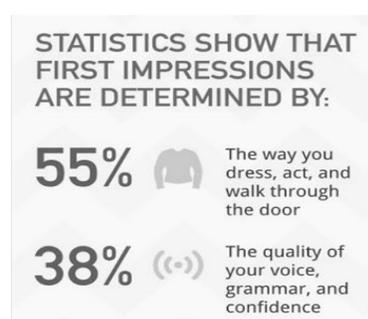
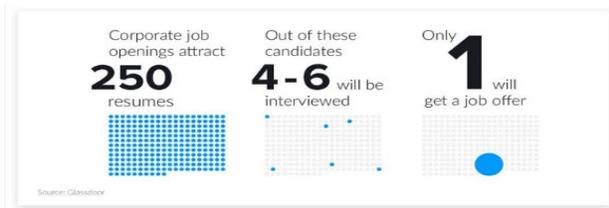


Some Statistics about Interviewing



Keys to Success

- Show that you are a self-starter
 - Take the time to prepare for your interview.
 - Figure out how to “go above and beyond” the basics of just showing up to your interview.
 - Research the company before you arrive.
- Project confidence
 - “Dress for success.”
 - Perfect your handshake.
 - Positive body language.
 - Know the job and why you are a great fit.
- Have a positive online presence
 - If you don’t have a LinkedIn profile, make sure you get one.
 - Ensure that when you are “googled”, that nothing negative shows up.

Preparing for your interview

1. Analyze the job description
 - Take time to fully analyze the job description and how you measure up.
 - Make note of skills you have and when/how you have used them.
 - Create a picture of what the hiring manager may be looking for.
 - Be honest about how you measure up and if there are gaps, prepare responses.
2. Research the company (and hiring manager)
 - Visit the company website and Google/LinkedIn.
 - Prepare at least 2 questions based on what you find.
 - Ask a friend on the inside for information.
 - Find a common thread or area of interest you find during your research and convey that in your interview.

3. Identify your strengths and weaknesses.
 - Be self-aware...Spend some time intentionally thinking about what you are great at and what you need to improve.
 - Ask others for feedback.
 - Online assessments will give you great insights to share.
 - DISC, Myers Briggs, SWOT, StrengthsFinder
4. Check your digital presence before you go.
 - Make sure your social media presence is clean and represents you in the best light possible.
 - Work on deleting posts, articles, pictures and/or videos that may be viewed as unfavorable or offensive to potential employers.
 - Make sure your email address is professional.
 - Have a LinkedIn profile setup that reflects who you are as a professional.
5. Plan to dress for success.
 - If you are unsure, err on the more formal side.
 - If the company tells you what style of clothing to wear, be sure to adhere to that ask
 - Ensure that your clothing is clean, free of stains, ironed and fits well.
 - Demonstrate good personal hygiene:
 - Hair neatly styled/haircut
 - Clean fingernails
 - No heavy perfumes or colognes
 - Fresh breath (no gum)
 - Invest in a Padfolio / portfolio
 - Don't carry too many things with you!
6. Prepare for standard interview questions.
 - Practice, practice, practice.

Dressing for Success

Men:

- Clean, freshly shaven face / trimmed beard / haircut
- Clean, trimmed fingernails
- Formal: 2 piece suit with long sleeve shirt and tie
- Business Casual: long sleeve shirt, dress slacks
- Neutral colors

Women:

- Formal: 2 piece suit (skirt or pants)
- Informal: blouse with skirt or pants
- Low heeled / closed toe / comfortable shoes
- 1 bag/purse/briefcase
- Avoid heavy makeup

All:

- No flashy jewelry
- Cover your tattoos
- Avoid perfume / cologne

Interview Prep Worksheet



Interviewer Name:	Company Research Highlights:
Interviewer Notes:	

Elevator Pitch:	Why you would be great at this job:
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STAR Behavioral Examples:

Leadership	Teamwork
Strengths / Weaknesses	Difficult Situation
Mistake You Made	5-year Plan/Goals

Questions to ask at close of interview:

What to Wear to Your Job Interview

Interview Attire for Men:

Clean shaven face or neatly trimmed beard

Two-piece suit

- Cleaned and pressed
- Conservative colors like navy and dark gray

Long-sleeve shirt, even in summer

- White or light blue solid color

Empty pockets to eliminate bulges

Conservative tie

Belt matching color of shoes

Leather shoes, black or cordovan

- Polish night before

No earrings

Clean, trimmed fingernails



Tips

- 1 Lay out your interview outfit the evening before and check for stains, tears or missing buttons.
- 1 Make sure your interview clothing is clean and well pressed.
- 1 Except for women's earrings, avoid body-piercing jewelry.
- 1 Avoid perfume, cologne, and aftershave.
- 1 Men should be clean-shaven. A carefully trimmed beard or mustache is also acceptable. Avoid stubble that looks like a few days of growth.
- 1 If possible, cover your tattoos.
- 1 Wear clothes that fit.
- 1 Do not wear flashy jewelry or watches.



