

8 TIPS FOR INTERVIEW SUCCESS

INTERVIEWS ARE ABOUT "STORY-TELLING" | MAKE SURE YOUR STORIES WORK FOR YOU

These tips work equally well in interviews for jobs in business, non-profit, health, education, or government

- 1 BEFORE THE INTERVIEW NEVER INTERVIEW WITHOUT HAVING PREPARED AND PRACTICED TALKING ABOUT A LIST OF 4-5 STRENGTHS THAT DIRECTLY REFLECT THE NEEDS OF A PARTICULAR JOB (FIND THESE KEY WORDS AND TERMS IN JOB DESCRIPTIONS).
- 2 BEFORE THE INTERVIEW PRACTICE TELLING DETAILED "STORIES" DESCRIBING 1-3 MAJOR ACCOMPLISHMENTS. WHY MORE THAN ONE? BECAUSE YOU DON'T WANT TO KEEP REFERRING BACK TO THE SAME JOB, PROJECT, OR SITUATION AS IF THAT IS YOUR ONLY STRONG POINT.
- 3 BEFORE THE INTERVIEW PREPARE STORIES THAT HIGHLIGHT SOME OF THESE STRENGTHS: TEAM FOCUS, PROJECT MANAGER, CLEAR COMMUNICATOR, TAKE INITIATIVE, FLEXIBILITY, MEET DEADLINES, GOAL ACHIEVER, PROBLEM SOLVER, TECHNICALLY PROFICIENT, MULTI-TASKER.
- 4 PROVE TO INTERVIEWERS THAT YOU CAN COMPLETE PROJECTS | SOLVE PROBLEMS | SELL PRODUCTS | SATISFY UPSET CUSTOMERS, CLIENTS, PATIENTS | ACHIEVE UNDER PRESSURE | BRING ORDER TO CHAOS – AND THAT YOU'VE DONE THAT MORE THAN ONCE. LET INTERVIEWERS KNOW THAT THIS IS WHAT THEY CAN EXPECT FROM YOU.
- 5 DURING THE INTERVIEW EMPHASIZE POSITIVE RESULTS – WHAT IMPROVED BECAUSE YOU WERE THE CHANGE-AGENT WHO MADE THEM HAPPEN.
- 6 DURING THE INTERVIEW QUANTIFY WHAT YOU'VE DONE – EMPLOYERS DO THAT EVERY DAY. SHOW YOU ARE COMFORTABLE TALKING ABOUT CONTENT THAT IS IMPORTANT TO EMPLOYERS AND THAT ALSO REFLECTS YOUR ABILITIES. #'s, %, \$, TIME SAVED/SPENT, INCREASES/DECREASES
- 7 DURING THE INTERVIEW USE WORKPLACE-SPECIFIC LANGUAGE TO MATCH WITH THE NEEDS OF THE POSITION. THIS REFERS TO THE KINDS OF WORDS OR TERMS USED BY EMPLOYERS. INSTRUMENTS, THERAPEUTIC MODALITIES, TECH SKILLS, DIAGNOSES, PROCESSES, SPREADSHEETS
- 8 DURING THE INTERVIEW EMPHASIZE FORMAL, INFORMAL, OR ELECTIVE ROLES YOU HAVE HELD IN JOBS, ORGANIZATIONS, PROJECTS, LEADERSHIP, AND IN CLASSROOM SETTINGS. TEAM LEADER, PROJECT MANAGER, MOTIVATOR, NEGOTIATOR, MEDIATOR, RESEARCHER