

5 STEPS TO INTERVIEW PREP

The most-prepared gets the most offers.

The demand for top talent is one of the biggest challenges in the food processing industry. This is great news for job seekers, especially if you're applying to your dream job. Assuming your qualifications land you an interview, how do you clinch the deal?

The candidates who get the most job offers are the ones who are the best prepared. When you demonstrate your understanding of your prospective employer's needs, you're in the perfect position to explain how your skills make you the most qualified candidate.

Here's my secret formula to interview irresistibility...

INTERVIEW PREP: FIVE STEPS TO SUCCESS

1 LEARN EVERYTHING ABOUT THE COMPANY.

Take 20 to 30 minutes to research the company. Read their website, LinkedIn page, online reviews, recent news articles, etc. Check your LinkedIn connections for current or past company employees. If there's time, contact your connections for their insights about the company and your prospective opportunity.

2 RESEARCH THE BACKGROUNDS OF YOUR INTERVIEW PANEL.

Google each person on the interview panel. Check their LinkedIn profile for their education, employment history, length of time at the company, and colleague recommendations. Get a sense of who they are and what makes them tick. Look for common ground between you. Take notes to keep them straight. Make an effort to remember all of their names so you can have them top of mind in the interview.

3 MAP YOUR SKILLS.

Pull out your resume, the job description, and a blank piece of paper. On the job description, highlight the major requirements and desired experience. Draw lines to where the requirements and experiences show up on your resume.

On the blank piece of paper, practice your storytelling. For each item on the job description, write out examples of your skills or experience. Start with a problem, your solution, and the result or impact to the company or department, quantifying results using numbers and percentages whenever possible. Now consider what of your past experience is most important in helping your prospective new employer achieve their desired success.

(For more details on this step, read our Skills Inventory Map at bit.ly/SkillsInventoryMap.)

4 DEVELOP YOUR LIST OF QUESTIONS.

Make a list of questions that you have. Think about the job, the company, the interview panel, why the position is open, and anything that you feel you'd want to know before saying, "yes" to their job offer. One important exception: Hold questions about compensation, benefits, and vacation policy until the final interview(s).

5 PRACTICE INTERVIEWING. (REALLY.)

I cannot stress this step enough. Practice everything about the interview. Is it a phone interview? Practice with a call to a friend or a recruiter. Skype or FaceTime? Do a run through before the real thing. It might sound silly, but even practice shaking hands and making eye contact. Acting it all out will make you feel more comfortable for the live event.

Next, make a list of all the questions you anticipate answering. Practice your answers out loud. Here are some common interview questions to consider...

Tell me about yourself.

What are your weaknesses?

Why should we hire you?

What are your strengths?

What's that gap in your resume?

Why did you get fired?

Why did you get laid off?

What would your peers say about you?

What would your boss say about you?

What value do you bring to the table?

Where do you see yourself in five years?

If interview prep sounds like a lot of hard work—it is! But the pay off is so worth it. Imagine how easy your interview will be by the time you're done with your preparation. Plus your interviewers will notice your effort and commitment... then offer you that job.

Get more details on every step of your interview process. Contact us at: bit.ly/ContactDorigan

*"Luck is what happens when preparation meets opportunity."
— Seneca*