

Network to Work Meeting

Resource Materials – February 2017

Tips for Following-Up in Your Job Search

Many times you will encounter similar questions in an interview. If you prepare answers ahead of time for common questions you will be able to handle them easily during the interview.

Let's look at some of the most common interview questions

1. "Tell Me About Yourself..."

DO:

- Keep your answer **brief** and **to the point**.
- **Be work specific** and tell the hiring manager about where you are now professionally, what you have **learned from your past work experiences** and then talk about what makes you excited about this specific opportunity.
- Do your company research and find out exactly what **strengths** and **qualities** this specific company is looking for and in your answer try and show the hiring manager you possess them (You can discover these strengths or qualities in the job description or on their website.)

DON'T:

- **Don't dive into your life story.**
- The hiring manager doesn't want to hear about you "growing up on 28th avenue down the road from the Trader Joe's and how it was a coincidence because you had a brother named Joe!"
- Don't go on about experience you may have that isn't related to the job you're interviewing for.

2. "Why Should We Hire You?"

The key thing to remember here is: **be specific**.

Leverage your company research and the job description to find exactly **why** the company is hiring someone for this position. What problem/pain points does the new hire have to solve? You need to show that you are the perfect candidate that can solve those problems/pain points.

DO:

- Show the hiring manager that you are **uniquely suited to filling this position**. Be the candidate that solves their "problems".
- Show you know some significant details about the company and their general practices because you have researched the firm and are prepared.

- Tell a “success story” that highlights how you have the ‘qualities’ needed to fill their specific needs.

DON'T:

- Don't get discouraged if the hiring manager mentions that “they have lots of very well qualified candidates...” before they lead into this question. (It's a common “lead in”)
- Don't be too modest. This is your chance to shine. Make it count.
- On the flip side don't go too overboard and sound too arrogant.
- Don't be “wishy-washy” or too general with your answer.
- Don't answer with “why” you want the job. Answer with “**why you are the perfect fit**” for the job.

3. "What Is Your Greatest Strength?"

This is a fairly straight forward question to handle. Talk about a “strength” that you know the company puts a lot of value in.

DO:

- **Grab hold of the opportunity this question gives you.** This question really lets you guide the interview where you want it to go. This your chance to relate your most impressive success story, so take advantage!
- Highlight a strength that is crucial to the position. (As I mentioned earlier)
- Find out from your company research and from the job description what strengths the company puts a lot of stock into.

DON'T:

- Don't make claims that you can't illustrate with a brief example or fact.
- Don't be overly modest but don't claim to be Superman or Superwoman either.
- Don't name a strength that is irrelevant to the job at hand.

4. "What Is Your Greatest Weakness?"

This classic question freaks people out but it shouldn't. As long as you pick a weakness that **isn't a key skill** for the job and you show that you have taken steps to “work on it”, you will be fine. Don't try and sidestep this question.

DO:

- Show that you are “self-aware” and that you have the ability to take steps to improve yourself.

- **DON'T:**
Don't answer with the cliché "I'm a perfectionist" answer or any other such answer that the hiring manager can see right through.
- Don't highlight a weakness that is a core competency of the job. (Know the job description "inside and out".)
- Don't dodge this question.

Forumula: Positive – Weakness - Solution

"I'm someone who works to build a positive work environment. I don't like confrontation and in the past found myself at times compromising what I wanted or needed in order to keep the peace. This was a real problem. Since then I've worked hard to overcome it. Now instead of avoiding those situations, I take it as an opportunity to listen to each side of the situation and make sure that if I have any comments or criticisms that they are constructive and that the solutions I offer are actual solutions and not just "peace patches."

5. "Why Do You Want To Work For Us?"

The hiring manager is trying to get at your underlying motivations for wanting this job. Are you here just for a paycheck or do you see yourself becoming an integral part of the company and growing along with it? **You need to show them that you want to become "part of the family"**.

At the same time however, show how your "wants" coincide with their "needs".

DO:

- Talk about specific things you like about the company. Do your homework before and find out the needs of the company and talk about how **you're passionate about "fulfilling those needs"**.
- Be complimentary. Most people enjoy being flattered. (Just don't go overboard)
- Show how your strengths perfectly align with the job position and company culture.

DON'T:

- Don't come off as a "hired gun" who may be gone in a few months.
- Don't say "because I need the money." (You'd be surprised how many job seekers think this is "cute" and actually answer this way. Don't.)

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SCSEP - Participant



Participant timesheets are due by 4pm on the last Friday of the payroll period

Timesheet

(Please Print)
 Participant Name: _____
 Host Agency Name: _____

DATE	A HOST AGENCY TRAINING HOURS	B OFF-SITE TRAINING HOURS	C TOTAL HOURS	EXPLANATION of OFF-SITE Training Hour Activities (Column B)
Monday ____/____/____				
Tuesday ____/____/____				
Wednesday ____/____/____				
Thursday ____/____/____				
Friday ____/____/____				
Saturday ____/____/____				There is no participation on Saturdays without prior A4TD staff approval.
Monday ____/____/____				
Tuesday ____/____/____				
Wednesday ____/____/____				
Thursday ____/____/____				
Friday ____/____/____				
Saturday ____/____/____				There is no participation on Saturdays without prior A4TD staff approval.
Total Hours				

(Please Print)
 Participant Signature: _____ Date: _____

IN KIND Donations by HOST AGENCY (Site Supervisor Completes)

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I certify that this is a true and accurate reporting of time worked and reported for the SCSEP Program. I also certify that in-kind contributions are from NON-FEDERAL sources and these contributions have not been claimed on any other federal program.

Host Agency Signature: _____ Date: _____