

## 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

#### 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?"















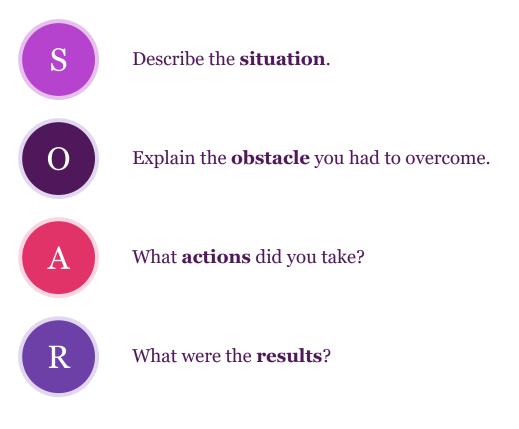
## **Difficult interview questions**

- 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?

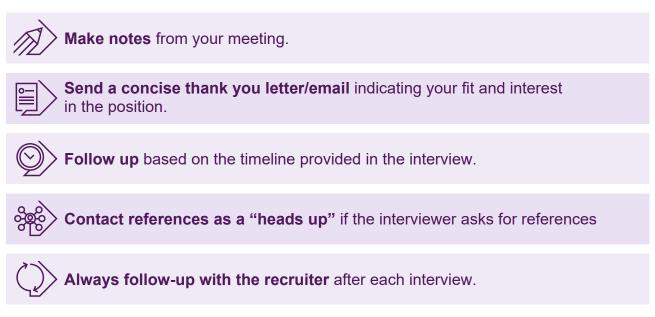
- 28. Which do you like better: working with figures or words?
- 29. How do you think your subordinates perceive you?
- 30. In your last position, what were the things that you liked most? Liked least?
- 31. In your recent position, what were some of your most significant accomplishments?
- 32. Why haven't 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**



## **Post-interview actions**





## 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.