

**“YOU’RE HIRED”**®



**—YOUR—**  
*ultimate guide to successful*  
**Job-Interviewing**®



**INTERVIEWS**  
**—get jobs—**

*American Marketing Associates*  
—AMA—

## **Mission Statement**

We will provide our clients with the highest quality

- **creative résumé guidelines,**
- **cover-letter formats,**
- **interviewing skills techniques,**
- **career coaching guidance, and**
- **job-leads sourcing.**

Our mission is to provide timely, positive, and targeted published information, plus templates and/or materials, or assistance focusing particularly on: creative résumé writing, effective interviewing skills, attention grabbing cover-letters, credible job-lead ideas, effective techniques for job-searching, and other relevant job-getting, career coaching, “tips” that might lead to job interviews and finally, a job offer.

### A Commitment To Our Clients

We are committed to continually provide our clients with the latest developments, findings, and computer trends, relating to career-information services. Our goal: to support this plan with continuous research and evaluation of strategies gathered from current human-resource and personnel management resources.

## **Web-site Security Statement**

Any and all data provided to this web-site will be used for the exclusive use of this site. Never will it be sold, given, or shared with any other web-site, interest, business, vendor, vendors, person, or persons, ever.

**“YOU’RE HIRED”**

# Successful Job-Interviewing

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# PREPARING FOR YOUR —JOB-INTERVIEW—



## **Overview**

Successful job-interviewing is NOT automatic, nor is it a natural thing to do. When you are job-interviewing you are performing, you are “on stage.” Successful job-interviewing is a learned skill. To be most effective, it MUST be developed from hands-on job-interviewing experience, *in actual job-interviews*, and/or otherwise learned from such job-interviewing, coaching sources as: *“You’re Hired” your ultimate guide to successful Job-Interviewing* which can be ordered by clicking on [“Products”](#).

**Three Major Activities**— for achieving this skill and getting the job, are practice, practice and practice.

Various studies have tried to discover what you must do to have a successful interview. A composite of such studies suggests there are 4-KEY FACTORS, and each has a percentage designated to show how important each “Key Factor” is to your job-interview success. The following is that composite:

- 45% **Packaging**—
- 35% **Responsiveness**
- 10% **Job-experience**
- 10% **Miscellaneous**

These “Four ‘Key’ Factors” are defined in a general way (below) then following by a series of Questions and Answers relating to these “key” factors. *You will want to SLOWLY read—and— PONDER these factors provided to help you to be the “winner” in any job-interview, beating out the competition.*



**Oral résumé ending.** When asked if you have any more questions—go ahead and ask them—then say...

**Common interests** come under “miscellaneous” factors. You may observe an artifact, a work of art, a photograph, a certificate, framed copies of their degrees, a toy, a sports item, a replica of something, or other item that you can clearly relate to on a personal level. In these cases you MAY want to...

## ***How can I be a “winner” in my job-interview?***

- Interviewers typically ask why you are interested in a particular job. Will your answer impress the interviewer? If NOT, then you need more to do some serious thinking and preparation, by...

## ***How can I make a positive impression?***

- **Use examples.** For every question you are asked, try to answer with an example. To help you prepare for potential examples *there are about 100 job-interview questions*, below, that you should read. Review each question, consider how you might answer—using an example—then ...
- **“Thank you” letters** are recommended. Click on [“Free Stuff”](#) where you can read, or download

information about cover-letters by clicking on *Cover-Letters Workbooks*, or click on “[Products](#)” then on *Cover-Letters Workbooks*, to get your copy of the Cover-Letters workbook that contains a wealth of instructions, plus 15 different cover-letter templates that you can use over and over.

***What basic information should I take with me?***

***Are there rules for completing job-applications?***

***“Tips” for a successful job-interview:***

- Before going to the interview, you should prepare a list of questions YOU want to ask the interviewer. They should be written out. For suggested questions you can consider asking and for a description of a technique and questions to ask, see “*Questions—you ask*” pages #28-31.
- “Tips” for—opening—your job-interview, when first meeting anyone...
- “Tips” for—closing—your job-interview you should...

## **WHY PEOPLE ARE—NOT—HIRED**

People are not hired for a variety of reasons, according to a survey by Frank S. Endicott, Director of Placement, Northwestern University. A survey of 153 Employers revealed the 17 reasons, listed below, for NOT hiring applicants. Ponder each of these points seriously and avoid being a “*loser*.” Your goal is to be a “*winner*,” to get that job-offer. So, if you are guilty of any of the blunders, BEWARE. Perhaps you need to change your habits, read on, plan ahead, and you can be a “winner.”

1. Poor personal appearance.
2. Overbearing, overaggressive behavior.
3. Inability to express self clearly, poor voice, poor grammar.
4. Lack of planning for career, no purpose and no goals, passive attitude.
5. Nervousness, ill-at-ease, lack of confidence and poise.
6. Over emphasis on money, expressed interest only in the best dollar offer.
7. Unwilling to start at the bottom, expects too much too soon from the company.
8. Makes excuses, hedges on unfavorable factors in record of applicant.
9. Lack of tact and courtesy, ill-mannered, rude.
10. Condemnation of past employers.
11. Fails to look interviewer in the eye; fishy, limp handshake. (learn more about hand shaking, below)
12. Sloppy application form.
13. Little sense of humor, cynical attitude.
14. Late to interview without valid reason.
15. Failed to express appreciation for interviewer's time.
16. Asks no questions about the company or the job.
17. Indefinite response to questions posed by employer to the applicant.

## TYPICAL JOB INTERVIEW QUESTIONS

A typical job interview will begin with ...

A good, trained, job-interviewer tends to take you through three-levels of questions beginning with, *Comfortable*, to *Targeted*, and on to *Problem* questions. Numerous examples of these are provided on following pages. Another method of job-interviewing, seldom used, but a technique that you need to be aware of, because it will come as a aggravating surprise, unless you are aware. A description and, glaring examples of what you can expect are noted below. It is known as the *Stress-Interview*. Generally, this is used for sales candidates, and political career positions. You need to....

### QUESTIONS—YOU ASK IN A JOB-INTERVIEW

#### *Why should you ask questions?*

There are two major reasons for you to ask questions of a job-interviewer, including: ... Then review the example questions on the next 3-pages.

### WHAT TO DO AFTER YOUR —JOB-INTERVIEW—

**THANK YOU LETTERS** ...are...

**FOLLOWUP CONTACT** ...is...

*And much, much more*

# Thank You

For reviewing “Successful Job-Interviewing”

To order this comprehensive workbook,  
click on “Products” then *Job-Interviewing Workbook*.

you may wish to consider using other

*Resume Winners.com*

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- *Job-Interviewing*
- *Job-Seeker’s “Tool-Box”*
- *Your Hired Kid—résumés for 14-19 year old youth (teens, teenagers)*

—PLUS—

Check out **other** job-information and job-guidance at

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where you can, select and review

**“Top 10-Keys”**

**“Reference Lists”**

**“Certifications”**

**“Internet Links”**

all free

and you will discover,--still other--useful materials for

YOUR

job-search.