

LINK TO ALL VIDEOS

https://drive.google.com/drive/folders/12xpcQFMtP9i_oBOhYHK5Ut6koDdtxfzo?usp=sharing

[LINK TO VIDEO](#)

Rotary District 6980

“Career Discussions: Interview Success Skills”

A Rotary Works Seminar Initiative

Some Background Three Core Resources...

Rotarian Job Board... openings

Rotarians Seek Jobs... searching

Rotary Works Coaches... seminars & 1 to 1

<http://rotarycentralflorida.org/resources/career-center/>

**Know
People...**

**This
Situation?**

Starting Out... will
be graduating
within a year and
want help.

Unemployed...
and are in crisis.

Underemployed...
and feel they are
wasting time.

**Career
Transitioning...**
want to pivot and
do something
else.

Some Background

Seminar Series

- | | |
|--|---------------------------|
| A. Career Fit Identification: Personality and Work Values... | February 2 (RECORDED) |
| B. Career Opportunity Research: Exploring Options... | February 16 (RECORDED) |
| C. Career Branding: Resumes, Cover Letters and Posts... | March 2 (RECORDED) |
| D. Career Discussions: Interview Success Skills... | March 16 (RECORDED) |
| E. Career Transitions: Pivoting in A Chaotic World... | March 30 (To Be Recorded) |

Tuesdays: 7:10 pm – (about an hour)

Registration: <http://rotarycentralflorida.org/resources/career-center/>

Alternative: www.surveymonkey.com/r/ROTARYCAREER1

Zoom Session: <https://nku.zoom.us/j/2934595253>

LINK TO ALL RECORDED VIDEOS:

https://drive.google.com/drive/folders/12xpcQFMtP9i_oBOhYHK5Ut6koDdtxfzo?usp=sharing

Let's Define Success For You...

**At The End Of
The Hour Or So...**

Include These?

- a. Strategies... For Effective Interviews**
- b. Their Process... Behind Your Process**
- c. Your Role... To Avoid Mistakes**
- d. Criteria... To Evaluate Options**
- e. Questions... That Enhance Success**

What Else – Success For You?

Seminar Series #1

QUICK REVIEW

Fit Identification: Personality and Work Values

**“SWING THE BAT... DON'T WAIT
FOR THE PERFECT PITCH”**

Geography Fit: Personal Life?

Career Fit:

- 1) Industry?
- 2) Company?
- 3) Role?

Criteria To Consider?

- 1) Work Values
- 2) Work Personality
- 3) Primary Talents

Free Evaluations: [LINK](#)

- 1) Work Values Link
- 2) Work Personality
- 3) Primary Talents

[LINK](#)

A. Career Matching

1) Hiring Viewpoint: Strategically, Companies Often View Culture Fit More Important Than Experience.

2) Critical Skills:

- Resilience: “Move On”
- Teamwork: “Collaborative”

3) Be Proactive vs. Reactive

- Your Strengths & Weaknesses
- Industry, Company, Role: Opportunities & Threats
- Leverage Strengths & Opportunities!
- Versus Focus On Weaknesses & Threats

4) How We're Wired - Experiences

- Primary: Avoid Bad
- Secondary: Seek Good

Seminar Series #2

QUICK REVIEW

Career Opportunity Research: Exploring Options

Social Networking:

- Create Profile On Facebook, LinkedIn, Twitter

Personal Networking

- Creating Conversations With People You Know, They Know, Etc.
- How Doing? How Help? Exploring _____ (career option). Ask For “Informational Discussion”
- Suggestions?

Lots Of Job Sites

- Shot Gun – About 100 To Get 1 Interview; Send Out 500+
- See List Of Specialty Sites Too

My Favorite Sites:

- A. Edgar... [link](#)
- B. CEO Express... [link](#)
- C. IBIS WORLD... [link](#)
- D. BIXSTATS... [link](#)
- E. CareerOneStop... [link](#)

Seminar Series #3

QUICK REVIEW

Career Opportunity Research: Exploring Options

Resume Purpose

- INVITED TO AN INTERVIEW

Obstacle

- GATEKEEPERS

Key To Gatekeepers Success

- Not Waste Time
- “Safe” Recommendation
- Demonstrate You Are A GOOD FIT
- Fits Personality & Skills
- Easy To Write “WHY” A Good Fit

Criteria For Your Success

(Both Resume And Cover Letter)

- 1) Focus – ON THEIR NEEDS
- 2) Low Effort – Find What YOU Want
- 3) Low Effort – Read Documents
- 4) Low Effort – Find YOU FIT
- 5) Low Effort – Summarize WHY
- 6) Low Risk – You As A Candidate

Seminar Series #4

“Career Transitions: Interview Success Skills”



Common Mistake: going in – answering the interviewer’s questions – leave.



