

# Interview with Impact

Maximise your opportunity to present your best self in each interview

## **Interview preparation**

- ▶ Research the company: D&B Hoovers, LinkedIn, Company site.
- ▶ Research interviewers: LinkedIn.
- ▶ Review job description.
- ▶ Prepare questions to ask the interviewer(s).
- ▶ Research salary: salary.com, payscale.com, glassdoor.com, your network.
- ▶ Prepare and practise SOAR stories.
- ▶ Practise using the Interview Centre on MyCRN.

## **Prepare your questions for the interviewer**

- ▶ Tell me more about the key priorities for this role.
- ▶ What are you looking for in the ideal candidate?
- ▶ What is the most important contribution you would expect from someone in the first six months?
- ▶ What will be the biggest challenge for someone entering this role?
- ▶ How would you describe the culture of the team and company?
- ▶ What do you like most about working here?
- ▶ How did this opportunity become available? Is it a new position or has the person moved on within the organisation?
- ▶ How would you describe the leadership style?
- ▶ What are the next steps and the timeline for a decision?

## Interview tips

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### For a screening/phone interview, remember:

- ▶ Find a quiet place.
- ▶ Check cell battery and reception.
- ▶ Smile.
- ▶ Stand.
- ▶ Speak slowly.
- ▶ Be concise.
- ▶ Be comfortable with silence.



### For a video interview, remember:

- ▶ Test your tech.
- ▶ Check your background.
- ▶ Dress appropriately.
- ▶ Be personable.
- ▶ Remove distractions.



### For in-person interviews, remember:

- ▶ Everyone you meet is an interviewer.
- ▶ Adhere to dress code.
- ▶ No perfume or cologne.
- ▶ Arrive early.
- ▶ Turn off cell phone.



### For all types of interviews, remember:

- ▶ Ask questions.
- ▶ Answer questions positively.
- ▶ In closing, restate three to four core skills that align with the position.
- ▶ Ask, “What is the timeline for a decision?” or “What are the next steps?”



## Difficult interview questions

1. Tell me about yourself.
2. What can you offer us?
3. What are your strengths?
4. What have you accomplished?
5. What are your limitations?
6. How much are you worth?
7. What are your ambitions for the future?
8. What do you know about our company?
9. Why do you want to work for us?
10. What do you find most attractive about the position we are discussing? What is least attractive?
11. What are you looking for in this job?
12. Please give me your definition of a (*the position for which you are being interviewed*).
13. How long would it take you to make a meaningful contribution to our firm?
14. Don't you feel you might be over-qualified or too experienced for the position we have in mind?
15. What is your management style?
16. Why do you feel you have good potential as a manager?
17. As a manager, what would you be looking for when you recruit people?
18. As a manager, have you ever had to terminate anyone? If so, what were the circumstances and how did you handle it?
19. What do you see as the most difficult task in being a manager?
20. What important trends do you see coming in our industry?
21. Why are you leaving/have you left your present job?
22. How do you feel about leaving all your benefits at (*your current company*)?
23. Describe your ideal working environment.
24. Looking back, how do you perceive your past employer?
25. What have you done that helped increase sales or profit? How did you go about it?
26. How much financial responsibility have you had to account for?
27. How many people have you supervised in your recent jobs?
28. Which do you like better: working with figures or words?
29. How do you think your subordinates perceive you?
30. In your last position, what were the things that you liked most? Liked least?
31. In your recent position, what were some of your most significant accomplishments?
32. Why haven't you found a new position after so many months?
33. What do you think of your previous boss?
34. Describe a situation in which your work was criticised?
35. If I spoke with your previous boss, what would he say are your greatest strengths and weaknesses?
36. How do you hold up under pressure or deadlines?
37. Do you think you are cut out better for staff work or line work?
38. In your most recent position, what problems have you identified that had previously been overlooked?
39. If you had your choice of jobs or companies, where would you choose?
40. Why aren't you earning more at your age?
41. What do you feel you should earn in the proposed position?
42. If we were to offer you this position, exactly how much would you expect?
43. Do you have any objections to taking a battery of psychological tests?
44. What other types of jobs or companies are you considering at this time?
45. What sort of outside reading do you do?
46. Do you consider yourself to be a creative person?
47. How would you describe your own personality?
48. Are you a leader?
49. What are your long-range goals?
50. What are your strengths?
51. How long would you expect to stay with our company?
52. What sort of relationship do you have with your associates at the same level, above and below you?
53. What are some of your outside activities or hobbies?
54. Are you continuing your education?

## Respond with SOAR stories



Describe the **situation**.



Explain the **obstacle** you had to overcome.



What **actions** did you take?



What were the **results**?

## Post-interview actions



**Make notes** from your meeting.



**Send a concise thank you letter/email** indicating your fit and interest in the position.



**Follow up** based on the timeline provided in the interview.



**Contact references as a “heads up”** if the interviewer asks for references



**Always follow-up with the recruiter** after each interview.

## Thank you note

### Your thank you note should:

- ▶ Convey your interest in the role.
- ▶ Share your three key qualifications.
- ▶ Ask if they have any reservations/concerns you can address.
- ▶ Ask about the timeline.
- ▶ Include something specific to that individual.
- ▶ Say thank you.

## Micro-actions

**Practise using the MyCRN  
Interview Centre.**

**Create your list  
of questions you would  
like answered during  
an interview.**

**Decide how you  
will answer the  
salary question.**

**Create 10-15 SOAR stories.**

**Prepare your  
responses to the most  
common questions.**

**Create your  
thank you note template.**