Sharpening Your Interview Skills

*Expert Advice for the Interviewer and Interviewee*

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TODAY’S OUTLINE

• Best Practices for Interviewing

• Interviewing Do’s & Don’ts for both the Interviewer and Interviewee

• Top Interview Questions

• Be a Top Talent – Helpful Hints

• Career Searching Today
What Do Companies Want?
COMPANY PERSPECTIVE
HIRING – NOW WHAT?

SET YOUR RECRUITMENT STRATEGY – INTELLIGENT INTERVIEWING

- Type of Interviews
- Who to Include
- Documented & Systematic Approach
- Develop Questions
- Comparing Benchmarks
- Blunders to Avoid
COMPANY PERSPECTIVE
TYPES OF INTERVIEWS

SCREENING

• Telephone/Video

SELECTION (ONE-ON-ONE, GROUP & PANEL)

• Situation, Stress and Audition

BEHAVIORAL

• Structured, Informal & Reverse Role

TESTING?
COMPANY PERSPECTIVE

PANEL OF INTERVIEWERS

• Human Resources
• Management Team
• Co-Workers
COMPANY PERSPECTIVE

DEVELOP A DOCUMENTED, SYSTEMATIC PROCESS

- Interviews – How Many & Timeline
- Scoring Method
- Sync Everyone in Interviewing Process
INTERVIEWING QUESTIONS

• Assess Culture Fit
• Determine Credentials & Competency Match
• Assess Behavior, Thinking & Decision Making
• Assess Current Top Performers
• Open Ended, Probing Questions
• Avoid: Improper, Discriminatory or Binding Statements
COMPANY PERSPECTIVE

SAMPLE QUESTIONS TO ASK

• Basic Interview Questions
• Behavioral
• Compensation
• Probing Questions
• Brainteasers

100 TOP INTERVIEW QUESTIONS

http://www.monster.com/career-advice/article/100-potential-interview-questions
COMPANY PERSPECTIVE

SAMPLE QUESTIONS TO AVOID

• Anything about family or childcare

• Anything about future family choices – expectation on starting a family

• Anything about how often a person might be deployed

• How did you get that scar?

• Have you ever been arrested?
COMPANY PERSPECTIVE

BENCHMARK CANDIDATES

• Develop an Evaluation Form

• Ensure Interviewing Team Understanding
COMPANY PERSPECTIVE

AVOID THESE BLUNDERS

- Culture Fit – Versus – Skill Set Fit
- Pleaseing Everyone?
- Keep Enough Candidates in Process
- Consider Back-up Options
- Don’t Delay
- Communicate a Clear Message to Interviewing Team
- Don’t Spend the Entire Time Talking
Candidates - What Do You Want?
Strategize Your Career

Understand the Market

Be Opportunistic

Achieve It
YOUR RESUME IS IN THE DOOR – NOW WHAT?

• Be Patient
• Review Your Skills
• Evaluate Your Contributions/Achievements
• Keep Options Open
CANDIDATE PERSPECTIVE

SCHEDULING INTERVIEWS – NOW GET READY!

• Research!
• Prepare!
• Practice!
CANDIDATE PERSPECTIVE

THE PHONE INTERVIEW.... DO'S

• Cut out Distractions

• Energy

• Try to Read Your Audience

• Notes Available to Reference

• Be Ready to take Notes
VIDEO INTERVIEWING…. DO’S

- Get Familiar with Webcam and Microphone
- Cut out Distractions
- Prepare Your Surroundings
- Be Aware of Lighting
- Practice Looking at the Camera
- Remove Computer Pop-Ups
IN PERSON INTERVIEWING .... DO’S

• Dress Sharp

• Always be Early

• Firm Handshake

• Be Prepared with Materials

• Make Eye Contact
CANDIDATE PERSPECTIVE

LUNCH INTERVIEWING .... DO’S

• Eat a Snack Before
• Meal Should be Easy to Eat
• Don’t Get Distracted by Setting and Others
• Be Friendly with Everyone - Manners
CANDIDATE PERSPECTIVE

INTERVIEWING .... DO’S

• Get Your Social Media in Order
• Be Aware of Audience
• Each Step - Always be Prepared
• Compliment Interviewer/ Ice Breaker
• Relax and Smile
• Mindset of a Consultant
• Reference Specific Examples
• Highlight Your Tangible & Intangible Skills Relating to the Job
• Highlight Your Leadership Skills
• Send Thank You Notes
• Genuine Interest
CANDIDATE PERSPECTIVE

INTERVIEWING.... DON’TS

• Command the Discussion
• Talk TOO Much
• Get into Tangents
• Lie or be Negative
• Overdo it
• Circumvent Process or Recruitment Team
• Lack Initiative
CANDIDATE PERSPECTIVE

ANSWERING THE AWKWARD QUESTIONS

• Tell me about yourself
• What are you passionate about?
• Why are you looking to leave your current job?
• Compensation….
• How do we know you’ll stay?
SAMPLE QUESTIONS TO ASK

• Can you clarify?

• What attracted you to this company?

• In the next 6 months what would you like this new hire to accomplish?

• From your perspective, what does success look like or mean in this role?

• What values do you see in your company’s leadership that have contributed to your success?
CANDIDATE PERSPECTIVE

SAMPLE QUESTIONS TO AVOID

• What does your company do?
• Tell me about your drug testing policy
• How long until I can be promoted?
• What about overtime?
• Is there a flexible work from home policy?
MOST COMMON INTERVIEW QUESTIONS

• What are your weaknesses?
• Why should we hire you?
• Why do you want to work here?
• What are your goals?
• Why did you leave (or leaving) your job?
• When were you most satisfied in your job?
• What can you do for us that other candidates can’t?
• What are three positive things your last boss would say about you?
• What salary are you seeking?
• If you were an animal, which one would you want to be?
• Tell me about a time in which you struggled with a problem.
• How do you handle a challenging co-worker or subordinate?
• Always Better Yourself.
• Stay Ahead of the Game.
• Be a Champion.
• Be Strategic.
• Take Initiative.
• Evolve.
• Always be Networking.
• Don’t be Afraid to Ask for a Promotion.

Be a Top Talent
• Achieve Tangible Skills in Demand.
• SWOT.
• Evaluate Your Skills.
• Career Road Map.
• Guard Your Brand.
• Always Assess Goals.
• Understand When to Seek a New Employer. Don’t Just Jump!
Career Searching Today

• Tap Into Your Entire Network.
• Write a Resume to Get in the Door.
• Interview to Impress.
• Stand Out Among Your Peers.
• Express Genuine Interest.
• Remember the Thank You.
• Always be Positive. It’s a Journey…
Questions

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