Process: discuss the interviewing process from the company view; develop a game plan that works.



Result: better interview – better offer – and more effective transition into your new responsibilities.

Game Day!

A Great Interview?

What You Did?	What They Did?

Game Day!

A Great Interview?

What You Did?	What They Did?

Interview Purpose?

What It Is....

1. **Not...** to “sell” yourself!
2. **Not...** a “history” of your experience!
3. **Not...** everything you thought you did that was great!
4. **Not...** include impressive industry jargon (unless applying in industry).
5. **Not...** you doing most of the talking!
6. **Not...** just them evaluating you!
7. **Not...** just jumping from a situation you don’t like!
8. **Not...** showing up – and winging it!
9. **Not...** behaving different than the “real you!”
10. **Not...** just a “practice” session!

Interview Purpose?

What It Is....

**They - Get To Know You...
You – Get To Know Them...
Mutual Determination...
“Good Fit?”**

Perspective: The Typical Voyage

- 1) **Awareness...** they know – you are alive
- 2) **First Cut...** you are selected as “interesting” in the pile of resumes and cover letters
- 3) **Intro. Discussion...** quick conversation – screening by Gatekeeper
- 4) **Initial Interview...** comprehensive screening by Gatekeeper
- 5) **Team Interviews...** with hiring manager, peers and possibly cross functional leaders
- 6) **Decision Interview...** primarily hiring manager and HR – assure YOU are excited too
- 7) **The Offer...** you got the job
- 8) **Onboarding...** first day of work

What's The “Therefore?”

Objective: You Get An Offer – You Understand “Fit” – You Have Insights To Make The Right Decision

Requirement:

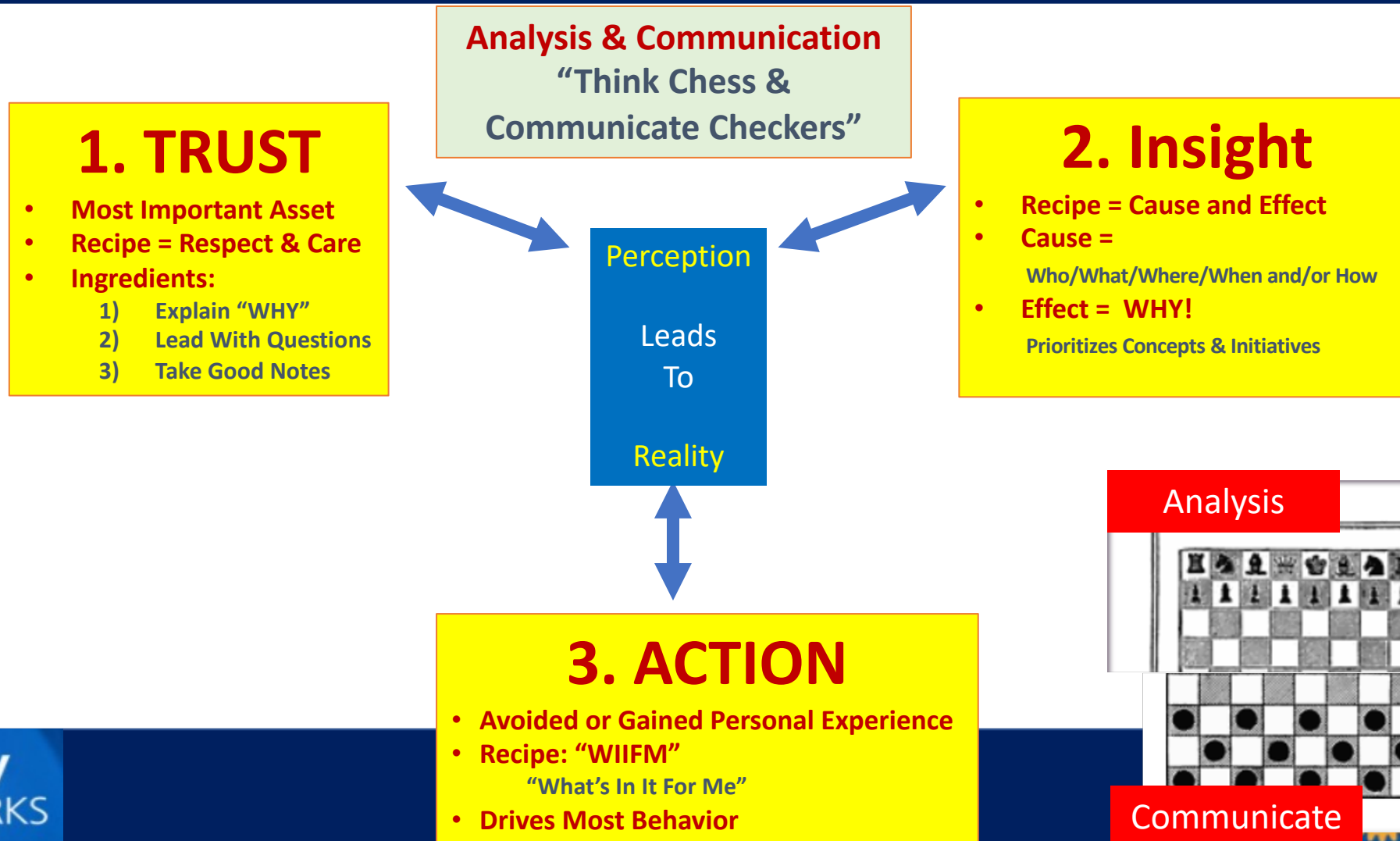
1. They know what THEY are really getting.
2. You know what YOU are really getting.
3. You **MUTUALLY AGREE** that your joining – would be a great fit for all.

