

Job Interview Questions to be Aware of and How to Navigate Them



Interview techniques today are becoming more and more complex. It's very rare that hiring managers ask job applicants only the A, B, C questions anymore. Of course, there's still going to be the stock questions about your experience, challenges, and successes. However, the interviews of today are more complex and involved.

If you're finding yourself in a position where it's time for a career change or new opportunity, understanding the dynamics of the modern interview process, and how to handle them, is essential if you want to give yourself the best chance of advancing through the process. Below are some of the most common trick questions you'll face, and the best strategies for navigating them.

Tell Me About Yourself

This is one of those open-ended questions you're bound to hear in almost every interview. And, there are million ways you can answer it. The reality is, you're probably not sure how to go about "telling someone about yourself."

On the surface, this question probably seems like a friendly invitation. Don't be fooled, however. The question is designed specifically to catch you off guard.

When someone asks you this question in a job interview, what they really want to know is what you can do for them. In other words, how can your skills and

experience be of benefit to the company?

The pitfall of most people when they answer this question is that they ramble on about all the neat things they've done and accomplished since birth. This is the worst thing you can do.

Instead, highlight some specific skills and real-life experiences that connect with the company and job you're applying for. The more you can show the interviewer how you can be of help and benefit, the better off you'll be.

What is Your Biggest Weakness?

Even though this question also seems straightforward, it's anything but. When an interviewer asks you about your biggest weakness, what they really want to know is how self-aware you are..

While a job interview is a place where you're trying to present the best version of yourself, interviewers are keen to know about your ability to identify your shortcomings and your willingness to admit them. You can show your willingness to learn or adapt by expressing a willingness to work on those weaknesses to turn them into a strength. Sure, you want to appear confident in your job interview. However, the last thing you want to do is come across as arrogant.

Tell Me About Your Favorite Boss

Everyone has bosses they've liked more than others throughout their careers. Yet again, this question seems pretty direct, and you might even be excited to answer it. However, before you go off rambling about the chill boss at your last job that let you skip out early on Fridays, take a moment to think a little deeper.

When you answer this question, you should highlight your favorite boss' professional strengths. Were they an expert communicator? Did they empower the people around them to do their jobs? What did you learn from them? These are the kinds of characteristics you want to talk about.

Your work isn't done though. The next question you're going to face is, "tell me about your least favorite boss."

Your immediate reaction to this question might be trash the boss that you just couldn't stand. This is absolutely the last thing you should do. Just like the previous question, you should stay away from personal attacks and highlight some things you thought that the boss you didn't care for, could have done better.

When you answer both of these questions, what you're really doing is telling your prospective employer what you will and won't tolerate in the workplace. You're providing critical insight into your ethics, values and work style, and your preference on how to be managed.

Here's Our Policy X... What do You Think About That?

Here again, it's easy to jump straight in and offer your opinion. Think before you speak though. What makes this question so tricky, is that it's riddled with incomplete information.

The best strategy for answering this question is actually by asking questions in return. Before you give an answer, you want to have know as much information as you can. You might start by asking what led to the policy being structured the way it is? What problem is it designed to address?

The majority of people completely miss this question in job interviews. If you're able to ask questions and provide a reasoned answer based on the information you've compiled, the interviewer will see that you're level-headed and have the ability to think critically.

Job interviews are a nervous experience for everyone. No matter how many times you've been through them, you're still going to get butterflies in your stomach and have sweaty palms. If you remember to think of a job interview as a conversation, and keep your eyes and ears open for those trick questions that seem simple on the surface, you'll have a leg up on the competition. Responding thoughtfully and intelligibly just might be what makes all the difference.

Top Resume Tactics for Executives



By now, you've seen plenty of resumes float across your desk. The occasional stellar one. The one that's plenty qualified but that's about it. And, of course, plenty of resumes filled with misspellings and typos that aren't worth the paper they were printed on... It's been a while since you sent out a resume of your own. Heck, maybe you haven't even updated it in the last decade. That's ok. The likelihood is that you're going to want to send it out at some point. Yes, your accomplishments speak for themselves. But guess what? So do those of everyone else that's interested in the coveted position you're applying for. And a mistake I see all the time is focusing your resume on what your responsibilities and duties were and forgetting to list what you accomplished while carrying out those responsibilities and duties.

