

## Preparation is Power... Nail that interview!

Interviewer Questions	My Response Script
<p><b>#1 “Tell me about yourself”</b></p> <p><i>Frame Up 3 simple components in 30-45 seconds</i></p> <p><i>Decision in first 90 seconds!</i></p>	<p>Why don't I first share with you my background, tell you about my more relevant positions to this role, and share a key characteristic that I bring to the table when it comes to this position. How does that sound?</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>And while that is just one key characteristic that I feel I bring to this role; I would image that there are three or four key characteristic that you are looking for in candidates for this position. What do you suppose those characteristics might be?</p>
<p><b>#2 Why do you want this position?</b></p> <p><i>Give Not Get</i></p>	<ul style="list-style-type: none"> <li>• Leverage all my best skills and talents to benefit the organization</li> <li>• Move projects and initiatives forward while accomplishing results on time and under budget</li> <li>• Collaborate with leaders to develop team members and align them around a common vision or goal</li> <li>• My leadership style will complement the leadership style and culture of the organization</li> <li>• I can hit the ground running and learn fast while moving the business/project forward</li> <li>• I have a passion for this role/work, and I would be privileged to serve the organization in this capacity</li> </ul>
<p><b>#3 What is your plan of action (90 day plan) should be selected for this position?</b></p> <p><i>Alignment</i></p>	<ul style="list-style-type: none"> <li>• Having a plan is critical for success</li> <li>• I would sit down with the applicable leader(s) to make sure I understand the overall vision and mission of the organization</li> <li>• I want to align with the leader(s) to ensure I gain their perspective of my key initiatives and establish clear priorities</li> <li>• Engage others as needed to assess their areas of strength, as well as areas for development</li> <li>• It's important we are all focused on common goals and objectives</li> <li>• As I'm meeting with your leaders and employees, it will be important for me to build strong relationships with each of them and ensure we are all aligned and heading in the same direction</li> </ul>
<p><b>#4 What are your short-term and long-term goals?</b></p> <p><i>Short – Long – Short</i></p>	<ul style="list-style-type: none"> <li>• Short...             <ul style="list-style-type: none"> <li>○ Meet leader(s)/employee(s) I'll be working with and ensure that I'm aligned with their vision, start to build those strong relationship</li> <li>○ Partner with them to develop clear plans so that we can work together to drive results</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ With those things in place, I will clearly communicate the plan and timeline to accomplish those goals to you/leadership team</li> <li>• Long.... Once I have successfully met my goals for your organization, and if I am fortunate enough to gain your endorsements and recommendations; I would see myself partnering with others</li> <li>• Short...Until that time comes though, my focus and goals are to work hard in this role, grow our partnership and achieve your goal(s)</li> </ul>
<p><b>#5 What are your strengths and weaknesses?</b></p> <p><i>Most &amp; Least</i></p>	<p>STRENGTHS</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>WEAKNESSES</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p><b>#6 Can you tell me about a time when you succeeded?</b></p> <p><i>Recent &amp; Relevant</i></p>	<p>I've been fortunate to experience many successes in my career. There are two that comes to mind first...</p>
<p><b>#7 Can you tell me about a time that you failed?</b></p> <p><i>Failure = Learning</i></p>	<p>Failure? Absolutely! You don't reach a point in your career that I have without having had a failure or two along the way.</p>
<p><b>#8 What would you do in a particular situation?</b></p> <p><i>Respond with a behavioral-based answer.</i></p>	<p><b><u>EAR</u></b></p> <p>Event/situation</p> <p>Actions you took</p>

<p><b><u>EAR</u></b>  <i>Event/situation</i>  <i>Actions you took</i>  <i>Result/outcome</i></p>	<p>Result/outcome</p>
<p><b>#9 Do you have any questions for me/us?</b>   <i>Front Load to GIVE Information</i></p>	<p>Yes, thank you. I have a few questions. First, in my prior role, I have the privilege of.... (GIVE information). Will I have the opportunity to....?</p>
<p><b>#10 Do you have any final questions before we close?</b>   <i>Most &amp; Might</i></p>	<p>I have one final question. We have had a great conversation today. You have seen my resume and you have heard about many of my skills, experiences and abilities. Of all the things you have seen and heard today, what gives you the MOST confidence that I MIGHT be applicable for this position?</p> <p>Interviewer to bring interview to natural close....</p>