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MANAGEMENT RECRUITERS

OF WAUSAU


A Candidate's Objectives for an Interview

* To sell yourself and to separate yourself from your competition.
* To gather enough information to make a decision.
* **To move forward to the next step or to get an offer!**

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1. **Preparation**

**Self-Assessment:**

1. Can you honestly visualize resigning from your current position?
2. What are your strengths? What are your weaknesses?
3. What are your short and long term goals?
* Evaluate yourself in terms of the position you seek.
* Why should you be hired? Sell yourself.

**Research the Company:**

* Visit the company web page.
* Use investor web sites to learn what’s happening now in the news with the company and its competitors’.
* Use the public library to locate and read information.
* Access books, journals, magazines, newspapers and any reference materials that maybe useful.
1. **Questions to ask the Company**

**Global Questions:**

1. A specific question targeted towards the history of the company based off of your research.
2. Sales 5 years ago; 5 years from now?
* How do you plan to reach certain goals?

**Job Specific Questions:**

* Why is this position open?
* Who does this position report to?
* Scope of the job?
* What do you expect a person in this position to accomplish in the first six months?
* Any problems or projects that need immediate attention?
* What is the reporting structure?
* Can you describe the make-up of the team?
* How long have you been with the company?
	+ *Listen to how they answer the question, not necessarily what they say.*
	+ *Are they excited about their company and products?*

1. **Questions the Company Will Ask You**

**Tell me about yourself:**

* Give them a very short summary (2 to 4 minutes) of your *professional* career, hitting the highlights, increasing responsibilities, promotions, etc.
* Do not tell your life story!
* Be quantitative and time related in stating accomplishments.
* Have 3 accomplishments at your fingertips.

**Why are you looking for another position or why are you out of work?**

* *Never answer this question until you have first elevated yourself:*
* Tell the interviewer how you got to your current position.
* Mention any positive events associated with your present / most recent employer, such as how you managed to get hired by your employer, any promotions you may have earned, increases in responsibility, awards, etc.
* *After elevating yourself, then give the reasons:*
* Your reason for leaving cannot be a flimsy, it must be mature.
* It is not likely that you will be made an offer if you tell the interviewer that you want to leave because you have been with this company for 7 years and it seems like it's time to leave or that you want more money.
* Mature reasons are associated with special geography requirements, new boss is a micro manager, company is moving to Mexico or company was just sold and will be broken apart.

*Never come across as bitter or negative about the company you are leaving.*

**Why do you want to work for our company?**

* Give them a solid and mature reason why you want to work for the prospective company.
	+ Ex: “You are one of the fastest growing Fortune 500’s out there, along with your diversified products, and commitment to best practices.”

**Where do you see yourself in the next 5 years?**

* Tell them how you would like to be promoted within the company structure.
* If you are a Site Manager, maybe you want to be a Director within 5 years.
* Be specific about your career vision.

**Be prepared for “Behavioral” questions**

* They will want detailed examples of how you’ve handled both positive & negative situations.
* Behavioral interviewing questions usually began with one of the following:
1. Tell me about a time…
2. Describe for me an event or project in which…
3. Walk me through the last time…
* Don’t make the critical error of over-talking.
* Be clear and get to the point. Give detail, just not the overkill.
* Always be sensitive to the possibility that if you give too much detail you may be boring the listeners by telling them more than they want to know about the subject.

**Other Questions that often come up during an interview:**

* What are your short-term / long-term goals?
* What are the best and worst aspects of your current / previous job, boss, etc?
* Can you describe your leadership style?
* What would your current / previous boss (colleagues) say about you?
* What is the most significant accomplishment of your career?
* Where have you failed or made a big mistake?
1. **Bragging vs. Marketing**
* Telling a person about your accomplishments is bragging only if the interviewers do not care or have not asked you.
* A company that brings a candidate in for an interview desperately wants to know how good that candidate is so that they can make an informed hiring decision.
* Consequently, a candidate must market him/herself. Never confuse bragging with marketing.
1. **Leaving a Great Impression**

**Show that you can do the job:**

* Ask questions specific to job duties
* Provide detailed answers

**Show your interest:**

* You like doing the work that is required
* You are passionate about your job and career
* You like to learn and be challenged

**Show that you will fit in:**

* Have positive and personal chemistry
* Say positive things about geography - happy with the area
* Give compliments about the company
* Give compliments about the company’s products / services

**Build chemistry with the company continued:**

* Say “I’m very familiar with those problems …” or “I have worked with similar equipment / systems… ” (only if true).
	+ This is a great way to “bond” with the people you are interviewing with. The key is to “sprinkle them” throughout the interview, and to be “real”, in your own style, with sincerity.
1. **End of the Interview**

**Wrapping things up:**

1. Ask: Do you have any questions or concerns about my ability to do this job?
2. If you want the job, tell them that you’re very impressed and ask “Where do we go from here?” “What are the next steps?”
3. If you do not want the job tell them “Thank you for your consideration, but this really isn’t for me.”

**What will it take to get you to come to work for us?**

* Tell them what your compensation is and then say, "I’m open to a reasonable offer."
* Never give a salary number. You can low-ball yourself or price yourself out of the job.

**Thank you letter:**

* Send a “Thank You” email within 24 hours. Tell them something you forgot or didn’t have a chance to tell them that supports your candidacy for the position.
* Make sure you have checked your spelling along with proper English / sentence structure!
* Thank the person for meeting with you
* Mention something you liked about the interview
* Repeat your interest in the job
* After you send your email, keep an eye on your inbox.
* If several days or weeks go by, follow up to see if there's been any progress in making a decision.
1. **Key Points**
* Top companies only want to hire ENERGETIC PEOPLE. Be energetic!!
* Personality is key let your personality come through.
* Give them a sense that you have “A strong bias for action!” You can make things happen.
* Demonstrate that you have the ability to sell your ideas, that you can influence others.
* Remember, most companies want the “WOW” factor from a candidate!

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