No one is saying you have to jump ship right away. But, in the event that an opportunity comes up, you'd be wise to stand out amongst the crowd of other qualified applicants.

It All Starts with the Headline

As you've probably already noticed, we're in the era of instant gratification. As consumers, we don't want to spend a lot of time reading endless paragraphs about a product's features. That's exactly what a hiring manager is. A consumer. And, you guessed it, your headline needs to stand out. Not sure how to craft that perfect headline that grabs attention? There are plenty of credible resources out there to help with this one aspect of your resume. When your headline grabs attention, your resume is going to get a hard look.

Document by Numbers

Too many resumes are full of the right words but lack any substance. In the position you're applying for, you're expected to get results. That's why you need to highlight them on your resume. Sure, it's great that you lead a team of chemists and engineers. But, what did you achieve? Metrics. Use your resume to give specific numbers and timeframes to your accomplishments. I recommend updating your resume every year when you get your performance review. Add any significant achievements, special awards, or new skills learned. And, as mentioned before, use the specific numbers while they're still fresh in your memory instead of trying to remember what you accomplished 5 or more years ago. As great as soft leadership skills are, your next employer wants to know that you can deliver results.

What About Your Hires?

You've made more than one hire in your time. Out of that bunch, there's bound to be someone that's achieved results beyond expectation. As much as your next employer wants to hire you for your talent, they're hiring you to find other exceptional talent too. To stand out, you need to be able to show that you're capable of hiring capable people and that they follow your lead. Don't save these folks for your references. Incorporate them in your resume. If you've mentored someone that went on to be promoted or became a team leader themselves, put that on your resume.

Focus on the Present

You should be proud of the fact that you lead the way in bringing a product to market in 2004. Unfortunately, that was a long time ago. In order for your resume to stand out, you need to highlight your achievements post pleated khakis era.

What have you done for me lately? That's the question any competent hiring manager wants to know. While you shouldn't fully discount your accomplishments from yesteryear, you need to make your most recent successes stand out as much as possible.

Audience

Before you fire off your resume, give some thought to who will be reading it. Yes, the basic dynamic is clear. You're selling yourself to someone else with the hope they'll call you for an interview.

A common mistake executives make on their resume is, only trying to write down what the hiring manager wants to hear. If you're applying for an important position within a company, the language you use in your resume should reflect that role. Your verbiage should mirror that of a decision maker and trusted business partner. The trick is to find a blend of being bold and audacious, but humble enough to consider the opinions of others as well.

Maybe it's been a while since you polished up your resume. You've been a tremendous asset in your current position but, perhaps you're eager for another challenge. There's nothing wrong with exploring other options and new opportunities. If you're going to take that step, you need to do it in the right way. The reality is your first introduction is most likely going to be your resume. If you take the knowledge you already have and, consider some of the advice above, you just might surprise yourself with the doors that open.

How-To Recover After a Mistake in a Job Interview



You've done everything you can do to prepare for that important job interview. You've researched the company thoroughly. You've looked at the interviewer's

LinkedIn profile. You enlisted the help of a close friend or colleague to practice. You've chosen examples of previous successes to highlight why you're the right candidate for the job.

Now, you're in the middle of the interview and you've answered a question poorly. Maybe you noticed yourself acting anxiously. It happens to everyone at some point. They make a mistake. It happens. You're only human.

When most people make a mistake during an interview, they panic and dig themselves deeper. The truth is, seasoned interviewers know that people make mistakes. The key is in how you recover. Below are the best ways to help you recover after a blunder.

Acknowledge and Own Up

The worst thing you can do is act like nothing happened. You know you goofed up and so does the interviewer. Instead of trying to sweep it under the rug, stop and acknowledge your mistake. Your best bet is to apologize and openly discuss what went wrong. This shows the interviewer that you have the capacity to admit when you're wrong and learn from it, and that you respect others.

Be Yourself

It's easy to think of interviews as a performance. You have to say the right thing, act the right way and be the person the interviewer expects you to be. In reality, the best strategy is to be your authentic self. If a mistake happens, own up to it with a little honest humor. It can be as simple as saying, "I guess I must be a little more nervous than I thought, I would like to correct what I just said" and then go on to give you answer you intended. Doing so demonstrates your ability to be mindful of your actions and demonstrates high emotional intelligence.

