



INTERVIEW OUTLINE

1. Goals for the interview

- First goal: to get a 2nd interview, move to closure.
- Get good info to make an educated decision
- Ultimate goal: to get an offer.

2. Present yourself as the solution to their problem (They must like you)

- Background (Be Articulate)
- Experience
- Personality (Body language, volume of voice, etc.)
- Mirroring

3. Questions, Answers and Comments: Establishing Common Ground (Ping Pong)

- (You are asking a question to **give and get** info)
- Find Common Ground (come back with a comment that establishes common ground).
- Ask questions to give information.
- Don't say "ok" as your only answer, offer a comment

4. Asking Questions – General to specific

C. A. Company Information

Past (Where were they before) Present (Where are they are now) Future (Where are they going)

- I see your company has been in business since 1997, can you tell me more about the history of the company?
- How many people do you have now? How many do you plan to hire in the next 12 months?
- I have learned from your website that your company does X, Y, and Z, is there anything else that you are involved in?
- Who are your main competitors?
- What makes your company stand out above the competition?



- What are some new products or services you are considering?
- Who are your main customers?
- What new customers/markets does the company plan to pursue?
- If the company is public, what are your sales figures or revenues?
- How is your company organized: Groups, Divisions, Sections, or teams?
- What team/group would I be a part of? How is it organized?
- Do you have other offices?
- What is the management structure or management style?

B. Program/Project/Job Information

Past (Where were they before) Present (Where are they are now) Future (Where are they going)

- How many projects are you working on currently, what programs are you currently involved in?
- What programs are you bidding on? Are you subbing or are you a Prime?
- For this current program, when does it come up for rebid?
- What other projects/programs could I be assigned to?
- What is the job description? Responsibilities of the job?
- What are the specific tasks I will perform?
- What is the technology I will be working with?
- How many people are on the team? Other contractors?
- Where would I fit in?
- Will I interface with other teams, is there customer interface?
- Who will I report to?
- Will I have a mentor?
- What type of training do you offer?
- What defines success in this position?
- What are the factors you will base my performance review on?
- What type of personality works best with your team?
- What type of resources does the company offer to ensure success with this task/job?
- Can you tell me about my career path with your company?
- What is the next step up in my career?

D. People and Subjective Information

Past (Where were they before) Present (Where they are now) Future (Where are they going)

- How long have you been with this company?
- What do you find unique or attractive about your company?
- Tell me a little about the backgrounds of the members of this team.
- Tell me about your career path, and the history of your career.
- How did you get to this position?
- What brought you here?
- What made you decide to work for this company?

- Will I be reporting to you? If so, what is your management style? (the interviewer)
Give them the opportunity to talk about themselves.
- What hours do you work?
- If you could change anything in this company, what would you change?
- What is your turnover rate?
- What are the reasons for people coming/going?
- Where have you worked before? How do the two companies compare?
- What types of people have been most successful here?

5. Questions you should not ask at this stage:

- Will I have a window in my office?
- Will you give me a PC for my home?
- Money (salary)
- Benefits (HR will inform you)

6. Why are you leaving your company?

- Do not answer in the negative. Use this as an opportunity to reflect on how your career goals parallel the needs of the company.

7. Money (and how to avoid the answer)

- *What is your current salary?* (Tell them in detail what you are making)
- *What will bring you on board?* (I am currently making...If we have a good technical match, I would be ready to consider a reasonable offer).
- *I must have a figure!* (Since I don't have all the details yet, and we have not discussed the benefits of the company, I'm not in a position to make a decision.)

“I am currently making \$\$. My primary interest is in the technology and opportunity. I am sure that you will make me a reasonable offer. (Or) – I would be very happy to consider your best offer.” (Tone of voice is very important – Not with an attitude!)

8. Do you have any other questions? (What do you want to tell the interviewer)?

- Do not say that you don't have any. Take this opportunity to set yourself apart by asking good, well thought out questions about the company; its future, and your potential with them. State your interest in the position.
- Ask how soon they plan to make a decision. Do they have other candidates in the pipeline? If so, where do you stand?

9. The Three Part Close

- Show understanding of the position by briefly recapping the main themes of the conversation.
- Tell them that you can do the job.
- Express your interest and ask about the next step and the timeframe for making a decision. (What is the next step?)
- Ask for a business card for follow-up
- Offer to provide references