

**NOW**  
**2018**  
Staff Career Development  
Conference

*Inspiring*  
*Sustainable*  
*Opportunities*

# Interviews that Result in Offers

*Becoming the Candidate of Choice*

# Job Interviewing Success

---

## Topics:

- Job Interview - what is ***your*** objective?
- Job Interview Preparation
- During the Job Interview
- Job Interview Follow-up

# Job Interviewing Objective

---

## Selling Yourself:

- Securing the job - become the candidate of choice [most qualified!]
- Showcase your interests, knowledge, skills & abilities (KSA's) through a series of Q&A

## Choosing the Employer:

- Equal evaluation = two-way assessment
- Evaluate your interest in the role and individuals you may work with

# Employer's Job Interview Objective

---

- Can you do the job?
- Can you work well with others on the team? Manager?  
Independently?
- How will you fit into their organization, culture or  
environment?
- Will you be engaged in the role? Growth Potential?
- What do you bring to the table? Fresh perspectives?  
Solutions?

# Preparing for the Interview

---

- Research
- Job Interview Scenarios
  - Create Checklist from Job Description
- Two-Minute Introduction
- PARS Awareness and Preparation
- Questions to Prepare
  - Refer to Checklist from Job Description

# PARS Method for Interview Preparation

---

**PARS** stands for:

**P = PROJECT** - What was the problem or situation?

**A = ACTION** - What did you do to impact the problem?

**R = RESULT** - Describe the outcome.

**S = SUMMARY** - Summarize the story.

\* Prepares you for **Behavioral Interviewing**

# The Two Minute Introduction

---

*“So, tell me about yourself.”*

-OR-

*“Why are you interested?”*

- Relevant to the Job
  - Focus on skill and experience rather than “characteristics”
- Why are you interested?
  - Demonstrate how this is the “next step” in your career
- Career Summary
  - Discuss related experience/career path (not a resumé summary)
- Significant, Related Accomplishments
  - **PARS** - **P**roblem/Project, **A**ction, and **R**esult = **S**ummary

# Resume PARS Prepares for Interview

---

## *Example:*

- **P** = Managed and maintained all records pertaining to purchasing and inventory.
  - **A** = Consolidated and computerized all records into one system.
  - **R** = New tracking system reduced annual costs by 20%.
- S** = **Consolidated purchasing and inventory records management system resulting in 20% annual cost savings.**



# Behavioral Interview Questions & PARS

---

## Behavioral Interviewing:

### Past Performance Predicts Future Behavior

- Tell me about a specific project you managed:
  - Who were the stakeholders and what were their roles?
  - Working backward, what were the milestones?
  - Did you miss a milestone, what did you do?
- Tell me about a specific time when you had a disagreement with your boss/coworker:
  - What was the situation and how did you handle it?
  - How did the conflict get resolved?
  - Would you do anything differently?

# Job Interview Scenario

---

- Behavioral Interviewing Questions
  - [85%-90% of the questions you will be asked]
- Technical Problems/Questions
- Presentations
- Panel Interviews
- Individual Interviews

# During the Interview

---

- Protocol
- Styles and Common Interview Questions
- Behavioral Interviewing
- Follow-up Questions You Should Ask
- Do's and Don'ts

# Styles of Job Interviewing

---

## Closed-ended Questions:

- **Why did you leave your last job?**

## Open-ended Questions:

- **Tell me about yourself. -OR- Tell me about your supervisory experience.**

## Accomplishment Questions:

- **Tell me about your most recent job related accomplishment.**

## Behavioral Based Interviewing:

- **PARS: Tell me about a problem or situation when..., What action did you take? What were the results?**

## Case Studies/Situational Based Questions:

- **Joe is in ABC situation handling XYZ while LMNOP is happening. What would you do in the situation?**

# Be Prepared for Questions About...

---

- Strengths
- Weaknesses
- Areas of growth
- People/team-working skills
- What your managers/coworkers say about you?
- Something you have learned
- Experience specific to the demands of the job
- Project that did or did not go well
- Successes

# Follow-up Questions You Should Ask

---

- What do you foresee as the priorities for the first 3–6 months for this role?
- What qualities are you looking for in a \_\_\_\_\_?
- How would you describe your management style?
- Is this role vacant or a newly budgeted position?
- In what capacity would I be working with the XYZ initiative?

**\*SHOW YOU ARE INTERESTED AND EXCITED!**

# Job Interviewing Protocol

---

- Arrive 10 minutes early - be gracious and not impatient if you have to wait in the lobby.
- Introduce yourself with a firm handshake - but not a death grip.
- Make eye contact.
- Leave cell phones out of the interview or turn them off.
- Attire - professional and job appropriate.

# Interview Do's & Don'ts

---

## ~ DO ~

- Ask about work related issues.
  - Inquire about the organization.
  - Ask why the role is open.
- Thank all interviewers
  - Ask for a business card from hiring manager or search committee chair.
- Ask good follow-up questions.
- Ask about the hiring process.
  - What are the next steps?
  - How to follow-up?



# Interview Do's & Don'ts

---

## ~ DO NOT ~

- Ask about salary, benefits, telecommuting, etc.
  - Wait for the job offer (unless you are asked directly)
- Talk about planned vacations.
- Discuss interviews with other organizations.
- Talk about family or personal issues.
- Bad mouth a current or former employer.
  - No matter how bad it was!

# Following Up After the Job Interview

---

- Send a Thank-You Letter/E-mail
- Self-Reflection
  - Review general impressions of the job and cultural fit.
  - Who did you meet and how would you work with them?
  - How does the job fit your skills, values, goals?
  - What aspects of the interview went well and what can you improve upon?

# Salary Negotiation – Primary Steps

---

## 1. Create a Checklist from Job Description:

- Align background and experience with stated requirements.

## 2. Determine Quartile Residence within Compensation Range:

- First Quartile: (Minimum to 25% of range) Individuals new to the grade and do not have substantial experience in area.
- Second Quartile: (25% to 50% of range) Employees who have gained experience and skill and becoming more proficient in the position for which they were hired. Usually 'meet expectations'.
- Midpoint: (50% of range) Market rate for this position and a fully experienced employee at that level.
- Third Quartile: (50% to 75%) Experienced employees who frequently exceed expectations.
- Fourth Quartile: (75% to Maximum or 100%) Individuals who are consistently exceptional performers with extensive experience.

## 3. Always State a RANGE: 3K to 5K within Quartile of Residence:

- Align background and experience with stated requirements.

# Job Interviewing – Questions?

---

## Kim Sapp Dinwiddie

Training Manager

Advancement Training and Outreach

Former Sr. Talent Acquisition Consultant  
and Staff Development Trainer