Turn that Frown Upside Down

It's only natural to be discouraged after you make a gaffe. In your mind, you might think you've blown any chance you had. Your stomach is probably in knots. You can't let the despair you're feeling show, though. Instead, you have to keep smiling. If you're able to do this after acknowledging a mistake, it shows the

interviewer that you can handle adversity.

That's one of the most admirable traits hiring managers look for in a candidate. Even if you're the most qualified person for the position, it's important to demonstrate your ability to handle unseen problems when they arise. Think of it this way; making a mistake might actually work in your favor if you're able to handle it with dignity and class.

Ask to Go Back

Interview questions are tough. You're bound to answer some better than others. If, at some point during the interview, you feel as though you haven't provided the answer you want, ask the interviewer to go back. Take time to collect yourself and give the thoughtful answer you meant to in the first place. A good interviewer will appreciate your attention to detail and how important it is to you to communicate effectively.

References are Your Asset

Your references are worth their weight in gold. They want to see you succeed. If you feel like you've shown less than your best in a job interview, let your references know. Make sure they're armed and ready to highlight your strengths and accomplishments when they receive that post-interview phone call.

Follow Up Diligently

When you walk out of an interview, there's still work to be done. Even if you don't think you've nailed it, make sure you send a genuine follow-up note. This is your last opportunity to express your excitement about the position and reiterate the most notable points of the conversation. And if you're working with a recruiter, follow up with them as quickly as possible as well and they too can help you relay your enthusiasm, and help you correct any errors you may have made during the interview. Do this effectively and you're sure to leave a lasting impression.

Learn and Move On

If you interview for enough jobs, you're going to have some experiences that are better than others. After those interviews that aren't as memorable, it's easy to beat yourself up. Unfortunately, that doesn't do any good. Instead, chalk mistakes up to learning experiences. Acknowledge what went well, what didn't, and put in the work to perform better next time.

Interviewing for a new job is stressful. No matter how well-prepared you are, mistakes are going to happen. That doesn't mean that all hope is lost, however. In fact, they can even be to your benefit in some cases. What matters is how you handle your mistakes. If you show some humility and employ the strategies above, mistakes will become something you can move past with grace and ease.

Again, working with a good recruiter can help you prepare for the interview, and can also help in the follow up to restate your interest and also clarify any answers you feel didn't come across as you intended.

Common Mistakes to Avoid During a Job Interview



You're out of practice. You were in your most recent role as a manager or team lead for a number of years. You conducted plenty of interviews and saw a wide spectrum of performances. Now, for whatever reason, you're sitting on the

opposite side of the desk as the interviewee. You're probably thinking that you've got it down based on all your experience. Did it ever occur to you that it might be a good idea to brush up a little just in case? It's true. Even the most seasoned job applicants make mistakes.

If you're on the hunt for a new job, keep in mind some of the common interview mistakes below.

Not Starting on Time

This one seems obvious. You always give yourself plenty of time when showing up to an interview. Finding your way through an unfamiliar building, getting through security, filling out paperwork - there's a lot to get done before the interview even starts.

But, being on time mentally is just as important as showing up physically. You're going to be nervous in the first moments of the interview. Your mind will be racing and your palms a little sweaty.

That's only natural. The key is to be sharp from the second the interview starts. Make it a point to actively listen to the questions being asked and wait until the interviewer has finished asking the question before jumping in with your answer. Take your time giving thoughtful answers and speak slowly. Even though most interviewees settle down eventually, it's to your advantage to be fully present from the start.

Talking Too Much About Yourself

It seems a little counterintuitive but, talking about yourself too much in an interview is a mistake. Sure, the interview is your chance to prove you're the right candidate for the job. But put yourself in the shoes of the interviewer. They're focused on finding the person that's going to benefit their company the most. In your answers, talk about projects you worked on as part of a team, and what your contribution to the team was. This shows what you can do as an individual, and that you can act as part of a team.

