

ACE THE INTERVIEW

Prepare for an interview

When you interview with a prospective employers keep in mind that they are evaluating you not only for your abilities and capabilities, but also and sometime more importantly, for your personality and attitude, willingness and interests.

Candidates need to be the best themselves they can be in an interview. So Asking the right questions can create an environment for them to be the best they can be at that moment in the eyes of the interviewer.

Any company that is filling a position is like a puzzle, that has a missing piece, many companies grow and aren't always sure what that piece looks like but they have an idea of what it is or who it is that may "FIT IN"

So, in an interview we need to find out what that piece of the puzzle looks like, or the shape thereof, and what its face looks like. Then to be able to put that puzzle piece in place is vital, does it fit? Here is a process that can help.

ACE THE INTERVIEW OPENING THE INTERVIEW

On an opening at an interview, you will be sitting with a manager or supervisor and they will probably have your resume in front of them and they will start asking questions. "SO Mr. Smith, tell me about your experience here at XYZ Company."

At this point, the best thing you can do, instead of what everybody else does. Which is to start talking about yourself and your experience. Don't do what everybody else does.

Instead

Do this...

When they ask you the first question, "So Mr. Smith tell me about your experience?"

Very humbly, say "before I start talking about me, *"What is it that you are looking for in someone for this position?"*

They will get chills up their spine, because no one ever asks those kinds of questions, no one ever cares what we think or want. He/She will feel like you care because you should.

The manager will then proceed to tell you the 5 or 6 things they need in a person. #1 #2 #3 etc... Remember what they are telling you, and when they are finished you are now prepared to deliver a much focused presentation on what they want to hear and what you have done in the past. This works and will have great affect on the interviewer. Many of the open doors of concern will start to close.

Your response "The first thing you said, I have done that for years and this is how and when", excite them with details. Then #2 and so on. If there is something that you haven't done that is important, tells the manager "I haven't done that but I am a fast

learner and will be able to ramp up quickly.” Always look them in the eye and be confident even if it is not something you are proficient at.

This opening will set the trend for the rest of the interview and have the manager on his/her toes, because of the quality of your questions. If they are offended by your questions, they may not be having a good day or it may not be worth working there. You are interviewing them as much as they are interviewing you, and you are empowering them in a meek way so they can talk and express their needs.

FIELDING QUESTIONS & THE FUTURE (Be Generic)

Mngr. “Where do you see yourself in 1 year, 5 years”.

A very simple answer would be, “ I am interested in proving myself and then taking on more responsibilities.” For an extended period of time, like 5 year goal or plan, you may want to answer “ As I grow with the team and prove myself, I look forward to taking on more responsibility and being a key contributor in whatever the capacity you see fit.”

If you are too specific, like saying “ I would like to be the manager in this department.” You don’t want to tell them that you want their job, they will feel threatened and you probably won’t get the position. Be ambiguous and general and they will determine in their own mind what it is you mean. They may not be their next month themselves so long term goals can be whatever they think they are based on a general answer with meat.

Be open and honest about everything. If it doesn’t pertain to the job and they wouldn’t be interested in certain experiences, don’t talk about it.

Talking about Money.

Try not too. If they ask what kind of \$ are you looking for. A good answer would be. “The money is not my first concern, although it is important. My greatest interest is if we are right for each other.” Let them know that you think you will be treated fairly. SO you could say “Money is important so whatever you think is fair.” If they persist on a number give them a range. “I would be comfortable going forward in this position between 50-60k. I would like to be on the higher end of that range.” SO they know the field in which they need to be playing, but never say a number lower than you expect, and never ask for more than 10% of your previous salary unless you were severely underpaid.

Building Relationships of Trust, and Common Belief

Because their hiring decision is 80% personality, you want to be continually identifying compatibility. Like, if they have pictures of kids, Cars, Fishing, hobbies, golf etc... Talk about an experience as you notice a picture of Kids.

Your grandkids are cute, how many do you have? They will talk some, may talk a lot, then you can share a neat or funny experience about your family. Be yourself.

Be a real genuine person who is easy to be around and talk too, loosen up and enjoy, not too loose, but a stiff person will not be hired unless they are applying at a mortuary.

(Just Kidding)

The Casual conversation, not forced, brings a lot to the table. These are people who are working and enjoy life like you, to take a moment and talk about family, sports, church, activities, vacation, Boy Scouts, girl Scouts, this takes them away from the daily tasks, so it makes for an enjoyable experience. They may not always remember what you say, but they will remember how they felt.

Remember if you have a second interview or an HR visit, give them the same respect and courtesy as if they were the head boss, because each person you interview with or visit with does have a say in who gets hired or not.

Seal the Deal

AT the end of the interview there are lots of emotions so you want to be composed and ready for anything. They may ask you if you have any further questions. Here is what you say;

“Yes I have Two,

- **1st Do you see me fitting in technical/Mechanically/operationally?”**

If Yes GREAT! If No, you now have an opportunity to ask and explain why you are right for the job. “ you could say maybe I didn’t explain myself clearly if you fel that way because of this... and this... and this...

- **2nd question is “Do you see me fitting in with the Team?”** If Yes Great!!!

If No, again maybe I didn’t explain myself.

These 2 questions are vital to knowing whether or not you have the job.

“Do you see me fitting in Technically?

“Do you see me fitting in on the Team?”

If both are YES you might say “what is the next step?”

The way you interview tells them a lot about you and your leadership and how you will contribute to the team.

If they tell you they have other interviews, they are basically telling you that you don’t have the job. They know what they want most of the time. SO let it be you.

This process has proven effective 1000’s of times in my recruiting.

More than anything, have a prayer to be empowered to know what to say and when to say it and that, if this is the job the Lord would have you take you will know. The Lord does not let us WIN, but he will help us do our best.

NOW GO ACE THAT INTERVIEW!

Ronald J Kroeger a 15 year veteran in the Staffing and Recruiting industry has been a top performer for client after client by providing the best in class talent, as well assisting those in need of career advancement with preparing for the interview. He has written numerous articles on the topic of interviewing and truly knows what the managers are looking for in a candidate.

President & Founder of Market's Edge Recruiting, was educated at NYU and Weber State University. Mr. Kroeger has currently attained the Title of CSP by the ASA and is in process of obtaining his MBA from Park University. Mr. Kroeger also enjoyed a couple of years Playing semi-pro football and served as head coach and played a large role in the winning of the UFL championship in The Ogden Eagles expansion year;1998. Mr. Kroeger has enjoyed many leadership roles in his life including Father of 7, District Commissioner for the BSA, Scout Master, Student Body Officer, VP of Marketing and Sales, Senior Consultant, Teacher, and husband. Author of several books including " This side of Positive Thinking" Mr. Kroeger seeks to assist others with his knowledge and experience.

Mr. Kroeger is currently Vice President of Business Development for Search-Xpress which is part of the Hawkins group of companies operating since 1972. www.search-xpress.com provides companies the ability to cast a very large net to attract talented people at the lowest cost for advertising, searching and screening on over 20 job boards and networks.