

PRESENTED BY: COMMENCE



Interview Skills

Sample Excerpt



Interview Skills

“

Failing to Prepare is Preparing to Fail

”

John Wooden

Mindset Frame

1. Instead of thinking "They Won't Expect Me To Do" think "Imagine how Impressed They Will Be If I"
2. The Interview is the most important part so opportunity cost is minimal. 5 extra hours preparing for your dream job is nothing in comparison to the hundreds of extra pay hours and thousands of extra interest hours to something you don't like as much.
3. Approach from the lens that you're an outside consultant trying to earn their business in your presentation and a sought after candidate in your questions.
4. It's not only what can you give them, but what can they give you. Seek it as a mutual evaluation.

**YOU DIDNT COME THIS
FAR TO ONLY COME
THIS FAR**

Stand Out Tip: What is most beneficial for them to have that they don't already? Engineer a frame or model of it for the interview.

12 Step Prep

- A. **Company Website- Press Releases, Job Description, About, Annual Rep**
- B. **LinkedIn: Job Growth, 1st & 2nd Connections,**
- C. Funding/Investors- Crunchbase, TechCrunch (especially for Tech)
- D. Glassdoor/ Fishbowl: Reviews, Trends, Approval Rates, Recent Posts
- E. Indeed/ Job Boards: Open Roles, Salary Trends (look for Colorado)
- F. **Google Search: Overall and News Specific- articles in the past month**
- G. **Company Website: White Papers, Relevant Intellectual Capital**
- H. Google Search: Company name (competitors) (Owler, ZoomInfo, G2), Alerts
- I. **LinkedIn: Notes on profile interests/commonalities of recruiters**
- J. Google Search: News, publications of interviewers (read/ listen long form)
- K. Social Search: Facebook, Twitter search for interviewers (informational)
- L. Event/ Conferences: Look into panels, webinars, seminars relevant to role



Stand Out Tip: Connect the Dots Across Platforms (insight from annual report fused with latest PR release)



BREAK TIME

3-5 minute Break: Write down 5 things to enact your best self

IN THE MEETING

- Have a Built-upon story to tell: 1000 Piece Puzzle
- 3 A Framework: Avocation – Adversity – Achievement
- Any Thing that Catches you Offguard, Ledge!
- Approach from the Skeptic's Perspective, Answer Their Mindset
- Contingency plan for the tough questions
- Don't assume anything speaks for itself



What Do You Have That
No One Else Does? Build
your Category of One
Value Prop



BREAK TIME

3-5 minute Break: Write down 10 highlights from the past year

Your Career Questions

How does this job fit in with your career goals?

What do you think this job offers that your other opportunities do not?

What led you to apply for a position in our industry?

Why have you decided to make this industry your career?

Tell me what you know about this company.

What particular aspect of the company interests you most?

What do you think it takes to be a success here?

Tell me what you know about our company's recent growth.

Describe our competitors as you see them. What do you think our distinct advantage is over them?

What are you hoping to get out of your next job? When do you expect a promotion?

Since this will be your first job, how do you know you'll like this career path?



Pick 3 questions and write down a sub 40 second reply

Magnitude of Impact (MOI)

Questions About School

I see you majored in X, are you prepared for a job in Y? Why did you choose to major in X?

What was your favorite subject in high school? How about in college?

Why did you choose to go away to college rather than going to one near your home?

What courses best prepared you for this job? What courses did you take outside your major and why?

Can you explain your lower than normal GPA?

What grade did you receive in your least favorite course? Favorite?

I see you had an internship in this field, what did you learn from it? How did you spend your summers during college?

What did you gain from college? Aside from coursework, what was the most enriching part of your college education?

What would your professors say about you? Your classmates? If I asked your college professor about having you in class, what would he or she say?



Pick 3 questions and write down a sub 40 second reply

Magnitude of Impact (MOI)

Business Icons/ Famous Company Questions

Tell me about some of the most difficult problems you worked on and how you solved them. -Elon Musk

One a scale of 1 to 10, how weird are you? Tony Hsieh- Zappos

What didn't you get a chance to include on your resume? Richard Branson- Virgin

Give me an example of a time when you solved an analytically difficult problem- Laszlo Bock

What's your superpower or spirit animal? Ryan Holmes- CEO, Hootsuite

What do you do to keep yourself centered? Oprah Winfrey

How would you describe yourself in one word? YMCA CEO

'Walk me through your résumé, particularly why you changed from one job to the next.' -Alexa Von Tabel

'If I were to say to a bunch of people who know you, 'Give me three adjectives that best describe you,' what would I hear?' Michelle Peluso- Gilt Groupe