Instead of solely highlighting your previous experience and making it known that you're gritty and up for the challenge, ask about the company. What are their

priorities, goals and objectives? What about their culture do people love? Are there any gaps that need to be filled? When you ask poignant questions, you convey to the interviewer that your primary concern is adding as much value as you can.

Body Language

This one seems obvious but, it's a mistake that too many interviewees make. Most communication is non-verbal. The interviewer is going to be watching how you comport yourself. Do you shake hands firmly when you walk in the door? Do you make eye contact? Or are your eyes darting every which way? Do you slouch in your chair? Or does your posture let the person across the desk know that you're fully engaged? Do you tend to fidget or have happy feet? And what about your tone of voice? Is it low and lethargic? Or is it upbeat and excited? Even though these nuances seem trivial, they go a long way in creating a first impression and in letting the interviewer know who you are.

Not Being Specific Enough

When you're in the process of trying to find a new job, it's easy to fall into the mindset that you'll take any job over your last position. When this happens, there's a tendency to get into the habit of talking about your qualifications. That's not enough in an interview. You need to highlight how your qualifications are fit specifically for the job you're applying for, and what you were able to accomplish for your employers. When you do this successfully, you convey that you really want this job, what you might be able to accomplish for them, and set yourself apart from the competition.

Not Preparing for a Phone Interview

You might think that a phone interview is easier than a live interview. It's actually the opposite. In a live setting, you're able to read and give off non-verbal cues. All of that communication is lost when you talk on the phone. As a result, what you say becomes all the more important. If you have a phone interview scheduled, take the extra time to practice with a colleague or someone with phone interview experience. Also make sure your phone is fully charged and you are in a location

that gets good reception. You'll be glad you did.

Being on the job hunt can be stressful. Between the unknowns, customizing resumes, and waiting to see if you landed a job or even an interview, there's a lot to juggle. Not to mention the stress of interviewing itself. The good news is, if you take the time to prepare, and are aware of some common mistakes to avoid, your chances of being successful increase exponentially.

Essential Skills for Leadership



You consider yourself a leader. After all, you've spent most of your career managing employees and overseeing large teams of people. Sure, you've made some bad hires and dealt with difficult situations just like everyone else, but you have a track record of success. Maybe you've always been a leader, or you developed the skills to become one in recent years. Whatever the case may be, the time has come for you to pursue a new leadership opportunity. You've dusted off your resume, started hunting for jobs and even landed a couple of interviews. If you hope to find the opportunity you're looking for however, you'd best be sure some of the skills mentioned below are polished.

Communication

There's been no shortage of articles written about the [importance of communication](#) but that's for good reason. It's a vital skill for any leader. We've all had that boss at some point that is more of a dictator than a leader. You

constantly find yourself second-guessing the job you're doing and wondering if your performance is above board or lacking. Working for this kind of superior is no fun and now you make it a point to communicate with those around you in every sense of the word.

It's also important to remember that not all communication is verbal. When you're interviewing for a new job, the hiring manager is going to scour your resume for grammar and word choice. During the interview they will also pay attention to non-verbal communication cues like body language, how you shook their hand and how actively you listen with your eyes as well as your ears.

Vision

In order to be successful, companies are always looking for ways to increase the bottom line, save money and make their processes more efficient. They know you can't do business the same way forever. For this reason, you'd better be armed with some real-life examples of how your vision improved a company's prospects in the past. Did you implement a new marketing campaign because the old one wasn't working? Maybe you re-wrote the policies and procedures manual because the one from 2002 was no longer relevant.

Assertiveness

Anyone in a position of leadership is going to be forced to make decisions at some point. There's no avoiding it. Hiring managers will want to see evidence of this skill too. They will surely ask you about important decisions you made in the past. Not only that, they are going to want to know how you arrived at the decision and what the outcome was. Your ability to highlight your decision-making skills in a favorable light could be the deciding difference in whether you get the job or not.

Ability to Adapt

Even if your resume screams that you're the most qualified candidate for the job, you have to be able to adapt. After all, you're applying for a job at a new company where chances are the culture, values, and ways of doing things aren't what they were in your previous post. If your plan is to come in, clean house, and do things the way you've always done them, chances are you won't get the job. On the other

hand, if you can demonstrate that your eager to learn, listen, implement necessary changes and receive input from all sides, you'll quickly set yourself apart from other candidates.

