

INTERVIEWING AND NEGOTIATING SKILLS

Joe Ryan
Managing Partner
Mindseeker

mindseeker

Tip:
Be prepared

INTERVIEWING

○ Preparation

- Company homework
 - Know: what they do, who they serve, their competitors, their products/services
- Learn about the position:
 - Contract vs. Permanent
 - What are desired skills and qualifications
 - Prepare a few talking points as to why you'd be the best person for the job
- Arrive prepared
 - Conduct practice interviews
 - Well-prepared interviewers are more confident and relaxed and less prone to errors
 - Have questions ready:
 - job responsibilities, company questions, team questions

Tip:
Excitement &
Enthusiasm

INTERVIEW SETTINGS

○ Phone Interview

- Be prepared:
 - Print out a copy of your resume for reference
 - Use a landline if possible away from noise
 - Give your self time when scheduling in case the interview runs long
 - Answer the phone call with your name so the interviewer knows immediately they've called the correct number
- Be excited
 - Smiling when you speak brings excitement to your voice
- Express interest about this job and previous jobs

Tip:
First impressions
matter

INTERVIEW SETTINGS

○ Face-to-Face Interview

- Arrive early
- Come prepared with multiple copies of your resume and a notepad
- Appearance:
 - Polished suit, shined shoes, ironed shirt, hair brushed – make the best first impression possible
 - Digital appearance matters:
 - Make sure your email address is appropriate
 - Proofread your resume
 - Be aware of your social media spill over, employers may search common social media outlets
- Keep eye contact with your interviewer

Tip:
Keep it short and
sweet

POST INTERVIEW

- Follow up
 - Act Fast
 - Time your thank you email within 24 hours after your interview
 - Keep it concise
 - Mention what you liked most about the job and the company and convey your enthusiasm
 - Proofread
 - Don't let grammar mistakes or typos derail your chances
 - Share the love
 - Thank everyone you met (providing you have their contact information)
 - Check your signature
 - Keep your email signature professional: list the best way to be reached, leave off any quotes, nothing too flashy in font/color

Tip:
Gather information,
plan your approach

NEGOTIATING

- Know the range they are looking for
 - You can do this by asking the manager, recruiter, or HR representative you are working with
- Know your client/company
- Contract/consulting position vs. Fulltime position

QUESTIONS?