

Interviewing Ingenuity *Winning the Race!*



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Rungs of the Ladder

- The Phone Screen
- Getting Ready
- The Waiting Game
- The Application
- Your Big Moment
- Afterwards



The Never Ending Interview



The Phone Screen



- Goal of phone screen
- First impressions
- Energy and enthusiasm
- Be available
- Know thy ad, thy job, & thy company
- Salary information - don't ask, do tell
- Know your "deal breakers"



Prepping & Primping



- Dress to impress
- Do a trial run of the commute
- Research the company & interviewers
- Prepare a portfolio
- Practice the top 12 questions
- Know your accomplishments (SAR's)
- Become a body language expert
- Prepare questions to ask
- Cancellations

The Waiting Game



- Don't arrive too early or late
- Do review your resume, the job description, and company information
- Do look at the company décor and notice the people around you
- Turn off your cell phone
- **Don't bug the receptionist**

The Application

- Expect an application
- Be neat & complete
- Prepare dates
- Prepare titles
- Prepare references
- Salary information
- SS# & birthdate
- **Do not lie**

APPLICATION FOR EMPLOYMENT PRE-EMPLOYMENT QUESTIONNAIRE
EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME (LAST NAME FIRST)	DATE		
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	REFERRED BY		

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHY?
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHEN?	WHY?

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL			
HIGH SCHOOL			
COLLEGE			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS

U.S. ARMY OR NAVAL SERVICE: _____ RANK: _____

FORMER EMPLOYERS

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

McGraw-Hill 9668
APR 1988

APPLICATION FOR EMPLOYMENT CONTINUED ON OTHER SIDE

Interview Goals



- Keep the process going
- Know thy self, thy job & thy company
- Pretend you're a 10 and you will be
- Be flexible, friendly & fact-finding
- People hire people they like – be likable
- Be confident, not cocky
- Have nerves of steel
- Passion = perfection!

Interview Gotchas



- Fishy handshake
- Not asking permission
- Mouths are for talking, not chewing
- Bashing former employees
- Forbidden topics
- Criminal convictions
- Reasons for leaving & gaps
- Dis-honesty = dis-aster
- Poor eye contact

