

THE INTERVIEW FROM AN EMPLOYER'S PERSPECTIVE

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EVALUATING POTENTIAL EMPLOYEES:

What have you done in last 3-4 years
What is your educational achievements
What are your SPECIFIC skills
What are your personal accomplishments
What are your hobbies/interest/volunteer activities

POLITICING 101

Most jobs are found through politicing (networking)
You know more people than you think
You can find more job openings than you think
 Newspapers- BUSINESS section- look at promotions- what did they do before they were promoted
Are you willing to relocate
Do you have a website

INTERVIEWS:

ASSIDUOUS attention to detail- prepare to go to the MOON!
Complete the attachments to your resume (letters of recommendation, etc.)
Can you be yourself
Can you deal with corny jokes
Do NOT allow dead air-rehearse your plan
How good are you at reading body English
Be sure to interview the interviewer
KNOW WHEN TO TELL THE TRUTH (**HINT ALWAYS!**)
Don't play all your cards at first interview- holdback that golden nugget for 2nd interview)

INTERVIEW FOLLOW-UP

The Squeaky wheel gets greased
Send handwritten thank you note (to receive next day or so)
After few days send a follow-up letter
 Bypass HR with a carbon copy to hiring manager (name should have been divulged at (first interview)
After one week follow up with phone call if you get no response to email
Check your inside contact

CLOSING THE DEAL

Bring your golden nuggets with you (improved, revised resume, samples of work, letters of recommendation and address these articles at the meeting))
BE YOURSELF- smile; ask questions
Ask for the order- (Can I have this job/)