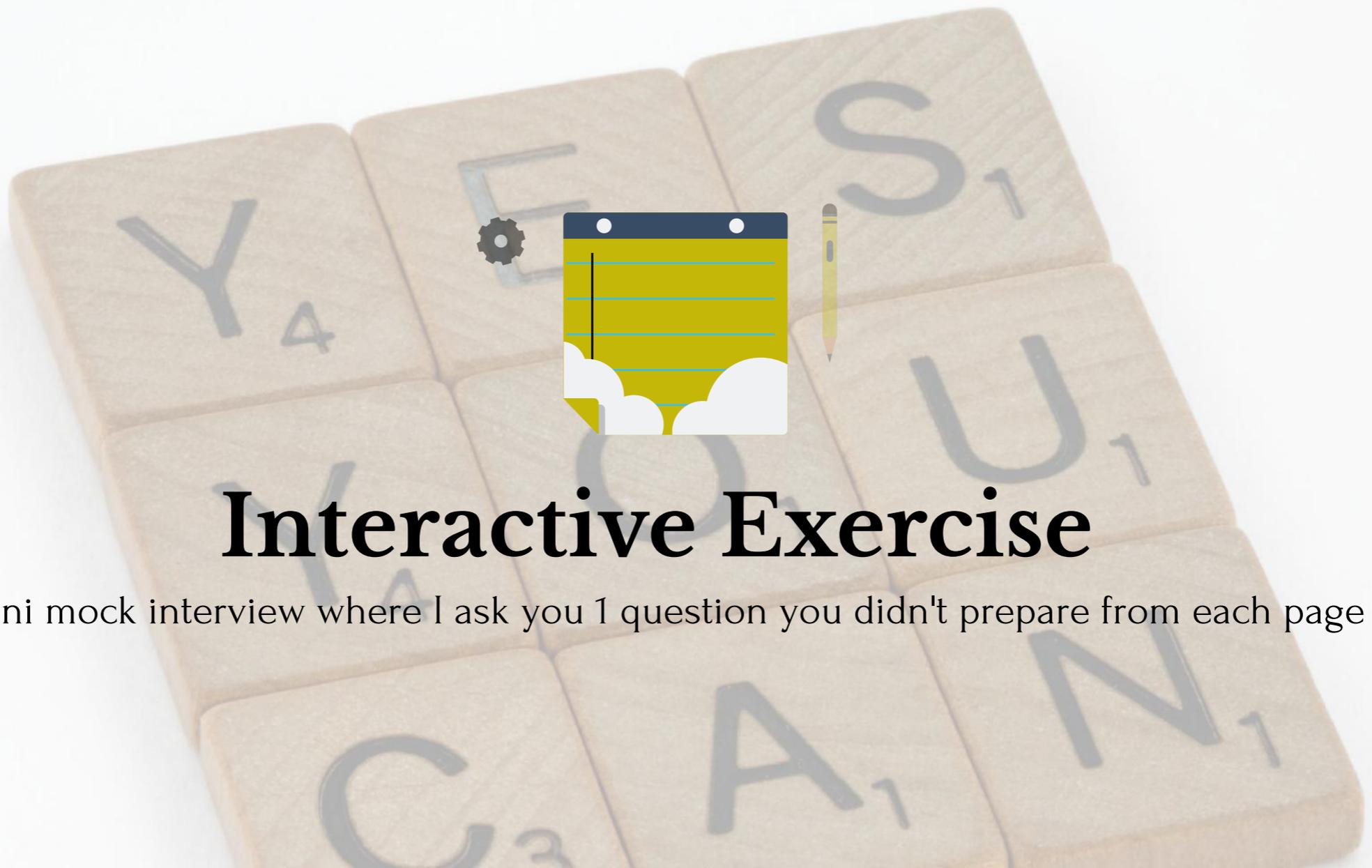
Pick 3 questions and write down a sub 40 second reply

Magnitude of Impact (MOI)



BREAK TIME

3-5 minute Break: Positive Visualizations



Interactive Exercise

Mini mock interview where I ask you 1 question you didn't prepare from each page

“

A good question is like a lever used to pry
open the stuck lid on a paint can

”

Frances Peavey

Questions to Ask (Beginning- Middle)

- Since you're already doing (so well at) X, have you considered doing Y to accomplish Z?
- What are you most and least excited about working here?
- How are new ideas best positioned here?
- How are employees set up for success?
- How does employee feedback get solicited, reviewed and implemented?
- How would you describe the office environment?
- How does the company live out its mission statement of XYZ?
- What does it take to be a top performer here? Who are your top performers in this practice? Will I have an opportunity to shadow them?



Add prefix or suffix to each question to add context about that company.

Magnitude of Impact (MOI)

Questions to Ask (Middle)

- What does your team need that isn't being addressed now?
- How can I make the biggest contribution in ways that go beyond the job listing responsibilities?
- How are new ideas best positioned here?
- Do you feel valued, recognized and appreciated in working here?
- What improvements do you want to make here and how could I help you make them if hired?
- In your opinion, how do you compare to X competitors?
- What type of training, advancement and skill development opportunities are available to employees here?
- What metrics or goals will my performance be measured against?
- What skills and values do you consider critical to success in this role?



Add prefix or suffix to each question to add context about that company.

Magnitude of Impact (MOI)

Questions to Ask (end)

- What will you want me to have achieved after my first 180 days?
- What are the common career paths that develop out of this position?
- What are the most common reasons employees give for leaving?
- What are the next steps in the interview process and when can I expect to hear from you?
- How will you decide who to hire?
- When will you make a decision?
- Based on what I've shared with you today, do you think I'd be a good fit for the position?
- What final questions can I answer or clarifications can I provide?
- Do you have an ideal start date in mind?



Add prefix or suffix to each question to add context about that company.

Magnitude of Impact (MOI)

12 Questions NOT TO ASK:

- How many days off do I get?
- You're not going to call my current employer right?
- How much do you make?
- How long does it take to get your role?
- How long before I get promoted?
- Can I bring my (Pet) to work?
- Do I get to travel to headquarters?
- What can I expense on the company?
- Are working dinners paid for?
- What are the working hours of the job?
- What is the process before firing someone?
- What kind of (computers, phone) do you use here?



Never ask a Recruiter These Questions and seldom ask the Hiring Manager

Magnitude of Impact (MOI)

TDK
MF-2HD
IBM/DOS
FORMATTED



Recall Session

Write Down as Many of the 26 Questions to Ask as as you can in 10 Minutes

Support
the
Arts! ♥

vibes •

I AM A

WOMAN ON

Siempre
¡SUEÑ!

Live my
truth

A MISSION

Spread Love

BREAK TIME

3-5 minute Break: Create and verbalize your personal mission statement

LIVE

TO

CREATE

