

# Interview Success with YES Career Coaching & Resume Writing Services



# What is your objective when you interview?

- To get the offer.
- Everything that comes out of your mouth should be in service of that objective.
- You are not interviewing them as much as they are interviewing you. You will need to decide through due diligence and questions after they settle on you whether to accept any offer. But right now keep your eyes on the prize.

# Two Truths and a Lie—Interviewing

1. The interviewee with the best qualifications is most likely to get the offer.
2. The interviewee with the best social skills is most likely to get the offer.
3. The interviewee with the best questions and answers is most likely to get the offer.



# Interview Aikido™



# Interview Aikido™—Make Friends



# Ways to Make a Professional Friend

- Smile at the outset and the end.
- Care about, think about, and ask about them.
- Do not make this interview all about you. From their point of view, it is all about them—which candidate is going to be best for them.
- Use your sense of humor. Make light-hearted comments and laugh at theirs.

# Interview Aikido™—Ask great questions early



# Why and How

1. Asking great questions early builds rapport by showing interest in the other person(s).
  2. Asking great questions early gets you off the hot seat and creates a more comfortable, natural, back-and-forth dynamic.
  3. Most importantly, asking great questions gets you intelligence you can use to sell yourself with.
    - You must use what you hear; otherwise, you get no benefit from having asked it.
- Answer the first question. When you have the floor, at the end of your answer, ask if you may ask questions early on so that you speak in context when you answer theirs. Then ask a question. Ask other, related questions at the end of other answers if you and the other person seem to desire.



# Great Questions to Ask

- What are you most concerned about in terms of filling this position?
- What made you think I might be the right person for your needs?
- What's working well in your department, and what would you like to see different?
- What goals are you working toward that you would like the person in this position to help you achieve? or
- How could I help you get promoted?

## Interview Aikido™—Get them to handle their objections



# Closing Questions

- Is there anything you are looking for in a candidate that you are not convinced I have?
- [if you get a specific answer] That makes sense. Is there anything else?
- If yes, repeat the above. [If no] Great. If what I otherwise bring to the table would make it worth working out, how can you see us overcoming that [or] these concerns?

# Answering Behavioral Interview Questions

- These are trendy in interviewing now.
- They sound like this:
  - Tell me about a time when ...
  - Describe a time when ...
  - Did you ever ...
  - Describe a challenge you have faced in your work and how you addressed it.
  - Give an example of when ... and how you handled it.
  - Describe a situation when ... and how you dealt with it.
  - What was the most embarrassing moment [or biggest failure] in your career?
  - What is your greatest professional achievement?
- They require a past-tense story, not a present-tense general answer.
  - Not “In situations like that, I tend to ...” or “my approach is ...”
  - But “At my last job, we were working toward a goal of 10% improved client retention rate when ...”

# Tell a Story Using CCAR

- Challenge—What goal were you working toward? or What challenge arose?
- Context—Why was the goal hard to achieve? or Why was the challenge hard to overcome?
- Action—What did you do to create a good outcome? Be sure to use “I.”
- Result—Happy ending. How did the organization and/or your boss benefit as a result of your actions? Quantify if possible.
- Which is the most important part of the story?
- How do judges evaluate the end of a gymnastics routine?

# Answering Frequently Asked Questions (FAQs)

- These questions you can and should expect.
- Write out bullet points and rehearse your answers.
- Be prepared to address everything in the job posting.

# Answering Infrequently Asked Questions

- Don't panic. Feel free to say, "Great question. Let me think about that." and take 5–10 seconds instead of rushing into a poorly chosen response.

# FAQs—Miscellaneous

- What makes you interested in this position and working with us here at \_\_\_\_\_?
  - Be sure to answer both parts with specific reasons.
- Tell me about your relevant experience. (Be prepared to address everything in the job posting.)
  - Address everything that they set out in the qualifications, telling them how you meet them.
- Tell me about yourself. (Could be asking for relevant experience or could want something more personal, like your story.)
  - Be charming! Tell a cute story about yourself as a child or teen getting interested in the field you now work in, or tell how you overcame adversity to be where you are.
- How did your last job end? or What's making you look for a new employer/job?
  - Give any short, true answer that is not a downer.
- What are your weaknesses?
  - Give any true answer that sounds like a weakness and is not something central to the job.

# FAQs—Selling Points

- What are your strengths?
- How would your colleagues describe you?
- Why are you the best candidate?
- Why should we hire you?
  - Give three reasons, using keywords from the job description. Ideally have one be a technical skill, one be a strategic skill, and one be an interpersonal skill.
  - Tell them you will present three reasons, and number them orally.
  - For each strength/reason, give one sentence of support or example.



# Choose Your Own Adventure

The interviewer asks, What's your least favorite part of the job description? You reply...

- A. It all looks great to me.
- B. Working the night shift will be an adjustment for my family.
- C. I didn't see anything I didn't like about it. [archly] Is there something I am missing?



A. It all looks great to me.



B. Working the night shift will be an adjustment for my family.



C. I didn't see anything I didn't like about it.  
[archly] Is there something I am missing?





Take the Quiz

"What Kind of Career Animal Are You?"

to

Get Ahead in Your Career



Start Quiz

A woman wearing a grey beanie and a colorful striped sweater is sitting in a blue folding chair on a grassy hill. She is using a laptop. The background shows a vast landscape with rolling hills and mountains under a blue sky with scattered clouds.

Take the Quiz:

**What's the Right Career Strategy for You?**

Start Quiz

**Chart a Prosperous Career You Will Love!**



*Your Edge for Success*

*Helping people have work they love*

- Resumes and cover letters to get you more interviews (average client: 5 organizations)
- LinkedIn help to get you contacted by recruiters (average client: 8 recruiters)
- Interview Aikido training to get you more offers at better pay (median/average client: new job in 8 weeks at 20% more pay, with majority getting 2 offers)
- Career Advancement and Executive Coaching for success on the job
- Business Coaching for booming revenue and work-life balance



Book a free consultation at [YESwriting.com](http://YESwriting.com). Use the code JCA50 for \$50 off any service.

Free Career Success Consultation

Book yours at [yeswriting.com](http://yeswriting.com) now.

Reference this presentation.