

Interviewing

The Questions:

- 1 Tell me about you.
- 2 Tell me about your work experience.
- 3 Tell me about your goals.
- 4 Where do you want to be in 5 years?
- 5 Why do you want this job?
- 6 How would you describe yourself?
- 7 Why should I hire you?
- 8 What is your greatest achievement?
- 9 What are your educational goals?
- 10 What are your salary expectations?
- 11 Why do you want to work for us?

Know yourself

Education, Skills, Work experience, Extracurricular, Values, Career Goals

Know your employer

History, Products, Primary Client, Organization, Competition, Reputation, Growth

Potential

Know the position

Job description, Skills required, Desirable personality traits, Salary, Trends

The interview

Job Application, Resume
References
Sample work

5-10 minutes early

Receptionist is part of the screening process

First Impressions: points of contact

Eye

Are first impressions formed on something as simple as eye contact? What decisions are made about people?

Truthful Honest Sincere Focused

If you don't make and keep eye contact what message are you sending?

Voice

Your interviewer is looking for someone he/she is comfortable working with...most like themselves... Match the tone of voice

Southern...slow...stupid?
Northerner...slick...not trustworthy?

The principle of voice has 2 separate ideas that you think of as 1:

Wrong / Different

Practice matching a partners voice.

Touch

Original meaning of handshake was I don't have a sharp object with which I could kill you. Unarmed, submissive. In other cultures...kneel, bow, etc.

Listen...don't interrupt.

Focus your answers on the job description and the employer. Show your preparation.

What not to say:

- Negative...old boss, company, etc.

- What's in it for me

- Anything that would tend to embarrass your interviewer.

Develop a 60 second commercial that tells about you: goals, background, skills.

In groups of 3: why should I hire you?

Charisma: when someone makes you feel good about being you.

Why people are not:

They try to be interesting and not interested in someone else. They are self absorbed not charismatic. Human beings are incredibly self-absorbed. If you walk around worrying about what people think about you...stop worrying. They're not. They're too concerned about themselves.

STRIVE OUTLINE - First Impressions

Today's material is very important...it's up to you what you do with it. It could change something about you for the rest of your life. We're here to talk about focus and first impressions.

Joke about father/son about importance of going to school.

So here we are...in a kind of class. This class isn't just for me to talk to you. You will be participants.

So what happens when you first meet people? This is not a politically correct question. You make only one first impression. Do you mean to say that we judge one another? That's not fair...it's just not fair. Does it matter? No, that's how it is as distinct from what would be nice or fantasy. So I'm a pretty generous guy. I love people. When I walk in downtown Minneapolis how long does it take me to form an opinion? 2 seconds? Yeh, if I were a saint. You form opinions (snap) that quick.

But it's no big deal? I can change my opinions. No you can't and no you don't.

So let's examine what goes on in most meetings or interviews. When was the last time you met a person and in the first 90 seconds...the chair wasn't even warm...and they said "This is so weird...I don't know how to tell you this but I don't like you and odds are I never will." Instead in the first 90 seconds, after the first impression, they get out their list. In their mind they are thinking about what's important...and it ain't you. At the end, the all too familiar close is "I'll give you a call." So how often have you sat through an interview after you made up your mind and honored the other person? How often has it been done to you? Your first impressions are a joke. You are burnt toast before you even start. The other person is just being polite.

So can you change your opinions? I'm not a racist or a bigot but I do have fixed ideas.

Motorcycle, leather fringe earrings and tattoos don't exactly make me think of Plato. My model of the world is my rule. Anything that doesn't fit my model is an exception.

So here's the first rule "Your mind only looks for evidence of what you already believe and makes everything else an exception." (repeat)

This is what it means to be human. We make pretty quick first impressions. Our decisions about people are mostly based on what we were taught as a kid. Life is mostly a rerun. Most of your time is spent defending what you learned before the age of 10.

So what's the first point of contact? With all human beings it's eye contact. So, do we form first impressions on something as simple as eye contact?

(Select 2 volunteers and pretend to meet one but look at the other when you say the name)

So, what did you think when you met me...sleezeball, dishonest, not interested? Do you make decisions about honesty based on eye contact? Do you have a hard time being honest when they won't look you in the eye?

What decisions are made based on eye contact?

Truth, Honesty, Sincerity

Whether the person is focused.

Fortunately these have nothing to do with school, a job, or sales. When you don't have eye contact you are saying maybe I can't be trusted. When you don't look at people when you first meet them the message you are sending is:

Maybe I'm not comfortable with you

Maybe I can't be trusted

Maybe I'm not focused.

Select a volunteer...a good looking one.

Start on opposite sides of the room and walk toward each other and greet. (Look away?)

Try again...did you know which eye to look into?

Notice that you can only look into one eye at a time. Pick an eye find the black of the eye and stay there...right. Notice how much your mind just slowed down. After a while you will become more comfortable and focused.

Come at me again and this time look for the black in one eye.

You're dealing with powerful people inside and outside this room. From now on you will always notice those who don't look at you when they are talking to you. You subconsciously notice it and mostly hold it against them.