STRATEGY:

1. Focus... you learning about them individually, as a department, organization and industry.
2. Focus... you asking great questions where you gain important FIT insights from what they share.
3. Focus... you uncovering their QBQ.
4. Focus... you reinforcing where the fit they want – is what you are and do.
5. Focus... you evaluate learning versus your criteria for a successful long-term relationship
6. **OVERALL... you feel passionate about the role, your boss, the department, company and industry.**

“Y” Theory

“Generate Trust – Create Insight – Drive Action”



Criteria – Your Insight

Your Expectations – Your Likely Satisfaction

Will You	The Inspection
1) “Have What You Need?”	<ol style="list-style-type: none"> 1. Do I know what is expected of me at work? 2. Will I have the right materials and equipment I need to do my work right?
2) “Enjoy Being There?”	<ol style="list-style-type: none"> 1. At work, will I have the opportunity to do what I do best every day? 2. At least every week, will I receive recognition or praise for doing good work? 3. Will my supervisor, or someone at work, care about me as a person? 4. Will there be someone at work who encourages my development?
3) “Do You Belong?”	<ol style="list-style-type: none"> 1. At work, will my opinions seem to count? 2. Will the mission/purpose of my company make me feel my job is important? 3. Are my co-workers committed to doing quality work? 4. Will I likely develop personal friendships at work?
4) “Can You Grow?”	<ol style="list-style-type: none"> 1. Each six months, will someone at work talk to me about my progress? 2. Will I have opportunities at work to learn and grow?

Note: Statistically, most people become unhappy – unmotivated – leave – due to these 12 issue.

“CAR_(L) METHOD”

Answering Questions

Requirements: Keep Answers Short – Focused – Strategic

Communication: A. Overview: 1,2,3 B. Details: 1,2,3 C. Essence: 1,2,3

C = CONTEXT... important aspects of the situation – that are emotionally charged.

1) The Obstacle/ Challenge?

2) The Key Facts?

A = ACTION

1) The Collaborative Decision

2) The Collaborative Implementation

R = RESULT

“Successful, because... a. _____ b. _____ c. _____ outcomes

L = Your Lesson Learned

Interview Strategy: Educate Help Them – Don't Convince Them



Apply Y Theory... trust, educate, WIIFU



A Visual Story... “CARL”



Match Cause to Affect”

Cause: ... who/what/when/where/how **Affect...** WHY!



Share Unexpected... Is What's Remembered



In Your Living Room... show teeth; enjoy; energy; about THEM!

