

I WANT THIS JOB!

TIPS: Posture Energy Speech (*THINK before speaking*) Repeat Names (*even AS you speak*)
Watch Positioning Minimize Gestures Enthusiasm
Eye Contact (*always*) YES - I CAN DO THIS! Flatter the CO. ("All I've heard is good")
Eating: You're NOT there to feed! (*its a test*) Follow host: (*silverware outside-in ; Rest=crossed / Done=parallel*)

QUESTIONS:

@ Interviewer:

BACKGROUND? (COMPLIMENT them)
REPEAT your STRENGTHS (*avoid weaknesses*)
Where do YOU see the CO. going?
HOW LONG have you been HERE?
What BROUGHT & KEEPS you here?
If you COULD CHANGE anything -what?

BENEFITS: (*Don't mention unless they do*)

Insur. / Vacation / Vesting / Salary / Access

WEAKNESSES:

NEVER show weaknesses!
Describe in terms of strengths
E.g., "Spend too much time solving problems"

STRENGTHS:

Self-Starting, hard-working, punctual, efficient,
responsible, dependable, conscientious, positive,
organized, communicates well, gets along well
w/ others, dependable & well-documented work.
When I see a way to improve things I devote time.

@ Company:

Where is the CO. going (short&long term)?
RESPONSIBILITIES / INDEPENDENCE?
Is the job CHALLENGING?
TOOLS?
Co. / Dept. CHANGES coming?
GROWTH / Advancement / Training?
Studying? (emphasis/ policies/ where/ hrs)
CHANCES for getting this job?
Most OUTSTANDING products?
COMPANY WEAKNESSES / PROBLEMS?
COMPANY PHILOSOPHY & how shown?
SUPERVISION / TRAINING structure?
5 Year HISTORY of Dept.?
How do people LIKE their jobs?
Which & how do other depts. INTERACT?
Work SCHEDULES / building ACCESS?

PRIOR WORK:

LIKES: Professionalism, motivation, skills
Ee's want to improve self & workplace
DISLIKES: Interviewer probes here for weakness!
"WOW" your old job (NEVER speak poorly of it)

GREATEST ACHIEVEMENT: (PREPARE for this! Make light by saying "getting this job")

END: When will hire be determined? THANK THEM FOR THE INTERVIEW!