Influence

When the word influence comes to mind, you probably think about the ability to get others to do what you want. While this is certainly a large part of it, how you go about influencing others is important too. Sure, you can influence people through fear, intimidation and barking orders, but it probably won't last long as people will quit or fail to respect your authority. Conversely, if you're able to lead by example, portray confidence, keep a level-head and meet your subordinates on their level, your chances of being a successful leader are much greater.

[Effective leadership](#) is more important now than ever in the workplace. Without the right people in place to make decisions, the chances of an organization succeeding are slim to none. That's why hiring managers spare no expense in finding the perfect fit for each and every position of leadership. Even if you consider yourself a seasoned leader and have the track record to back it up, you're going to have to demonstrate all the necessary skills to do the job effectively. Before you step into that next interview, take a moment to give some of the qualities above some serious thought. Doing so will provide honest insight and just might be what puts you over the top.

If you are an experienced leader looking for a job in the [Life Sciences industries in the Bay Area](#), or an employer seeking a high-quality employee to fill a leadership position, contact me Jeff King at (541) 639-3501. I serve the [pharmaceutical, biotech, and medical device fields](#).

Words to Include in Your Resume



We've all been there. Whether you're still employed and looking for another opportunity or switching careers entirely, updating and customizing your resume is the first step when beginning the [job hunt](#). You've probably downloaded a template from the Internet and filled it out in chronological order with places of employment, title, lists of your duties and a section at the end that highlights your skills and other interests. Maybe you've even spent hours going over it with a fine-tooth comb to sure it's squeaky clean. This is all good and well, but have you thought carefully about the words you choose? Sadly, the resumes most people submit to prospective employers use language that is either too basic and antiquated or too sophisticated and over the top. To help you out next time someone asks for resume, we've come up with a list of the most impactful words to include.

Numbers

No, we don't mean the actual word "numbers." We're talking about metrics like revenue you generated, money or time you saved, people you managed, etc. It doesn't mean much when you say that "you reduce the time required to X." Your employer is going to want to know by how much. A better way to put it would be "reduced processing time by 40%.", or "cleared out a backlog in 7 months" Bottom line, if there is anything you did in a previous job that can be expressed in numbers, it better be on your resume.

Modernized

Maybe a responsibility you had in your last job was to improve existing systems or come up with new ways of doing things entirely. While you might be tempted to write “updated policies and procedures manual” on your resume, simply exchanging the word “modernized” for “updated” is like a switch to the hiring manager. In their eyes, anyone can update a simple document, but to modernize or streamline it? That’s powerful stuff.

Value

When companies are looking to hire someone for a position, they want a person who will add value to the organization. If you make it known on your resume that you’re hard-working, that only goes so far. Sure, hard work is commendable, but it doesn’t always achieve results. By using the words value or valuable, you make it known that you think about the work you do in terms of how it will improve the company at large.

Action Verbs

Action verbs are words like supervised, authorized, guided, managed, unified, initiated and designed, to name a few. These words show your ability to succeed. Moreover, they tell a hiring manager that you have been trusted with significant responsibility in the past. When choosing which action verbs to use, it might be a good idea to create an extensive list and carefully choose the ones that best communicate the message you’re trying to get across.

Orchestrated

Anyone can say that they’ve led a team or organized a charity event. Sure, those are qualities that are favorable to an employer but if you use the word orchestrated instead, you communicate that you were the one in charge.

Spearheaded

The last place you want to appear modest is on your resume. Much like the word orchestrated, spearheaded emphasizes your level of involvement. For example, instead of saying you “created a new submission procedure,” telling the employer that you “spearheaded the modernization of the submission process” is much more specific and conveys confidence in your abilities.

Committed

Simply put, employers want to see that you’re committed to your work and to your employer from the beginning to the end. While it’s great if you can use this word specifically, using any type of language that evokes loyalty and dedication places you ahead those that don’t.

Results

While stating what you do and what you are responsible for is good, listing what you accomplished while in your role paints a much clearer picture of what you can do for your employer and the impact you can have.