Top 12 Questions

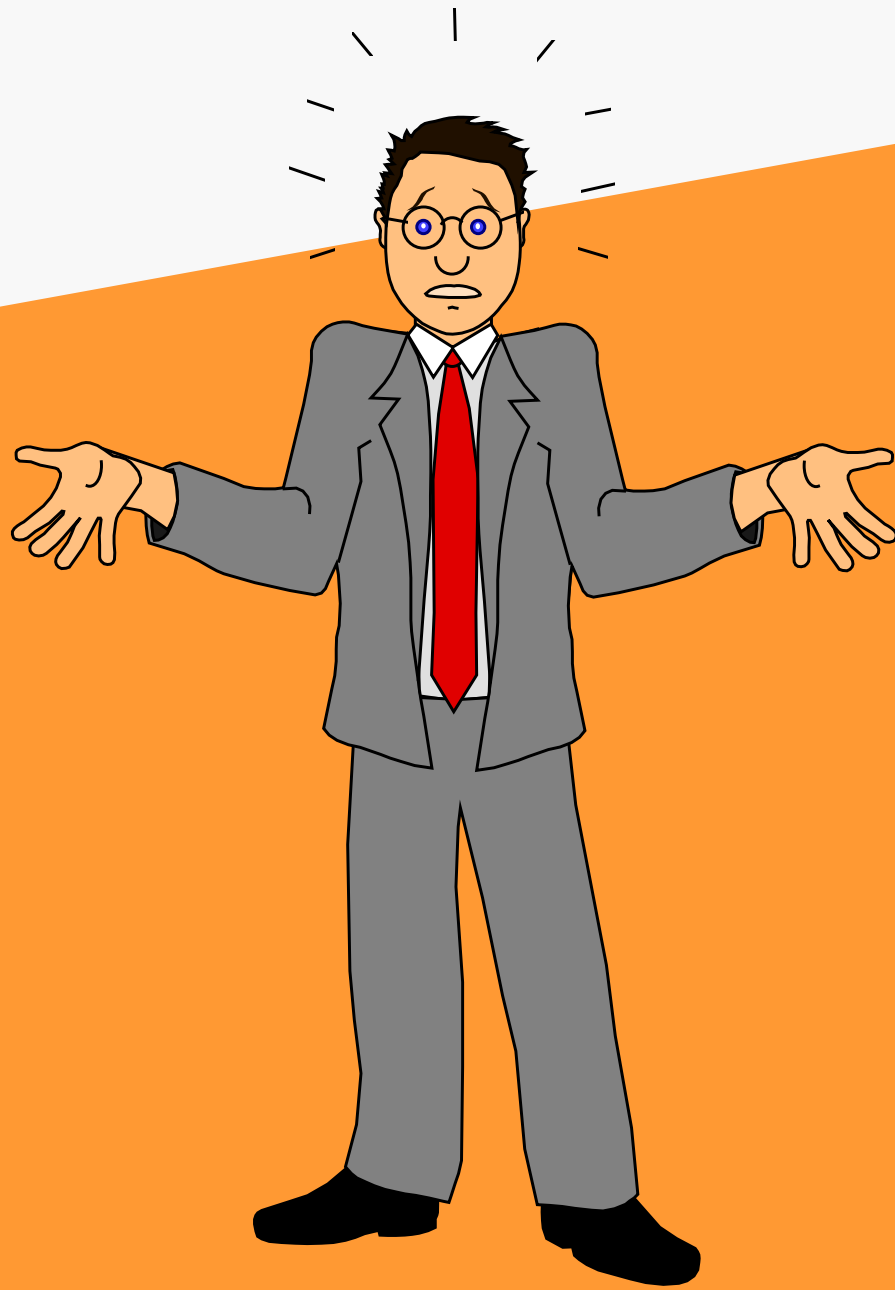


- Tell me about yourself
- The dreaded weakness question
- The unemployment question
- The future self question
- The likes & dislikes questions

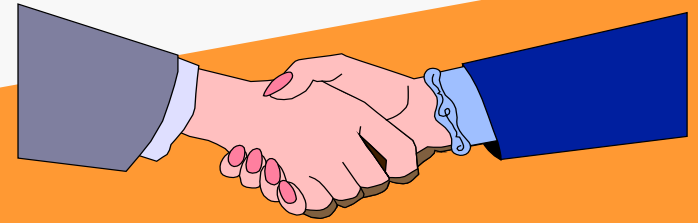
Closing the Deal



- Pretend you love the job - decide later
- Questions, questions, questions
- Ask for the order
- On the way out
- Random chatting
- Expect more than one interview round



Afterthoughts



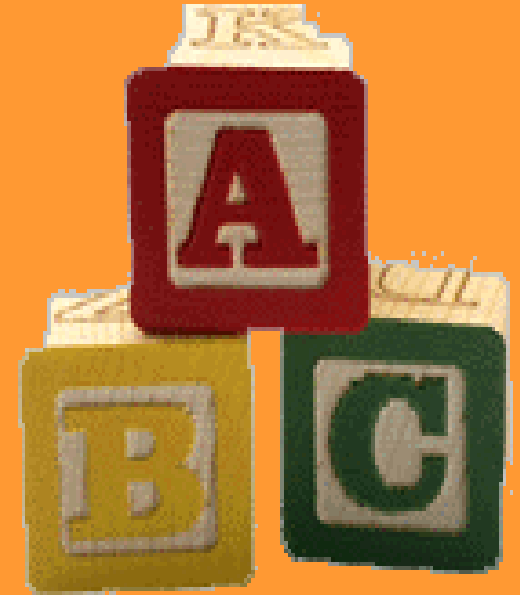
- Always send a thank you
- When? How?
- Send separate notes
- Personalize
- GRAMMAR is key
- **Don't bug the recruiter**

The Never Ending Interview



Abby's ABC's of Interviewing

- Always be positive
- Brag but don't boast
- Cool, calm & collected
- Don't be desperate
- Enthusiasm & energy



Absolutely yours!

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