



DANCING WITH STRANGERS

Getting Your Next Job





DANCING WITH STRANGERS

- Preparing
- What Organizations want
 - Competencies
- The Interview
 - Questions
 - Answers
- The Practice Session





PREPARING

What Are You Looking For?

- Increased Responsibility
- New Challenges
- To Learn New Skills
- To Become a Specialist
- Change of Geographic Location
- Experience in a Different Type of Organization
- To Escape a Bad Situation
- I was fired ... Need a JOB!!





PREPARING

- It is Essential To Research the Job and Organization
- Decide Whether to Pursue the Application
- You Can Answer Questions in Greater Depth
- You Stand Out Among Other Candidates
- It Shows Initiative





PREPARING

Where To Get The Information

- Job Advertisement – This is What They Want
- Web-Site, Annual Reports
- Newspapers, Magazines, Books
- Networks- Employees, Colleagues
- On-line Application Procedures – Net-Hire
- On-site Visits





PREPARING

Ask Yourself These Questions

- From my research, what suggests I am compatible with what this employer wants?
- What problems can I be confident of solving for this employer?
- What am I really good at – what can I do well without even trying?





PREPARING

Ask Yourself These Questions

- What are my main achievements – the ones I am really proud of?
- What's unusual about me – for instance some special skill? Experience or character?
- How could all of this benefit my future employer?



WHAT ORGANIZATIONS ARE LOOKING FOR

- Leadership
- Management
- Problem Solving
- Communications
- Knowledge
- Personal Strengths
- Motivation and Attitudes



WHAT ORGANIZATIONS ARE LOOKING FOR

Job Competencies: The New Language
Knowledge, Skills, Abilities

- Education
- Work Experience
- Technical Skills
- Communication Skills
- Analytical Skills
- Other Relevant Competencies



WHAT ORGANIZATIONS ARE LOOKING FOR

Motivation and Attitudes :

The "Subjective" Factors

- Professional interests
- Career Goals
- Drive to Succeed
- Personal Energy
- Initiative



WHAT ORGANIZATIONS ARE LOOKING FOR

Emotional Competencies:

Personal Competence

- Self Awareness
- Self Regulation
- Motivation

Social Competence

- Empathy
- Social Skills

(Recent Studies claim "Emotional Intelligence" is the most important factor in success at work)





THE INTERVIEW

LOOKING GOOOOOOOOOOD!!

- Dressing For Success
- Walking Tall
- A Good Handshake





THE INTERVIEW

- Decided What you Are Trying to Achieve
- Must Understand Your audience: What their biases might be (Hot Buttons)

Communications Objective:

the conclusion you want the group or individual to come to once they have heard what you have to say.

This is our ACE.





THE INTERVIEW

LISTEN – LISTEN - LISTEN

FIRST AND BIGGEST STEP





THE INTERVIEW

QUESTIONS – QUESTIONS - QUESTIONS

4 Types

- Straight?
- Multiple?
- Vague?
- Emotional?





THE INTERVIEW

IDENTIFY THE TYPE OF QUESTION

STRAIGHT QUESTION?

- Give Direct Answer
- ACE
- Proof
- Recap and Confirm





THE INTERVIEW

IDENTIFY THE TYPE OF QUESTION

MULTIPLE?

- Acknowledge and Choose
- ACE
- Proof
- Recap and Confirm





THE INTERVIEW

IDENTIFY THE TYPE OF QUESTION

VAGUE?

- Clarify
- ACE
- Proof
- Recap and Confirm





THE INTERVIEW

IDENTIFY THE TYPE OF QUESTION

EMOTIONAL?

- Unwind and Defuse
- ACE
- Proof
- Recap and Confirm





THE INTERVIEW

ASKING YOUR OWN QUESTIONS

- Prepare a Number of Questions
- Ask for Clarification of Points in Interview
- Ask, “When will you be making a Decision?”





THE INTERVIEW

QUESTIONS TO AVOID

- Salary, Contracts, Holidays, Benefits
- Don't say: I Don't Have Any Questions
- Don't Start Interviewing the Interviewer

- SAY THANK YOU





THE INTERVIEW

PRACTICE INTERVIEW - CHECKLIST

DID I?

- Smile?
- Sit, up, looking relaxed and alert throughout the interview?
- Remain courteous and friendly, even when probed or put under pressure?
- Keep replies to 2 – 3 minutes?
- Speak clearly and audibly?





THE INTERVIEW

PRACTICE INTERVIEW - CHECKLIST

- Keep my language simple and direct?
- Use direct experience to illustrate my answers?
- Maintain appropriate eye contact?
- Show enthusiasm for the tasks the job would involve?
- Show that I understand the organization and its issues?
- Thank the Interviewers?

