

MAXIMIZE YOUR POTENTIAL

Interview and Negotiate



A proud partner of the **AmericanJobCenter** network



Thank You For Joining Us - What to Expect

- We appreciate your patience while we accommodate in-person and virtual attendees
- Online - everyone will be (should be) MUTED
- Those with cameras be aware of background – turn off camera if necessary
- Use the chat box or Q&A box if need to comment or ask questions
- Polls may be used - please participate when prompted
- Attendance will be recorded

Workshop Start-Up

- Please silence and put away cell phones or other electronic devices
- Welcome to ask questions
- If needed, feel free to stand; remain at least 6 ft from others; please let me know of other accommodation requests

Workshop Objective

You got the interview appointment – now what?
Discuss best practices for before, during, and after an
interview to help you land the job!

Be Prepared

- Research the company
- Research the job
- Review the ad's keywords – will likely be topics for interview questions
- PRACTICE, PRACTICE, PRACTICE

Bring the Essentials

- Notebook
- Pen
- Work Samples
- Work Permits, Social Security Card, ID
- Resume Copies (at least 3)
- Reference Copies (at least 3)
- Letters of Recommendation
- Other Important Documents

What would you do different?

[youtube.com/watchhttps://www.ych?v=VZELzn6207c](https://www.youtube.com/watch?v=VZELzn6207c)



Dressing to Impress

- Be clean and professional, free of strong smells
- Dress one step up from what the occupation will likely wear
- Wear light makeup and be clean-shaven
- Touch up fingernail polish and make sure fingernails are clean
- Style your hair professionally
- Cover tattoos, remove unusual piercings
- Brush teeth, avoid garlic & spicy food, alcohol (or hand sanitizer) and tobacco (smoking or chewing)

Question

What percentage of Executives consider the advice of their Administrative Assistants to be important when making hiring decisions?



Answer



Phone Etiquette

What is your Voicemail indicating about you?

Make sure it is professional and SET UP! Check often!
Ensure your voice mail is not full so a message can be left.

How are you presenting yourself?

Speak clearly and professionally.

What if you have to leave a message?

LISTEN to the message that was left for you, then call the person back leaving your full name and the job title of the position you are calling about at the beginning of the message. Briefly state the reason you are calling and your call-back number including the area code.

Google Yourself

Social Media Footprint

- What are your friends saying?
- What are you saying?
- What have you been tagged in?

- 2018 Career Builder Survey showed:
 - 70% of employers screened applicant social media accounts during hiring process
 - 34% of employers used social media posts to reprimand or terminate an employee

Other Great Tips

Go ALONE

If someone gives you a ride, have them wait in the car

Show up 10 minutes early

20 minutes is too much; 5 minutes is not enough

It is their clock that judges if you are on time!

Check in with the receptionist

BE FRIENDLY!

Offer a good HELLO

With pandemic concerns, follow the lead of the interviewer; they may choose to decline any type of contact, or they may offer a handshake, an elbow or fist bump

Body Language

Employers said these non-verbal actions would make them less likely to hire a candidate:



62% - Lack of eye contact

38% - Lack of smile

33% - Fidgeting too much

33% - Bad posture

26% - Too weak handshake

21% - Crossing arms over chest

21% - Playing with hair/touching face

55% of communication is body language

38% is the tone of voice

7% is the actual words spoken

**Remember:
The Hiring
Manager
is not
your friend**



Types of Interviews

- **Standard** – 1 candidate, 1 interviewer
- **Multiple** – several interviewers meet with individually
- **Panel or Team** – 1 candidate, many interviewers
- **Group** – multiple candidates, 1 interviewer
- **Culture/Screening** – testing your fit and engagement
- **Virtual** – phone or video conferencing

Virtual Interview



Can be by phone or video conferencing

- It is real and takes preparation
- Ensure camera, microphone, and internet connection are operational
- Be dressed head to toe
- Be sure space is free of clutter, has good lighting, camera is set center, quiet place

What are they looking for?

Do you have the **SKILLS** for the job?

Will I like you? Will you **FIT** in?

Are you going to **STAY**?



Who would you hire?

<https://www.youtube.com/watch?v=MiYmv2R-DXY>



STAR

- **S**ituation
- **T**ask
- **A**ction
- **R**esult



Example Prove-It Stories

I am **dependable** because I only missed 2 days in 5 years of employment.

I am **reliable** because my manager made me responsible for opening and closing the store while he was gone.

I am **adaptable** because I rotated departments at my previous job to learn variety of machines and tools relevant to each department.

I am an **honest** employee. For example, I was responsible for handling 75 customer transactions ranging from \$1 - \$5000 and receipts always balanced against daily sales.

**What are
some
questions
that
I may be
asked?**



**“Tell me
about
yourself.”**

Tell them about your education
and/or job history –

**What makes you most qualified
for the position?**

Tell me about yourself

I have over 3 years solid work experience and work well in a team environment. My experience includes safely unloading trucks and examining the merchandise visually for damages with 3 co-workers. I am a responsible employee, during my 3 years working directly with money, my drawer was always balanced.

I am dependable; in the past 3 years, have missed only 1 day due to illness. I am able to multitask in a fast paced environment efficiently. I am trainable and adaptable. For example I was easily taught on operating equipment such as grills and fryers without any accidents in addition to learning janitorial duties, running the drive thru and operating the cash register.

