

JOB INTERVIEWING: TIPS, TOOLS, & TRICKS



Workshop Objectives

- **To provide a “new” way to look at the interviewing process**
- **To discuss elements of the Interview and answering tough questions**
- **To provide tools and techniques for answering tough questions**

Anatomy of the Interview

- Pre-Interview
 - Research the company and position
- Actual Interview
 - Practice appropriate responses
 - Know the “Dirty Dozen”
- Post Interview
 - Follow-up
 - Be Gently Persistent



“The Dirty Dozen”

- Tell me something about yourself?
- What do you know about our company?
- What is your greatest strength?
- What is your greatest weakness?
- What do hope to be doing in 5 years?
- What can you offer my organization?



The “Dirty Dozen” continued...

- If I called your last employer, what would they say?
- I’ve hired people with more experience than you, why should I hire you?
- Describe a difficult time you’ve had with a co-worker, how did you handle it?
- What was your last boss like?
- What motivates you and why?
- Why did you leave your last job?

Grand Slam Statements

Position Held?

Proof

Where?



Why does this matter to the employer?

S.W.I.S.S. Sandwich

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CONCLUSION

- QUESTIONS, COMMENTS, CONCERNS
- SPECIAL THANKS
- EVALUATIONS

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