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Secrets for Successful Interviewing

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What We'll Cover

PHASE ONE:
Preparation and Practice

PHASE TWO:
Presentation Skills

PHASE THREE:
Effective Interview Strategies

PHASE FOUR:
Evaluation and Follow-up

Acing the Interview Isn’t Easy

- Nearly one-third of CFOs surveyed believe job applicants make more mistakes at this stage of the hiring process.
- How candidates behave during the interview is often seen as an indicator of how they will perform.

PHASE ONE:
Preparation and Practice

- What is the hiring manager looking for?
- Preparing for the interview
- Doing your homework
- Most common interview questions

What is the Hiring Manager Looking For?

- Ability to perform the job
- “Fit”
- Motivation and enthusiasm
- Knowledge of the company
  - Little or no knowledge of the firm is the most common mistake during interviews

Preparing for the Interview

- Define and clarify objectives
- Consider values, skills and interests
- Hone basic interviewing techniques
  - Active listening
  - Answering clearly and concisely
  - Positive body language

Active Listening

- Focus carefully on what the person is saying
- Maintain eye contact
- Let the interviewer know that you're listening

Responding to Questions

- Talk about accomplishments
- Don’t rush
- Keep answers simple and focused
- Don’t wing it
- Use examples to back up answers

What Message Are You Sending?

- The importance of body language
- Correct distracting habits

Doing Your Homework

- Company resources
  - Brochures, annual reports
- Online resources
  - Company website, trade journals, news reports
- Facts you should know
  - Company history and recent developments
  - Key products/services and chief competitors
  - Financial history/current outlook
  - Executives and Board members

Most Common Interview Questions

- Types of questions: open, closed and leading
- Most common interview questions to practice
  - “Describe your current (previous) position.”
  - “What was the most challenging assignment you ever had?”
  - “Where do you see yourself in five years?”
  - “How will you contribute to our company’s success?”

PHASE TWO: Presentation Skills

- Look and feel your best
- Keep the jitters under control by being organized and prepared

Look and Feel Your Best

- The importance of a professional appearance
- “Appropriate dress”
- The safest decisions
- Choices to avoid

Beating the Interview Jitters

- Be prepared
- Get organized
- Give yourself plenty of time

PHASE THREE:Interview Strategies

- Making a good first impression
- Avoiding interview blunders
- Asking questions
- Ending the interview on a positive note

Making a Good First Impression

- Arrive on time
- Be pleasant to everyone
- Relax and review your notes or read company literature
- Let the interviewer take the initiative

Avoiding Interview Blunders

- Tardiness
- Falling asleep
- Excessive candor
- Wanting the job for the wrong reasons

Asking Questions

- Inappropriate questions are as bad as inappropriate answers
- Avoid asking about benefits, salary, etc. during the first interview
- Ask about the company and the position

Ending the Interview

- Conclude the meeting on a positive, upbeat note
- Show enthusiasm if you're interested in the job
- Avoid game-playing tactics

PHASE FOUR: Evaluation and Follow-up

- Judging how well you did
- Writing the follow-up letter
- Waiting for the phone to ring
- Learning from the experience

Writing a Thank-You Letter

- Express gratitude
- Show interest in the position
- Stress your abilities and your “fit”
- End on a positive note

Waiting for the Phone to Ring

- To call or not to call?
- Be professional, positive and pleasant

Learning from the Experience

- Important questions to ask yourself
- What did you learn?
- How can the next interview be even better?

Secrets for Successful Interviewing

- Prepare and practice
- Look and feel your best
- Master effective interviewing techniques
- Handle yourself well post-interview
- Learn from the experience

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