

IF YOU DON'T WANT TO READ THE BELOW OR DON'T HAVE THE TIME TO READ AND FOLLOW THE BELOW, LET US KNOW AND WE WILL CANCEL THE INTERVIEW SO WE DO NOT WASTE OUR CLIENT'S TIME.

Again, for your interview, you **must follow the below**. Employers want the right personality fit in finding the right person for the job where it is not just technical competence that matters.

All of the below we have had candidates NOT do (or they acted/did one of these) even though we prepared them before hand. Most of them just did not read these tips. Our reputation is “on the line” when you go out in front of our clients, **you need to represent yourself professionally, as well as, understand you are on this interview because we recommended you to our clients so Russ Hadick & Associates, Inc reputation is “on the line” and in your hands!**

Before the interview:

- Wear professional business attire unless we tell you otherwise: a suit and tie for men, a blouse & skirt or business dress suit for women. Women, do not wear something that shows cleavage.
- Make sure and wear “conservative” colors.
- If you have a tattoo make sure it is covered up.
- Do not wear nose, lip, eyebrow rings/piercings.
- Always arrive 10-15 minutes early.
- Plan your trip on MapQuest or Googlemaps and plan for the time of day (morning or evening rush hour).
- Drive to the client and know the exact time/distance a few days before the interview if possible.
- Carry a cell phone with you and our office number, 937-439-7700, or my cell phone number and the company’s phone number as well as the people you are going to see in case you get lost or run into an accident and/or unavoidable traffic delays. You must call us or the client if you are going to be late for any reason.
- If you smoke, have your clothes dry cleaned and wear them for the first time during the interview. These are professional jobs we are sending you on and it is very unprofessional to have your clothes smell of cigarettes or cigars.

During the interview:

- You **MUST** be enthusiastic about the job and company! Actual feedback from a client of ours on a candidate that went out on an interview: “From a technical perspective, he has done what we are looking for, but he didn't seem to care what ACME did and one individual that interviewed him felt like he was wasting his time.”
- Never bring up inappropriate topics for an interview such as politics and/or personal view points. A lot of candidates get too relaxed, especially in a lunch or dinner setting, and forget they are on an interview. During lunch/dinner, order something in small portion that is not “messy”.
- Make sure that whatever you put on the resume you know in depth.
- Never “dance” around questions, if you don’t know, say you don’t know or you have not

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worked on that for a while, etc.

- Never speak badly of your current or previous employer/boss/peers. Negativity is an instant “chemistry killer”.
- Do not chew gum or tobacco in an interview.
- Don't ever get to an interview and say to anyone in the interview process that “the drive was further than I thought” or “I'm not sure I would want to drive this far” etc. Know the distance/time before hand. Do not waste your time, the client's time and our time if the distance/time is too far. If you have to, drive the distance before you go on the interview as mentioned above.
- Do not ask “How much overtime is involved on the job?” or “Do your employees put in a lot of hours?” Do not hint that you are not willing to work overtime. This instantly puts it in the interviewer's mind that you are an “8 to 5er” where you get in right at 8 am and leave exactly at 5 pm. We will let you know ahead of time as we ask this question and hiring managers will tell us if this is a 40 hour, 45 hour, 50 hour, or 60 hour work week typically.
- When asked the question about overtime, answer this way: “I have always worked to do whatever it takes to get the job/project completed on time. Having said that, you will see a lot of employees who are at the office 10 hours and get about 6-7 hours of work done. When I am at the office 8 or 9 or 10 hours, I will get 8 or 9 or 10 hours of work done”.
- Do NOT ask about flex time or 4/10 hour days, etc. If we don't tell you different hours than 8-5 up front, DON'T ask on the interview. Ask us before the interview. Do NOT waste our time, our client's time, or your time going into an interview asking about different hours of 8-5 if that is a requirement of yours.
- If they ask you in the interview what YOU have done specifically (where they want to know your exact experience) tell them exactly what YOU have done, not WE did that or WE did this. Too many candidates have blown the interview with the answer of “WE did” and not “I did”. This is only referencing when they are asking about your specific experience and background
- • DO NOT COME OFF ARROGANT! When you are on an interview (even in a good economy where you have multiple interviews with multiple companies) arrogance is a sure way of NOT getting the second interview and/or not getting the job.

There are five common interviewing mistakes that the vast majority of candidates make:

1. They don't know how to start the interview
2. They don't know how to ask good questions
3. They don't know how to highlight their past accomplishments
4. They don't know how to handle the “money issue”
5. They don't know how to close the interview

Below are a few proven and effective techniques that will separate you from the competition.

Step 1: How to start the interview. It goes without saying that you MUST develop chemistry

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within the first few minutes. This personal connection far outweighs skill sets. To this day, many hiring managers don't know any better than to begin the interview with the seemingly standard question... '**Tell me about yourself.**' In reality, this opener is the early demise of most candidates. You should never respond to the first interview question with a question. When you are handed this question, this is EXACTLY how I want you to handle this (this response should be scripted and rehearsed in writing prior to the meeting):

- A **one-sentence** summary of your career to-date.
- **One to two sentences** that clearly explain your greatest, most relevant accomplishment(s).
- A **one-sentence** summary of what you want to do next. (Hint: it better match the position you are interviewing for!)