Skimmable

Again, we aren’t talking about using this word specifically. Your resume needs to be skimmable when someone reads it. Interviewers are going to look over anywhere from dozens to hundreds of resumes so you want yours to not only stand out from the rest, but be easy to read as well. Avoid excessively long sentences and exclude any information that isn’t relevant. Remember, your resume is your personal highlight reel and nothing more.

Edit

We can’t emphasize this enough. Your resume is your first impression so you need to make it count. If you have any grammar or spelling mistakes, you might as well kiss the job goodbye. Even though it might be tedious, take the time to edit your resume so it’s perfect. When you think you’re done, give it to a trusted friend to

review.

Ask any interviewer and they will tell you that the number of bad resumes they receive is astounding. While some are just flat out awful because they're riddled with bad spelling and grammar, others just don't seem that exciting because the language is simple, vague and boring. Even if someone else is more qualified than you, the words you use in your resume can paint you in a favorable light and put you ahead of the competition. Next time you have to go polish it up, try using some of the words above to emphasize your accomplishments and abilities. Doing so just might be what it takes to get you the job.

As a [Regulatory and Quality Assurance Recruiter](#), I can help you refine your resume. I help employees find jobs that fit in the [pharmaceutical, biotech, and medical device industries](#).

Odd But Effective Interview Questions



Most candidates are prepared for the cliché questions.

What are your strengths and weaknesses?

What do you enjoy most about your job?

If you stick to predictable interview questions, it can be hard to find the right person for the job. Asking strange, and what might seem irrelevant questions, can

show interviewers how candidates react to pressure, especially when there is no “right” answer.

Using effective interview questions can help you weed out the fakes and find candidates with not just the skill set but personality that you need to get the job done. As a specialized [Quality and Regulatory Recruiter](#), I have developed critical thinking questions that are appropriate for most businesses. Please use the comment box below to let me know other critical thinking questions that work well for your interviews.

Tell me about a risk that you took outside of work?

This question is especially useful if you are looking for someone with an entrepreneurial mindset. For example, a manager or team leader.

Investor, Steven Cohen, made money on risks and people. He asked candidates about risks they took during interviews. Doing so, helped Steven decipher if candidates could take a risk in a controlled way.

What didn't make it on your resume?

Some of our best life accomplishments are not on our resumes. Candidates might answer in a variety of ways, include educational, personal, or volunteer accomplishments. This helps you understand what is important to your candidate outside of work.

How would your colleagues describe you?

Great team members are self-aware. The skill improves communication and creates a higher sense of empathy. Asking how colleagues describe themselves is a great way to determine self-perception. Compare their thoughts to references.

Name as many uses for a brick in one

minute.

Almost every job requires you to think on your feet. If you use the cliché interview questions, it will be impossible to capture spontaneous, creative thinking. Naming the uses for a brick is similar to the “sell me a pen” technique.

Tell me a joke

We all know at least one joke, right? Even if it's a knock, knock joke. This question is not to see how funny candidates are – unless you are hiring a comedian! Jokes help us determine if the candidate will fit into company culture. If the candidate tells a racist or sexist joke, politely smile and move onto the next candidate. Asking to tell a joke also shows how a candidate acts under pressure and problem solves.

What type of animal are you?

If you are uncomfortable with having them tell a joke, or if they just can't come up with one, another option would be to ask them what type of animal most closely resembles their personality and why. You can get some pretty good insights as to their personality and if they might fit in with your group if they describe a very passive animal, a very aggressive animal, or a more “middle of the road” animal.

Finding the right employee requires interviewers to not ask traditional questions. Most candidates will be rehearsed for the typical interview questions. Instead, be creative and ask questions that show their personality. If you need help through the hiring process, contact me, Jeff King at jeff@rqfocus.com or (541) 639-350. I serve job seekers and employers in the [biotech](#), [pharmaceutical](#), and [medical device industries](#).

How To Discover a Candidates “True” Personality



In the past two articles we took a look at interview questions that can help go beyond the standard interview questions. This time we take a look at breaking through a candidate’s best behavior during the interview and “honeymoon” period of employment.

