

12 Steps to getting a Job Offer

1. Be prepared- do your research on the company and the interviewer (Website, LinkedIn, Google, Twitter, Mission Statement, etc.).
2. Practice with a friend, family member, or job coach. Video yourself answering questions.
3. Phone Interview- Stand up, Smile, have your notes, have the interviewers LinkedIn profile handy.
4. Video Interview-
 - Find a quiet, private, well-lit place, free from possible interruptions.
 - Ensure your internet connection is stable.
 - Check that your computer's audio is working.
 - Test your computer's webcam.
 - Make sure you are looking straight at the camera, not down.
 - Close any unnecessary web browser tabs and applications.
 - Dress professionally and avoid bright colors.
 - What image do you want to portray behind you? Books, family pics, etc.
 - Have a pen, notepad and copy of your resume & job description on your desk.
 - When listening, nod and smile to show you are engaged.
 - Use hand gestures when appropriate.
 - Have sticky notes on the computer with reminders
5. Face to Face Interview- Dress to impress, bring extra copies of your resume, references, etc.
6. Strong Confident Body Language- firm handshake, sit up straight, no perfume/ cologne, minimal jewelry, smile, energy & enthusiasm!
7. #1 Interview Question - "Tell me about yourself?" 5 Points- Thumb is Education & Experience, Pointer Finger is Expertise, Middle and Ring Finger is Transferable Skills, Pinky is any additional value you bring to the position.
8. Behavioral Based Interview: STAR- Situation or Task, Action that you took, Results.
9. Ask great questions- you only get 3-5, make them count! Ex. Is this a new position? What would success look like in a year? What would be my biggest challenges in this role? Do you have any reservations about me in this position? What keeps you up at night?
10. If you want the job, ask for it!
11. Get their business cards and thank them for the opportunity.
12. Follow up by e-mail & hand written thank you cards. People hire people they like ☺!