

INTERVIEW FACTS

- Most interviewers are excellent at making widgets but they are terrible at conducting interviews. (you must help the interviewer meet objectives or goal points)
- Interviewers have a bigger fear of failure (making a bad hire) than the person being interviewed and the consequences of making a bad hire is greater than making a poor employment decision. (help the interviewer understand your ROI to reduce the risk of failure ratio)
- 80/20 rule: 80% Compatibility / 20% Skill Sets At first skill sets are important but once basic skill sets are established, compatibility becomes the primary hiring indicator.

The 4 Goals of Every Interview

Goal 1 Skill Sets.

Question 1 for Defining Your Skill Sets

I've researched the company and reviewed the responsibilities; however, please give me an idea of what you need accomplished with this position say in the first 6 months to 2 years?

This is an excellent question that requires the interviewer to define exactly what needs to be achieved or accomplished. Once defined, then you can give examples of where you have been proficient in completing these tasks in the past. (give real life examples) Don't just say I can do that.

EXAMPLE: I've been there and I've done that and here's an example and the outcome
Or I've not been there and done that, but I'm looking forward to adding that to my professional experience. (Then give him an example where you had to become Subject Matter Expert on something you had not been exposed to in the past)

Goal 2 Compatibility

Question 2 for Communicating Your Compatibility

As I've stated before, I've researched the company and position and I find it to be very compatible with my career goals. I am interested in how you would describe the company culture and why did you decide to work here?

This allows the interviewer the opportunity to describe the critical decision points they evaluated when they accepted the position with the company. What they outline as "IMPORTANT" to them should be consistent with your career passion as well. It's important that you find common ground here as people not only want qualified people to work with; they also want employees that have the same passions, goals and work ethics. (Common Ground)

When they finish outlining what's important to them, you need to agree and state that that is important to you as well.....

Goal 3 Interest

Question 3 Interest in Moving Forward

I am confident that what you outline today is very consistent with my career goals and qualifications; I am very interested in moving forward, what is our next step?

Do not leave the phone/interview conversation with out letting them know that the opportunity matches your career objectives and that you have interest in moving to the next step (face to face interview/ Or second interview). People rarely make a emotional commitment without knowing it will be received positively! Let them know you are interested in continuing the relationship.

Goal 4 Follow Up

Follow up is critical to keep interest levels high. Don't forget to send a "Thank You" email a few hours following the interview. On the same day, send a Thank You card via regular mail that will arrive a few days later. You would be surprised how many times companies have gotten down to the TWO final candidates and are having a hard time deciding and then a Thank You card arrives. They will always take the candidate with continued interest and follow up skills.