



**Welcome to
The Kemp Mill Employment Assistance
Initiative**

Job Seekers' Club

**Tonight's Presenter
Harvey Kramer**



How to Avoid Job Search and Interviewing Mistakes

“Mediocrity knows nothing higher than itself, but talent instantly recognizes genius.”

- Sherlock Holmes



Why This Subject Is Important

- ◆ First impressions of individuals are made in minutes. As job applicants we must be prepared for the interview process. If we don't make a good impression immediately, there is only a remote chance that we will recover.
- ◆ Organizations have the responsibilities to hire the best people available.
- ◆ It's difficult to get the interview - don't mess it up!



Session Learning Goals

In this session, you will learn to:

- ◆ Understand the importance of being prepared for the job interview and how to avoid interviewing mistakes.
- ◆ Learn the five revealing questions and how to respond. *****
- ◆ Understand where the employer is coming from.



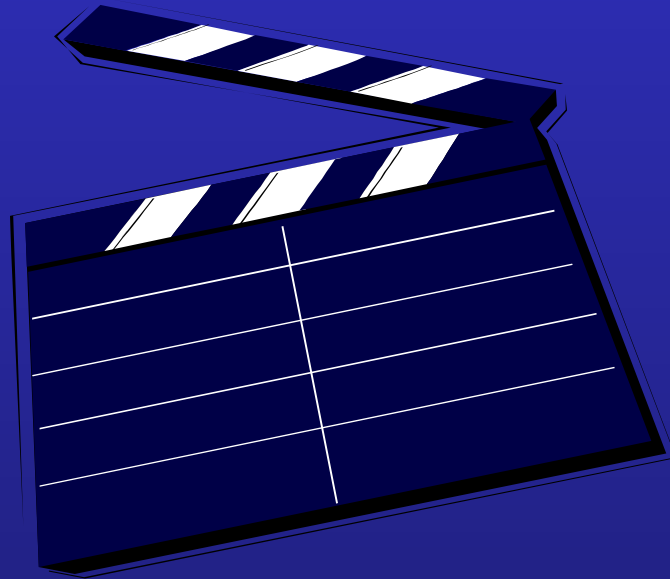
Meeting Opener

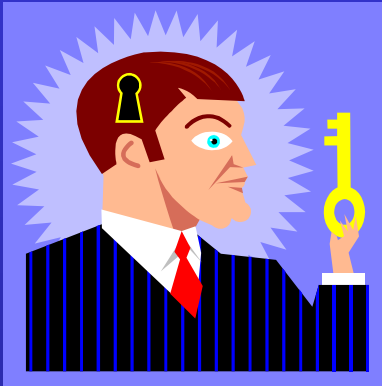
- ◆ What are some of the common mistakes made by job applicants?
- ◆ Share our list.

Common Interview Mistakes

- ◆ Arrive late, minimum of 15 minutes early.
- ◆ Resume not current or applicable.
- ◆ Not prepared to fill out application.
- ◆ Improperly dressed (always dress the best).
- ◆ Don't know much about the company or job.
- ◆ Haven't thought through what will happen at the interview. Multiple interviews, lunch, test, what's the time frame.
- ◆ Didn't rehearse or even thought about the answers to common interview questions.
- ◆ Failure to understand the selection process, what happens next?

Today's Video Presentation



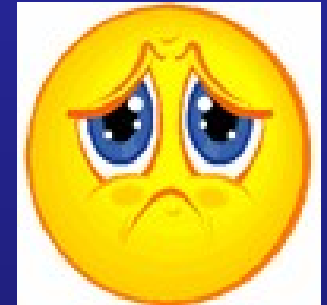


Key Ideas and Application

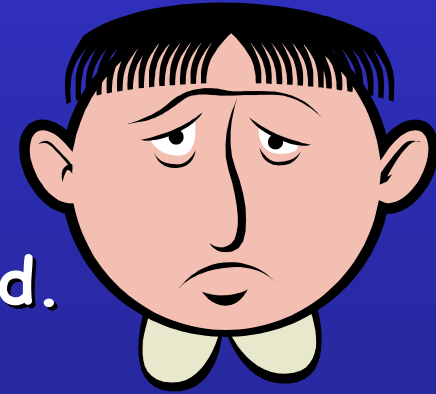
- ◆ Write down the important idea(s) from the video presentation and how can you apply them in your job search.
- ◆ Share your idea(s).

Disappointments

- ◆ Did you ever have a job interview that didn't live up to your expectations?
- ◆ What were some of the reasons?
- ◆ What can we do to avoid these disappointments?



Reasons for being disappointed



- ◆ Interviewer not experienced, not organized.
- ◆ Questions didn't bring out my strengths.
- ◆ Spent time selling themselves instead of finding out about me.
- ◆ Didn't give me an opportunity to ask questions.
- ◆ They asked questions I was unprepared for.
- ◆ I felt they didn't look at my resume.
- ◆ They put too much emphasis on my resume.
- ◆ Unrealistic expectations.
- ◆ Looking for someone like themselves.



5 Revealing Questions

- ◆ What have you been criticized for during the last four years?
- ◆ Where would you like to be in 3-5 years?
- ◆ Cite three situations in which you did not succeed and why.
- ◆ What are three things you are afraid to find in this job?
- ◆ Name three areas in which you would like to improve.

What have you been criticized for during the last four years?

- ◆ Intent is to know what the candidate admits to.
- ◆ Offered ideas which I thought was constructive but was told not to rock the boat.
- ◆ I usually finished my assignments more quickly than my peers some of them resented it.

Where would you like to be in 3-5 years?

- ◆ Purpose of question is to see if you plan ahead, do you set goals.
- ◆ DON'T say "I'd like your job"

Cite three situations in which you did not succeed and why.

- ◆ Does the candidate admit to any failures?
- ◆ Do you blame other people?
- ◆ Are you self assured?
- ◆ Have you learned from your mistakes?

- ◆ One example too few. Two examples perfect.
- ◆ Don't blame others, try harder the next time, don't let defeat get you down.
- ◆ Success is better than failure.

What are three things you are afraid to find in this job?

- ◆ Explores candidates fears, realistic or not.
- ◆ This is an attempt to get you to spout negatives and to see your psycho.
- ◆ “My only concern is that I have an opportunity to excel. My research shows that this is an organization where I can excel, therefore it's not a concern”.

Name three areas in which you would like to improve.

- ◆ The intent of this question is to look for weakness and to see if you understand/know yourself.
- ◆ One weakness may show arrogance, two is best.
- ◆ Try to turn quest around to show your strengths.

- ◆ "No one can have too much education, therefore I intend to continue to take courses and learn new things."
- ◆ "Never have enough time to perform community service and to help others, i.e. volunteering at the hospitals or schools etc."

Revealing Questions

- ◆ Find a partner
- ◆ One person asks the interview questions listed and PROBES for the answers.
- ◆ The other person responds to the questions.
- ◆ Discuss what information is revealed when these types of questions are used.

How would I feel if this person worked for my competition?

- ◆ What are some of the most-common questions that job candidates should ask?
- ◆ What are some of the most difficult questions/comments that candidates could ask?
- ◆ Would these questions enhance my value?

Let's hire the perfect candidate.



Attitude Attitude Attitude

Questions?



Personal Action Plan

Based on today's session:

◆ What will you **START** doing?

Be SMART

Specific - Measurable - Achievable - Realistic - Timely