From early childhood we are taught to always act on our best behavior when meeting new people. As we get older we are taught to put our best foot forward whenever we are networking or interviewing. **How people act in an interview can be very artificial.**

The best-case scenario is that the interview is a well- rehearsed production with a candidate who has dressed in their best suit ready to give a prepared “pitch” on their attributes and abilities. This production generally continues through the “honeymoon” period of the first six to twelve months that the candidate is in the position.

The shiny veneer usually fades at the 18 -month mark, just when the candidate is fully trained and integrated into the team. How can this be avoided? Luckily the resume and interview can shed all the insight needed.

A candidate’s true colors can be seen in a candidate ‘s job history. If the candidate who has been in the workforce for 5 years or more has had five different jobs or more, there could be an issue. While this is not a tried and true means of weeding out potential issues in the future, it is definitely a talking point for the interview.

By asking the candidate about the chronic job changes, much more insight can be gained. What attracted them to the position and/or company? Why did they leave? Do they regret leaving? How did their manager rate their performance? What aspects of the job did they like and dislike?

Digging deep into the candidate's past will not only take them away from the well rehearsed stock interview questions, but will also cause them to hopefully be candid about their job history. It could be revealed that they are a victim of layoffs, hence the frequent job changes. Perhaps they continually apply for and accept jobs that they are overqualified for, but feel that they can make the best of.

The most competent person may not possess good judgment. This is especially important in industries where confidentiality is important. Whether it is client/ patient information, trade secrets, or other sensitive information it is important to know that your staff is abiding by company policy and/ or the law.

Gauging a candidate's values can be achieved through interviewing. **Real life scenarios that take place in the specific workplace can expose how that candidate may react when placed in that situation.** Do they follow a manager's instructions about honesty with a customer when it comes to a product delivery date? If a manager leaves sensitive documents accidentally out in plain sight would they read them?

Once the interview process is complete- ideally with the candidate meeting with the hiring manager and another leader in the organization - it is time to check references. Candidates should be asked to provide contact information for direct managers of previous employers. These are the individuals who can shed the most insight on the candidate's past performance. Speaking to the direct supervisor's direct report can give even greater insight and unbiased information on the

candidate. The BEST question to ask a prior manager is "What is the best way to manage and/ or motivate (name)?" While previous managers may hedge on not recommending they will often answer that question candidly.

Employee attitude, not skill is usually the largest factor in failure in the first 18 months of a position. Seeing through a candidate's best behavior during the interview process will help determine the long-term success of your new hire.

If you're losing exceptional candidates to your competition or finding that your

pool of qualified candidates is drying up, then I invite you to a complimentary consultation on how to attract great talent AND keep from losing them during your interview process. Simply reply to this email to schedule a call. I promise that you will leave our call with 2-3 ideas to greatly impact your ability to find, attract, and procure the top 10-15% of the candidate pool on a consistent basis.

How-To Overcome Interview Fears



Does your heart pound when you walk into a job interview? Do your palms start sweating? If you suffer from interview related anxiety you are not alone!

According to a 2013 survey from Harris Interactive and Everest College, 92% of U.S. adults get anxiety when interviewing for jobs.

Your anxiety could be hurting your chances of landing the job. Employers are looking for confident candidates that will be able to communicate with clients and colleagues. An impressive resume rarely overcomes a poor first impression.

As a recruiter, I see many well-qualified candidates lose the job due to a poor interview. Learn how to get your nerves under control with these interview preparation tips:

Know that the Interviewers Want You to Succeed

Interviews are timely and expensive for employers. Hiring managers want to find a well-equipped employee quickly.

Instead of assuming that hiring managers are trying to find something wrong with you, focus on showcasing your accomplishments and goals. They want to know that you are a good fit for the company.

Recognize Why You Want the Job

Most of us feel more passionate about a task when we have purpose. You need to feel the same passion to create a successful job interview. If you are searching for a new job, you probably are unhappy with your current position, need an increase in pay, or change in lifestyle. Keep the reason in mind.

There are two questions that you should be prepared to answer:

1. Why are you interested in the company?
2. Why are you interested in the job?

Research the company to answer those questions well.

Prepare Your Attire the Night Before

You want to scramble as little as possible the morning of your interview. Lay out your outfit the night before to cut time and stress. This also ensures your clothes are professional, stain-free and pressed.

