



JACOBI KELLEY PERSONNEL

BE A WINNER IN THE INTERVIEW PROCESS

Based on the book
“Get a Job Keep a Job Handbook”
By Jean Kelley
Founder of Jean Kelley Personnel

Susan Leonard and Liz Evans
April 30, 2009



Visit www.jkpc.com for this presentation
plus job openings
496-9192

I NEED A RESUME!



JACOBI KELLEY PERSONNEL

I NEED A RESUME!

You can't even think about interviewing until you have one!

- Crisp and attractive
- Persuasive selling tool—accomplishment oriented
- Chronological
- Be truthful



I NEED A RESUME!

CRISP AND ATTRACTIVE

- *Common Font*
- *Conservative (including your email address)*
- *Objective*
- *Length*
- *Personal data*
- *Getting help*



JACOBI KELLEY PERSONNEL

I NEED A RESUME!

PERSUASIVE SELLING TOOL

- *Not a fact sheet*
- *Accomplishment oriented*
- *Quantify! The beauty queen test!*
- *Improvement in sales*
- *Improvement in work flow*
- *Reduction of cost*
- *Show ability to take on more responsibility*
- *Special skills*
- *I want to interview this person!*



JACOBI KELLEY PERSONNEL

I NEED A RESUME!

CHRONOLOGICAL

- *Chronological versus functional*
- *Address employment gaps*
- *Address choppy employment record*
- *Resume length*
- *Objectives—4 second, 3 line rule*



REFERENCES



JACOBI KELLEY PERSONNEL

REFERENCES

- Take them with you to interviews.
- The best are former supervisors.
- Use people that can vouch for your work quality.
- Make sure you ask references for their permission.
- Don't include personal references.
- Don't use current employers unless you have already resigned.



PREPARING FOR THE INTERVIEW



JACOBI KELLEY PERSONNEL

PREPARING FOR THE INTERVIEW

- Research the company—Google; ask your network.
- Make a list of questions you want to know about the company. (not pay and time off!)
- Remember to be respectful and friendly to the people you meet before the interview
- First impressions—smile, be positive, good handshake
- Never be late—call if you are going to be.
- Being prepared will make you confident!



PREPARING FOR THE INTERVIEW

DRESS APPROPRIATELY

- *Over dress rather than under dress*
- *No body art*
- *No visible tattoos*
- *Leave the piercings to the ears; facial jewelry can be distracting*
- *No cleavage. Do I need to define cleavage? Ask your grandmother*
- *Hose—a four letter word*
- *Have your interview attire cleaned professionally if you are not sure*



PREPARING FOR THE INTERVIEW

FINALLY! THE INTERVIEW!

- *Sit back in your chair- sit up straight*
- *Don't cross your arms*
- *Remember your resume information; dates of employment, job duties, and reasons for leaving*
- *Breathe!!!*
- *Turn your phone off before you get into the interview*
- *Never chew gum*
- *Take out your notes and a pen*
- *Offer another copy of your resume*
- *Be positive!*



PREPARING FOR THE INTERVIEW

LET'S TALK!

- *So many questions!*
- *Rehearse answering them—out loud!*
- *Tell me about yourself—Concise, work oriented, selling points*
- *Preparing for trick questions—rehearse all answers out loud!*
- *Never bad mouth a boss, job, person, situation*



PREPARING FOR THE INTERVIEW

WHAT NOT TO SAY

In the first interview, do not talk about:

- Salary
- Time off
- Benefits
- Politics
- Personal problems



INTERVIEW QUESTIONS



JACOBI KELLEY PERSONNEL

INTERVIEW QUESTIONS

- Tell me about yourself. 1 minute and 3 minute commercial.
- What are your goals—short and long term?
- What motivates you?
- Why are you changing jobs/fields?
- How do you define success?
- How well do you work under pressure?
- What are a few of your greatest strengths? And a Weakness?



JACOBI KELLEY PERSONNEL

PREPARING FOR THE INTERVIEW

- What is your most important accomplishment? Beauty Queen measurement!
- What do you know about our company and industry?
- Are you willing to relocate?
- What did you like best/least about your last job?
- How did you get along with your last boss?
- Under what type of supervision do you work best?
- What salary range are you looking for?



JACOBI KELLEY PERSONNEL

INTERVIEWING THE COMPANY!



JACOBI KELLEY PERSONNEL

INTERVIEWING THE COMPANY

- Why is position open?
- What are your company growth plans?
- What kind of outside influences affect your industry?
- What is the greatest challenge facing your staff now?
- Why do you enjoy working here?
- How are new employees evaluated?
- Do you have a job description for this opening?



JACOBI KELLEY PERSONNEL

THE END!



JACOBI KELLEY PERSONNEL

THE END!

- If you want the job, say so. Don't beat around the bush.
- When can I expect to hear from you?
- Should I follow up with you?
- Send a hand written thank you the same day.
- If you don't get the job, ask for advice on what to improve.
- *Remember*, the more interviews you have, the better practice you get at the process. *And*, your odds of placement increase as your number of interviews increase!



QUESTIONS?



Jacobi Kelley makes placements in administrative, legal, accounting—
some oil and gas, HR and engineering.

RESUME TIPS AND THIS PRESENTATION CAN BE FOUND ON OUR
WEBSITE www.jkpc.com

496-9192

Get a Job Keep a Job Handbook can be purchased today for \$8