Interview Attire for Women:

Two-piece, matched suit

- Skirt should cover thighs when seated
- Navy, black, gray or dark brown

Tailored blouse, shell or knit top

- Do not show cleavage
- Avoid gaping at chest

Leather Shoes

- No stilettos or platforms

Carry only one bag or tote

Avoid perfume

Avoid heavy makeup

Clean, trimmed fingernails

Business Casual



PRIORITY
STAFFING GROUP

WOMENSWEAR

- Dress pants or knee length skirt/dress
- Blouse or button-up shirt
- Appropriate accessories (not too big or colorful)
- Close-toed heels or flats

MENSWEAR

- Dress slacks
- Button-up shirt or polo
- Belt and sometimes a tie
- Dress shoes



ONE
COMMUNITY CHURCH

Casual

PRIORITY
STAFFING GROUP



WOMENSWEAR

- Knee length skirt/dress (Can wear fun colors & prints)
- Jeans with a nice blouse or button-up shirt
- Bigger, colorful accessories are appropriate
- Shoes can be open toe (stay away from flip flops)

MENSWEAR

- Jeans or khaki pants (Clean, no tears)
- Button-up shirt or polo
- No need for a tie
- Casual, but clean shoes



ONE
COMMUNITY CHURCH

Video and Phone Interview Tips

Phone:

- Ensure the environment is quiet.
- Ensure your phone connection will be clear.
- Use a headset for the best sound quality.
- Be sure to speak slowly and clearly.
- Pause for questions throughout to make sure the interviewer has room to interject.

Video:

- Dress professionally, as if you were in-person.
- Make sure your space is free of clutter.
- Check technology in advance.
- Test your internet connection to ensure clarity.
- Make eye contact: Look at the camera and not at the screen.
- Do a trial run.

Tips to Answering Common Interview Questions

1. Tell me about yourself

- 2 minutes or less!! Otherwise known as an elevator pitch!
- Don't give your complete employment (or personal) history. Instead give a pitch—one that's concise and compelling and that shows exactly why you are the right fit for the job.
- Talk a little bit about your current role (including the scope and perhaps one big accomplishment). Then give some background as to how you got there and experience you have that's relevant.
- Segue into why you want—and would be perfect for—this role.

Example: "I graduated with a Business degree in 2017, and was offered an account management position from a telecommunications company I had interned with. I loved working with customers and managing and growing my accounts, but the industry we were in just wasn't very appealing to me. After that, I stayed a full year and learned a ton about how to build and manage accounts successfully and I ended up becoming a top performer in my group before leaving. I left at the 1-year-mark to pursue a very similar position within an industry I'm much more excited about- healthcare. I've been at this healthcare startup space for 2 years with this company and I feel ready to take my career to the next level so that's why I'm currently looking for a new opportunity."

2. Why do you want to leave your current company?

- If you left voluntarily, reference a specific characteristic that the company you are interviewing for has that you are attracted to/one that your previous employer did not have.
- Consider saying something like, "I've been with my current company for X years and I'm ready to find something new. I also really feel that your company culture

is a better fit for me because of your commitment to work-life balance and team building.”

- If you were let go, be honest, explain the situation, and own it. Explain what you learned from it.
- Words like “downsizing”, “budget cuts”, and “restructuring are good defenses if they are true.

Examples:

“I’m looking for an opportunity that gives me the ability to build closer, long-term relationships with clients. In my current role, the sales cycle is so short that I don’t spend as much time building a rapport with my customers as I’d like. Relationship-building is one of the reasons I chose a career in sales, and I look forward to working with a company where that’s a top priority.”

