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INTERVIEWING SKILLS, TIPS AND TECHNIQUES

Your Social Media can hurt!

- Google
- Look at ALL of your Social Media sites: myspace, twitter, youtube and scrub for appropriateness

Search the Competition

- Search by filetype:xls Director of Contracts

Use the Internet to Your Advantage

- Build your network:
 - Linked In
 - Ask for recommendations
 - Ask for introductions
 - Be the expert: answer questions
 - Build relationships with Recruiters at organizations you target; follow them

Red Flags for Recruiters

- Gaps in employment
- Jumping jobs too frequently
- Not seeming to advance in your career
- Having several careers
- Use a cover letter to explain your Red Flags and highlight how your experience hangs together

Behavior Based Interviewing

- Questions
 - Practice answers to questions
 - Have examples of several projects you worked on
- What I'm telling them:
 - Probing Skills
 - Insist on specific
- Think about what skills they will be looking for:
 - Team effectiveness
 - Dependability
 - Initiative
 - Problem solving
 - Leadership

And have stories to tell about each

Do your homework

- Prep work:
 - Be able to speak intelligently on the company
 - Develop 2-3 questions
 - Develop your elevator speech
 - How are you planning on marketing your product?

Tips

- First Impressions Count
 - Conservative, professional appearance
 - Err on the side of standard business attire
- Arrive early
- Don't be interrupted by your cell phone
- Treat everyone like they are making the decision, because they are!
- Practice

What you can expect

- Expect the interviewer to ask you to demonstrate how you have used your skills on past jobs and be prepared with examples
- Interviewers are looking for evidence to support their decision
- Give them specifics

During the Interview

- Always be positive, find a positive spin: something you learned
- It's OK to relate a failure, as long as it shows resilience. Sometimes it shows that you are willing to take a risk.
- It is a series of failures that are a red flag for recruiters
- Be flexible
- Don't try to control the interview; it's not your agenda

How to win the job

- Listen
- Look for the challenges
- Speak to how your skills and experience can address
- Employer are looking for solutions

Practice

- Tell me about a time when you disagreed with something your boss wanted you to do.
- Give me an example of a time when you had to deal with a difficult coworker. What specifically happened and how did you resolve the situation?