Meditate Before Your Interview

A resume and job experience gets you in front of an interview team. Once you land the interview, you need to be calm and collected. Meditation is used to develop concentration, increase clarity, and decrease stress. For the best results, meditate for weeks approaching the interview and the morning the interview takes place.

Meditation for Job Interviews

To meditate and relax, simply take deep breathes in and out at a rate of 2-3 seconds in, and 2-3 seconds out. As you exhale, repeat any or all of the following thoughts in your mind. Do this for even a couple of minutes and you will feel your

stress and anxiety decrease.

I am prepared and confident

The right job will find me

I am humble but confident in front of others

I belong where I am appreciated

Research the Company and Interview Team

Perform thorough research so you have few surprises during the interview. Research the LinkedIn profile of the people you will interview with. This will help you get more familiar with their backgrounds and may help you find some common ground to talk about in the interview to help reduce the stress.

Know the products and services that the company provides. Do a quick Google search of the company's background, news, and recent events. The more you know, the better. Surprises can spark anxiety, but knowledge can spark confidence

How-To Receive a Raise at Work



At some point, you are going to want a raise at work. Maybe you have been contacted by recruiters for jobs that pay more, but you would like to stay if your current employer would give you a raise. It is important to know the appropriate

procedures to asking for a raise. This could determine whether you receive the compensation you deserve.

The following tips can help you maximize your raise when it is time to ask:

Show Your Value

The most essential part of receiving a pay raise is showing your added value to the company. Prepare a list of goals that you have accomplished before entering the meeting. Your employer wants to know why they should give you a raise. Demonstrate your value through performance evidence.

Examples of Added Value

- Cost Saving Report
- Staff Development
- Important Projects Achieved
- Productivity Improvement
- Customer Service Reviews

Read Your Employee Handbook

The employee handbook outlines when pay raises are granted. If your handbook states that pay raises are granted annually then you should not expect a meeting until the appropriate date. Some pay raises can vary based on performance. In that case, prepare a value report.

Talk About the Future

Your employer will probably ask you about your plan for the future within the company. Have a plan of other projects and improvements that you would like to achieve. And if you've been contacted by recruiters about other jobs that pay more, tell your employer about the calls and ask them if you might be able to get a salary adjustment. But again, make sure you can show how you've added value.

Be Prepared to Hear “No”

There is always the chance that you will hear “no” in response to a salary increase. A “no” does not mean that you will not receive the raise at some point. Usually your employer will respond with improvement that they would like to see before providing the raise. Listen to their constructive criticism so you can receive the raise in the future. And if you have been getting calls from recruiters for other higher paying opportunities, getting a “No” on your request for a raise may indicate you may want to talk with these recruiters to see what your options are.

Timing is Everything

Use common sense when you are asking for a raise. If you know the company is struggling financially, it is not time to ask for a raise. Instead, you should start searching for a job in a higher paying company.

You should also schedule the meeting at your employer’s convenience. Send them an email requesting a meeting and be patient. You are more likely to receive the raise if your employer does not feel rushed.

Dress the Part

Your first impression will set the tone for the meeting. There is a saying from career coaches that you should dress for the role you seek. In this case, if you want to be considered for a raise or promotion you should try to start dressing appropriately for that next level.

Take how you dress seriously, but since you are approaching your current employer you probably don’t need to dress as you would for a formal interview. But make sure you look professional and be confident.

Don’t Compare Your Salary to Colleagues

It can be disappointing to find out that someone in the same job position has a higher salary. However, a number of items factor into their pay scale.

Has your colleague been with the company longer than you?

Did your colleague have more job experience upon entering the position?

Does your colleague have more education than you?

Do not tell your employer that you are being treated unfairly. Focus on why you deserve the raise to be taken seriously. In fact, letting your employer know you know how much your colleagues are making can create more problems for you than it can solve. Best to stay away from bringing this up.

Asking for a raise can be awkward. Go into the meeting prepared and confident for your best opportunity of receiving a raise. As a Specialty Quality and Regulatory Recruiter, I help job candidates negotiate and maximize their pay rate upon entering the position. A well planned conversation with your employer about your salary can help you determine if you have a future with the company, or if it's time to consider a change.