“I’m looking for a position where I can build on my successes representing and promoting the store brand for a company I love and where I have the opportunity to build a team. Being a team lead in my current role has shown me how much I truly love serving my colleagues, so I was excited to learn that this position has a heavy focus on management growth and training. I love your company’s mission to revolutionize the consumer goods space, and I can’t think of a more suited position for my background to bring value to the company.”

3. What is your greatest weakness?

- It can feel awkward to discuss your weaknesses in an environment where you are expected to focus on your accomplishments.
- When answered correctly, sharing your weaknesses can *show that you are self-aware and want to continuously get better* at your job —traits that are extremely attractive to many employers.
- Remember to start with the weakness and then discuss the measures you have taken to improve. This way, you are finishing your answer on a positive note.

Example: “Earlier in my career I noticed that because I was so enthusiastic about my work, I had a tendency to say ‘yes’ when I should have been saying ‘no.’ At one point I ended up so overwhelmed by my workload, taking on so many projects, that I was working evenings and weekends.

It was stressful, and that stress affected my production quality. I realized this was counterproductive, so I started using workload management tools to set better expectations for myself and my teammates.”

4. Where do you see yourself in 5 years?

- Understanding how you imagine your life in the future can help employers understand whether the trajectory of the role and company fits in with your personal development goals.
- Provide general ideas about the skills you want to develop, the types of roles you would like to be in and things you would like to have accomplished.

- It is acceptable (and possibly helpful) to keep your answer to this question more general. Outlining a few key areas that you feel are interesting, achievable and relevant to the role can provide sufficient information for the employer while also making your future seem flexible.

Examples:

“A few of my future goals include leading a design team in some capacity. I’m excited about the prospect of working with products and events on developing streamlined processes—this is a natural fit with my project management background. I’d also like to develop my skills in user-experience to aid in creating more user-focused designs all around.”

“In five years, I would love to be an industry expert that others can go to for ideas, help and strategy. I’ve had amazing mentors and managers in my past positions, so I’d like to be able to provide similar guidance, potentially taking on a leadership role. Finally, I’d like to have taken the lead on a projects I’m passionate about. I’m motivated by connecting my initiatives to the company’s larger goals, and I’m excited by the prospect of getting more experience in that.”

5. Do you have any questions for me?

- Resist the temptation to say no, even if you are confident the job is a good match for you. In fact, interviewers expect you to ask questions—it signals that you are invested and serious about the job.
 - Consider preparing up to 10 questions.
 - Write your questions down in a notebook or portfolio that you bring to the interview.
 - When asked, select two or three questions that were not covered earlier in the interview.
 - Choose questions that demonstrate you were engaged and listening, and ones that can help you learn more about the job.
 - If you are still in the early stages of the interview process, avoid asking questions about: salary, benefits, vacation time or company perks.

Examples:

- What does a typical day look like for a person in this position?
- What are your short and long-term goals for a new hire with this job title?
- How has this role grown or adapted to suit the needs of the organization?
- Why do you enjoy working here?
- How would you describe the company’s culture?
- What kind of growth does the company expect to see within the next five years?
- Can you describe some of the company’s recent challenges and achievements?
- What qualities do you look for in a candidate?
- Do you have any concerns about my experience or skill set?
- Are there reservations regarding my fit with the role or company?

Answering Behavior-based Interview Questions

The best way to prepare for behavioral questions in STAR format is to list down stories from your past work experience for each trait (leadership, teamwork, most challenging etc.).

S SITUATION	<p>Start your story by painting a specific picture of the situation you faced.</p> <ul style="list-style-type: none">■ What was the exact situation?■ Who was involved? (Address them by name)■ Why did the situation happen?
T TASK	<p>Use this opportunity to explain your specific role in the task.</p> <ul style="list-style-type: none">■ Why were you involved in the task?■ What is the background story?
A ACTION	<p>Discuss, very specifically, the actions you took to resolve the situation.</p> <ul style="list-style-type: none">■ What steps did you take to resolve the situation?■ Why did you choose to complete tasks this way?
R RESULTS	<p>Clearly detail the results of your actions and highlight your strengths.</p> <ul style="list-style-type: none">■ What was the outcome?■ How did you feel about the result?■ What did you learn?■ How did this situation influence who you are today?

Example of a STAR Response

Question: Can you tell me about a time where you effectively handled a customer complaint?

