

Interviewing - Green Book References (pp 44-56)

Attitude speaks louder than words. Nothing you do can change the past and there is no room for negativism during interviews. So, keep a Positive Mental Attitude.

Assume the role of a consultative salesman to learn the needs of the prospective employer. Listen to their needs, then present your “features and benefits” that best meet those needs and create the desire to buy. Concentrate the interview on how you can assist the company.

Personal appearance is important. Give attention to detail. Wear a nice watch; trim your hair; fingernails should be clean and trimmed; and always use breath mints. Clothes should be cleaned and pressed; shoes shined; and glasses cleaned.

Types of Interviews

Personnel: Their objective is to screen out candidates. Save your “technical presentation” for the management interview. For Personnel, listen carefully and respond positively to each and every question.

Management Interview: They concentrate on skills and future contributions. They want to know your “can do” qualifications. Positively demonstrate your talents, experience, and abilities to match their needs.

Executive Interview: They concentrate on compatibility and contribution to the team.

50 Sensitive Questions: (pg 51) Practice these prior to every interview.