the candidate should guide the interview and make sure that the necessary information is conveyed between the parties.
- Remember all interviewers will get a hire/ no hire vote!
- You get the *first* and *last* questions with each of the interviewers.
- Use the 1-2-3 Mini-story technique.

Question Answering Rules

- Always answer questions in terms of your background, accomplishments, and most importantly results!
- All questions will involve your skills, motives, personality and financial situation.
- Strive to project eagerness and interest, be a conversationalist, but be yourself.

How to Handle Tough Questions

Tough questions are different for everyone, however they must be prepared for. A tough question would be defined as a question that would make you hesitate to answer for fear of saying the wrong thing. You should prepare a list of questions before the interview that you feel would cause nervousness on your part. Prepare your answers, be brief and factual, refine them, and memorize, so as to remove the hesitation.

Interviewing the Company

- Prepare a list prior to interview of what you would need to know to make a timely, sound decision.
- Remember employers are excited about their company and love to talk about their story. Use this to extract the good and bad.
- Find out what will happen next in the interview process.

Interviewing the Company

- Start with identifying their strengths and weaknesses so you can highlight where you can succeed and improve personally.
- Focus questions on the companies needs, time-frames, career paths, recognition programs, past employees, culture, finances, business model, Executive Teams, Technological advantages, etc.

What You Never Do in Interview

- Avoid questions that involve Money. It is an unfair question to be asked at this stage of the game.
- If they are persistent simply state that they are in the best position to judge your value to their company.
- Tell them what you currently earn, and to make you the best offer they can.
- Also suggest that you would feel more comfortable if they discussed the details with the recruiter handling the transaction.
- Do not allow yourself to start negotiating with them directly.

Next Steps

- Make sure you are dressed for success! For Men: A Suit or Sport Coat is the preferred dress. For Women: skirted suit, nice dress pants or dress with matching jacket.
- Contact your recruiter immediately after your interview and communicate what transpired. He/She will help you evaluate your performance and help determine what information is critical to moving to the next step in the process.
- Following these techniques will reduce nervousness and improve your chances of success.