- ▶ **Situation/Task:** There was one time when a customer was upset because the computer at our branch was down. The customer needed to check her account balance to see how much she owed in late fees.
- ▶ **Action:** I saw that the customer was upset, so I asked her if I could help. After finding out that she was interested in checking her late fees, I apologized to her that our system was down. I explained to her that as soon as the system was back up, I would be happy to check the balance and call her on her cell phone. I learned that actually, she did not have any late fees appearing on her account
- ▶ **Result:** The customer thanked me and two weeks later my branch manager received a letter of appreciation from her.



STAR Worksheet

Sample Questions	Situation	Task	Action	Result
EXAMPLE: Tell me about a time that you were given a major project by your supervisor and how you handled it.	Q1 launch of Cloudsoft product at Stackswell Co in 2016.	Assigned by supervisor to manage the product's launch and get media coverage.	Setup customer calls, got major press coverage on Envato Tuts+, developed webinars, created branding guide.	Q2 sales were beyond forecast and grew with each subsequent quarter.
What was a time when you had to have a difficult conversation with a direct report or fellow employee?				
How do you handle feedback from your supervisor, and how do you implement it?				
What do you do when you're asked to perform a task at work that you think might be unethical?				
When you're dealing with a difficult customer (internal or external to the company), how do you handle their complaints?				
Tell me about a time that you saw a situation that would become a problem before others did, and what you did to solve it.				
How do you prioritize your work during a particularly hectic time period?				

Sample Questions	Situation	Task	Action	Result
Tell me about a time that you had to learn a new skill to complete the task at hand.				
When was a time that you had to train someone new to your team, or new to the company?				
Give me an example of a mistake you made in your work, and what you did to correct the problem.				
How would your co-workers describe working for you? What would they say your biggest strengths are?				
What do you do when you're asked to make a recommendation or provide input on the decision?				
Have you ever been a leader without having employees report to you? How do you gain trust and guide employees who have other supervisors?				
What do you do when co-workers disagree on a solution, but you're in charge of the situation? How do you get everyone on the same page?				
How do you get help when you're unsure of how to accomplish something?				

What Hiring Managers Want

- Show you fit with the company's culture.
- Show you are human and can connect with others.
- Show you are a team player.
- Show you are humble and teachable.
- Show what you are passionate about (work-related) and want to grow
- Show that you are serious about the job.
 - Be prepared.
 - Know something about the company.
 - Know something about interviewer.
 - Ask insightful questions and seek to better understand hiring manager expectations.
- Show that you can do the job.
 - Verbally convey that you are the right person for the job.
 - Being concise in your communication style and approach shows you are mature and confident.
 - Show how you are set apart from other candidates.

Do's and Don'ts

- DO Engage and ask questions.
 - Make it a 2-way conversation!
- DO Be genuine and honest.
 - Answer questions truthfully, especially the hard questions.
- DO Break up the monotony.
 - Show examples of your work.
 - Offer to whiteboard-out a process.
- Do not share too much about your personal life.
- Do not pressure with real-time feedback questions.
- Do not exude arrogance or inflexibility.

During the interview

Be conscious of your body language	Speak slowly and concisely	Have your notes handy
<ul style="list-style-type: none">• Smile!• Make eye contact.• Offer a firm, but pleasant handshake.• Sit up straight.• Control your hands (in lap or "steeped").	<ul style="list-style-type: none">• Remember to breathe!• It is ok to pause before answering a question to compose your thoughts.• Ask questions naturally throughout the interview.	<ul style="list-style-type: none">• Key points on why you are qualified for the job.• Questions you have for the potential employer.

After the interview

- Send a thank you email or letter
 - For time-sensitivity, sending an email is optimal.
 - Email should be sent asap, within 24 hours after your interview.
 - You can also follow-up with a mailed letter, depending on industry and hiring window.
- Following up
 - Follow-Up with the company if you have not heard back after one week.
 - Sending an email allows for a quicker response if the recruiter is in a meeting or out of the office.
 - Phone Call is permissible if it is a method of contact that has been used previously.
- Waiting
 - Waiting is the hardest part of the "post-process."
 - Takes lots of patience. Pray everyday while waiting for God to reveal His plan for you with this specific opportunity.

Key Bible Verse

1 Chronicles 16:11 (NASB): Seek the Lord and His strength; Seek His face continually.

Questions

Attend our Zoom call (information will be sent to you)

Contact the C.A.R.E.E.R.S. Ministry at jobs@visitonecc.com