And then say....

- "Before I get into further detail with my own background, could I ask what specific characteristics you are looking for in the person you want to hire?"

Congratulations! In 30 seconds you have vaulted yourself to the front of the pack and set the tone for a highly successful meeting! Now, listen carefully and take notes—they will tell you exactly how to portray your skill sets.

Also, **ask good questions.** Remember the old saying, "There are no stupid questions?" Well, guess again. The types of questions you ask are mission critical to demonstrating your advance preparation, company knowledge, industry expertise, interest level, communication skills, and yes, even your intelligence.

MOST IMPORTANT: What is the most important thing you can do for this company in the first 90 days?

STEP 2: Preparation. Write out 10-20 insightful, well worded, and intelligent questions that focus on the hiring authority's area of responsibility, goals, objectives, strategies, challenges, short and long range planning, with a focus on what you can do for them. Other questions may key in on position responsibilities, goals, 90 day/6 month/1st year expectations, professional growth, or even such things as corporate values, management philosophy, what makes this a great opportunity.

Use research to develop your questions, utilizing various resources, not just the website. View recent press releases, obtain and read the annual report, research on Hoover's Online, etc.

Highlight your accomplishments - A brief and compelling story about each of your key accomplishments.

Situation, Opportunity, Action, Result (SOAR)

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- Situation - briefly introduce the job setting and environment-make it interesting.
- Opportunity - describe the problem or shortcoming prior to your involvement
- Action - the most important piece of SOAR, this powerfully ties your skills to the impact!
- Result - quantify the actual results with data, i.e. increased profit by \$43,000 or 12.7%.

In the first interview you should not be discussing anything that YOU want. The first interview is to show specifically how you can be of value to the company. There will be plenty of time to get complete information on meeting all of your needs and wants later.

Homework on the company - Mention early in the interview some recent development in their firm (press releases). Make sure and go to the web site also but this should not be the only source of searching information on the company (as mentioned above).

STEP 3: Package the positives - those things that are most meaningful to the company

"What should you talk to this company about?" KEY TO THE HIRE.

STEP 4: The Money Issue

"First of all, if you talk money, only one of three things could possibly happen. You may shoot too high and lose the position to another candidate because they think they cannot afford you. You can shoot too low because you really want the job and leave some salary on the table. Or you can hit the nail right on the head and say exactly what the hiring manager is thinking. If the salary range is between \$40,000-\$50,000 then you have 10,000 to 1 odds of hitting the nail on the head. So do you want to jeopardize your financial career by answering that question? Of course not!

Respond: "I am much more interested in the opportunity and my future with the company. If the situation is a perfect fit, the finances will take care of themselves."

Then say: "Well this is only the first interview and I have not thought that far ahead. I was so interested in learning about the company and position that I have not come to that decision yet. I think if you decide that I am the right person for this job, then I am confident you will give me a fair offer."

Then say: Quote your present income in straightforward terms, including bonuses and state that you would like a reasonable increase above that.

STEP 5: Interview Process (Name, title, what to expect)

TIPS: Be enthusiastic! Even if you have doubts, the ONLY objective of the 1st interview is to get to the 2nd interview. I call this "keeping the ball in your court." You can decide later whether you want to receive or accept an offer.

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TIPS: Make eye contact, use their name frequently (makes the interviewer feel like they already know you).

TIPS: Practice your answers in front of a mirror.

Be assertive at the end of the interview. Say this exactly: "I would just like to tell you how interested I am in going to work for your company. I don't know how much enthusiasm means to you, but hopefully when you make the final decision, you will consider me as someone that will do a great job for you." Thank them for their time and tell them that you are INTERESTED in the position. You must understand that 90% of interviewing candidates never do that. Ask directly for the next interview by saying. "I really like everything I have heard about your company. I would love to come and see you and continue our discussion. I have next week where I think I can get away, can you see me on Thursday or Friday? (The hiring manager will tend to invite more people in who invite themselves).

Closing the interview. Prior to a successful interview close, you will need to "qualify" the hiring authority to obtain feedback on how your skills and performance align with what they are seeking:

- "Earlier in the interview you told me you were looking for X, Y, and Z. It appears that my background matches up very well. Do you have any concerns about my performance exceeding your expectations in this position?"
- If they voice any concerns, this is the time to address them. If the concern is false, explain specifically why, and get an agreement that it is no longer a concern.

I want you to call me immediately after the interview. My conversation with you will dictate how I handle the follow up discussion with the hiring manager. If he calls me to ask "what did he/she think of our company" and I have to say well, I haven't heard from him/her yet, he is going to question what your interest level really is.

****ALWAYS** get a business card and send an enthusiastic thank you letter to each person you meet with within 24 hours focusing on what you bring to their company and highlighting your interest in the position. We suggest both an email AND a typed letter mailed to the company. Make sure you spell check and grammar check the email/letter. We have watched candidates miss out on offers due to the content of the thank you letter (ex. poor grammar/spelling). ******

If you have a copy of excellent work or a copy of your review, bring that along with you to the interview.

Good luck and if you have any questions, please call us!