Questions To Be Ready For The Standards

Their Question	QBQ	YOUR STORY "CARL"
Tell me about you...	Professional? Confident? Clear?	
Favorite courses...	Interests? Passion? Capability?	
Why chose you...	Preparation? Focus? Explain WHY?	
Example: decision making process...	Collaborative? Teamwork? Open?	
Example: difficult situation...	Maturity? Insight? Discipline?	
Example: exceeded expectations...	Initiative? Drive? Resourceful?	
Example: complex problem...	Critical thinking? Respect Others?	

Your Initial Response?

Identify The QBQ If Possible

Compliment: a. “Great Question” b) “Interesting” c) “Thank You”

QBQ ID: a) Restate Question b) “What I Heard” c) Curious – Why You Asked.

Lessons Learned – About Questions

1. **Initial Response:** Generates Facts
2. **Initial Follow Up Questions:** Generate More Facts
3. **When Run Out Of Facts:** What’s IMPORTANT = Emotional EXPERIENCE Avoided – and/or Gained

My Favorite Questions - Interviewer

Result: They Sell Themselves About Me

1. *“What led you to choose this career?”*
2. *“What led you to choose this area to live?”*
3. *“What led you to choose this company?”*

RESULT:

Trust... gained from respect and care about THEM!

Action... their EXPERIENCE is positive.

My Favorite Questions - Company

Result: They Sell Themselves About Me

If I Asked Customers?

- 1) *“What would they say is **SIMILAR** about your company versus your competitors? Why?”*
- 2) *“What would they say is **DIFFERENT** about your company versus your competitors? Why?”*
- 3) *“What would they say your **SWEET SPOT** is – the customer demographics your far superior for? Why?”*

RESULT:

Trust... gained from respect and care about THEM!

Insight... “**strategic competitive advantage**” or commodity”

Action... their EXPERIENCE is positive.

My Favorite Questions – Prior Hires

Result: They Sell Themselves About Me

“My guess – you’ve had some hires you thought would be great and ended up good; and others you thought would be just good and ended up great.”

- *What did you learn?*
- *What did the great ones do differently than the good ones.*

RESULT:

Trust... gained from respect and care about THEM!

Insight... their criteria for role? will you FIT?

Action... their EXPERIENCE is positive.

My Favorite Questions – Culture

Result: They Sell Themselves About Me

“If I walked into one of your facilities – and then walked into a competitor’s facility – would I notice any different in:

- a) The layout of the facility...?*
- b) The way people interact - socially...?*
- c) The way the team communicates – decision making process?”*

RESULT:

Trust... gained from respect and care about THEM!

Insight... the **culture**? Will you **fit**?

Action... their EXPERIENCE is positive.

My Favorite Wrap Up

Result: They Sell Themselves About Me

“When I was preparing for today’s interview – I was interested in this company, the industry and the opportunity. Now that I’ve talked with you – I’m even MORE excited about the opportunity to join this team!

Next steps?”

RESULT:

Trust... gained from respect and care about THEM!

Action... their EXPERIENCE is positive.

My Favorite Last Question

Result: They Sell Themselves About Me

“If I was a little smarter – what questions didn’t I ask – that I probably should have?”

(If they share one – pause – then say “I do have one more question – (ask it – exact same words)!”)

RESULT:

Trust... gained from respect and care about THEM!

Action... their EXPERIENCE is positive.

In Summary...

Your Career – Your Journey

- *“There is no passion to be found in playing small — in settling for a life that is less than you are capable of living.” — Nelson Mandela*
- *“The future depends on what you do today.” — Mahatma Gandhi*
- *“I am not a product of my circumstances. I am a product of my decisions.” — Stephen Covey*
- *“Your asset is your time. You are the CEO of your own company. Invest your “career time” to get the best ROI (spiritually – life fulfillment – work life balance – financially – and/or whatever is most important in your life’s journey). – Dave Harrison*

Next In The Seminar Series

Hope You Can Make It

When: March 30; 7:10 PM

- Ideally, Us Know You're Coming: www.surveymonkey.com/r/ROTARYCAREER1
- JOIN THE SESSION: <https://nku.zoom.us/j/2934595253>
- dharrisoncmo@gmail.com

#5 (of 5) **“Career Transitions: Pivoting in A Chaotic World”**

Summary

- 1) Goal:
- 2) Strategy:
- 3) Tactics:

Were We Successful For You... With This Session Today?

Achieved These?

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