I am willing to work any shift, including weekends and holidays. I can operate a cash register and have basic math skills.

"What are your strengths and weaknesses?"

Tailor your "strengths" to skills that will benefit the prospective employer.

When it comes to "weaknesses", are there areas grown or improved, have you been given feedback and shown improvement?

What do you know about our company?

40% of candidates cannot answer this question. Do your research to be confident and ready!

Research the company's:

- Mission
- Values
- Performance
- Work Values
- Community Impact



Work Culture vs. Work Environment

Culture

- Beliefs
- Thought Processes
- Attitude
- Flexible (almost daily)

Environment

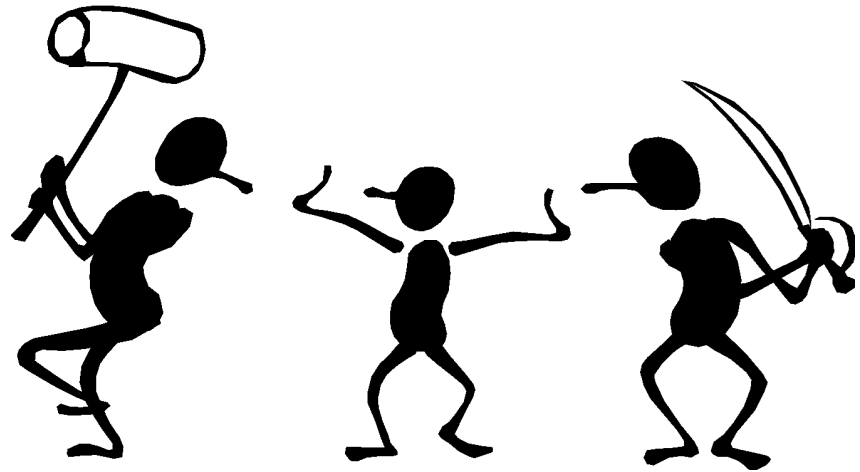
- Physical Location
- Immediate Surroundings
- Corporate Structure
- Stagnant (mostly)

Influences

- Mission Statement
- Company Ideologies & Principles
- Type of Industry
- Unspoken Rules of Conduct

Have you
ever
worked
with
someone
you didn't
like?

Stay positive!!
Don't bad mouth a former
supervisor or co-worker,
customer, or business.



What are your wage requirements?

Do your research -
How much does this position
typically pay in the area?

Use FutureReadyIowa.gov to
review current wages.



Why did you leave your last positions?

- Do NOT blame your former employer
- Remain positive
- Explain the situation briefly
- If you were terminated, be prepared to explain what happened and what you have learned from the situation

The Seemingly Silly Question

If you were a cookie, what kind of cookie would you be?

Don't panic. Pause and take a deep breath. Interviewers usually ask these questions to see how you react under pressure and how well you handle the unexpected.



Handling illegal questions

Topics that are illegal to be asked:

- Health
- Marital Status / Family
- Citizenship
- Gender
- Age
- Religion
- Pregnancy Status



What answer do you use?

Can you give me an idea of the specific functions included in the job which would require this information?

When does the interview start or end?

<https://www.youtube.com/watch?v=U4D1hhDWunQ>



Justice Involved

- Only answer what is asked
- Answer truthfully
- Demonstrate change
- How you should respond to questions regarding past convictions
- Check with your local office to meet with an OWDS (Offender Workforce Development Specialist)

**What questions
are hard for you?**

Finally... ask questions

Some questions to ask the Hiring Manager

- What is a typical day like in this position?
- What kind of qualities do you like to see in your employee?
- How does the company measure success?
- When can I follow up with you about a hiring decision?

Close the Deal

1. Close the conversation. Verbally thank and reaffirm your interest.
2. Ask for a business card from your interviewer.
3. Send a simple thank you note to your interviewer(s).
4. Then make the follow up call one week later or after the timeframe the employers describe.

Questions?

What's your next step?

- Virtual Job Club
- Job Fairs at IowaWORKS
 - *In-person*
 - *Virtual*
- Additional Workshops
- Find and like IowaWORKS on FaceBook
- Visit IowaWORKS.gov


We are here to help

Career Planners are available in your local IowaWORKS American Job Centers to help you 1 on 1 with your job search! They can help identify open job opportunities, craft your perfect resume, conduct a mock interview and more!

Schedule a time to meet with one of our skilled career planners either in person or online! Contact your local center or schedule a virtual meeting by logging into IowaWORKS.gov and going to Meetings on your Dashboard!

Find contact information for your local center at

www.iowaworkforcedevelopment.gov/contact



▼ Current Month's Events		
	Workshop/Training	59
	Job Fair	2
	Meetings	14

We Are Here For YOU!

Let Us Know! Topics to Consider

- Wow Employers in 30 Seconds!
- Mock Interviews
- Secret Interviewing Tips and Answering Tough Questions
- Conflict in the Workplace
- Bring Your A Game to Work
- Make a Great Resume
- Application Tips and Online Applications
- Make a Great Resume
- Top Job Search Strategies
- How to Keep a Positive Attitude While Job Searching
- Budgeting and Money Management

Questions?

**Thank you for
attending today's
Workshop!**