Your eye contact hasn't been coached or upgraded since you were one year old...when it was first formed. I tell you this with a great deal of love and respect...your eye contact is not bad; it's just not trained.

Pair up with one other student and practice 1 straight, try moving your head and choose someone more intelligent than yourself.

How many noticed that you can actually see only one eye in focus and the other is not? How many can tell me what happens when guys meet women...this (toe to head...Hi)

So what was the first point of contact?

Imagine that you're waiting for an interview and the manager walks up to meet you "Say you must be..." What is the second point of contact?

Voice

Is there anything to be learned about voice? Are opinions formed based on voice? (Choose a girl) So you see a hot guy and walk up to him and say "I usually don't do this but you look so hot that I had to meet you...(voice response was hillbilly.) Don't spoil the moment Romeo.

Is there anything to be learned about voice? What about accents?

Southern...slow talkin'...what do you all think...that I'm stupid?

Northern...fast talking think that I'm slick and not to be trusted?

Minnesotan, stupid and naïve?

What is really going on?

This is the principle responsible for most of our war, murder, genocide...all our disfunctionality in the area of relationships. Think back to the eye contact. You haven't seen your mother, father, brother sister boyfriend in a long time. Watch the eye contact the next time you are with your girlfriend. They might feel uncomfortable. They might even wonder if you had been cheating on them.

Here is the principle inside voice. There are two separate ideas

Wrong

Different

Your idea is that different=wrong.

So when you see someone in leathers, tattoos, earrings do you think "How different" or What's wrong with you?

Volunteer

sit like you are depressed

"You should be up like I'm up...something is wrong with you. Think about it from your teachers, friends and coworkers.

The next exercise is coaching you in voice.

1 Loud

2 Soft and feminine

3 hip with interaction

Which plays best? The one that is most like you. When you meet someone for the first time you have no idea how they will talk. Can you observe and adjust?

Pair up and practice. Choose someone more attractive than yourself.

Review

This is what happens every time you meet another human. This applied in Rome 2000 years ago and will apply in Zimbabwe 200 years from now. We are all human beings.

The third point of contact is Touch.

Handshake

The original meaning of a handshake was that each party was unarmed. As an act of submission you told the other party that they could kill you. In other cultures what are common acts of submission? Kneel, bow, dogs lie down and expose their soft underbelly. What have you learned about a handshake? A gorilla handshake is a macho thing and a power thing. Left handedness used to be discouraged, and called sinister, because if you shook with your right hand you could still kill with your left.

This class was meant to be a workout not a class to drift off in. Remember this change for the rest of your life you will now notice if you are looking at the other person.

Partner up with another person and practice three handshakes

1 Limp...wuss, weak, wimp...

2 Gorilla...domination, you forget nothing

3 adjust and match...focus...it is a challenge to feel the pressure and match.

Which is best? Why...most like your own. It gives you a reference point.

To finish the presentation on first impressions I want to review the three points of contact:

Eye

Voice

Touch

STRIVE Interview Techniques

Preparing for the Interview:

Know Yourself:	Know the Employer:	Know the Position:
<ul style="list-style-type: none"> • Education • Skills and abilities • Work Experience • Extracurricular activities • Values, likes and dislikes • Career Goals 	<ul style="list-style-type: none"> • History • Products or services • Primary clientele • Organization structure • Competition • Reputation • Prospects for growth 	<ul style="list-style-type: none"> • Typical job description • Skills required • Desirable personal traits • Salary requirements • Growth in field • Current trends

The Interview:

- 1) Take extra copies of your resume or job application, typewritten list of your references with address and telephone numbers and any work samples.
- 2) Arrive 5-10 minutes early. Remember the receptionist may be an informal part of the selection team. Behave professionally while waiting
- 3) First impressions:
 - a) Eye contact – find the black of one eye
 - b) Smile - Match the tone of voice
 - c) Match the handshake
- 4) Be aware of body language - both your and the interviewer's.
 - a) Establish good rapport – interviewer is looking for someone he or she is comfortable working with. Observe and adjust.
- 5) Listen well. Don't interrupt. *Maintain the eye contact*. Tune in to the interviewer's response and body language. If you lose concentration, ask a question be repeated rather than giving a wrong answer. Get clarification before proceeding.
- 6) Focus your answers on the job description and the employer – prepare!
- 7) Avoid *negative* comments about your previous jobs or bosses. Discuss positive aspects of your experiences.

The Questions:

- 1) Tell me a little about yourself.
- 2) Discuss your work experience.
- 3) What are your goals?
- 4) Where do you want to be in five years?
- 5) Why do you want this job?
- 6) How would you describe yourself?
- 7) Why should I hire you?
- 8) What are your greatest achievements?
- 9) What are your educational goals?
- 10) What are your salary expectations?
- 11) Why do you want to work for us?

The Questions Not to Ask:

- 1) Anything that could be rephrased "What's in it for me?"
- 2) Overtime
- 3) Embarrassing questions about the employer.

The 60 second commercial

Practice talking about yourself in front a mirror. Especially answer "Tell me about yourself." Repeat 20 times to become comfortable.