

# The Almost Perfect Job Search Process

(Hint, hint – You can never be really sure if it is perfect)

*The whole job search process should be approached by serious candidates in a no nonsense manner. The process should always include networking and informational interviewing. There IS NOT a job offer without THE interview. You gotta get there.*

If I had ALL the answers with respect to career search I would already have put them in a book and be rich! However, what follows covers a lot of you need to know territory. These ideas DO NOT necessarily follow the sequence YOU should follow – be SMART.

## **In advance of the interview, research and answer the following:**

Company/organization & name: What does it do? (products & services)

What is its mission...strategic objectives? Who is the competition? What factors influence the company's success? What do you know about the person with whom you are interviewing? What are the company's values? How do you find out these things?

## **WHAT IS YOUR AGENDA?**

There **MUST** be one. Plan it. Refer to the agenda during the interview from notes.

**Prepare to do the following and you WILL do WELL!**

- List 5 important things you want to MAKE SURE the interviewer learns about you
- List 5 powerful questions you want to ask during the interview (takes homework.)
- Describe 3 SPECIFIC ways you can contribute to a company's SUCCESS

Here is a particularly hard agenda point that requires YOU to KNOW you!

- How can you bring VALUE to almost ANY company? **What is your UNIQUE selling point?**
- **Describe 5 specific things you have done that demonstrate how you can contribute to a company's success. DO NOT describe past duties; explain RESULTS produced.**
- **What are your three most significant leadership qualities? Cite a past situation that demonstrates each quality**

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You know the “Job Description”--- BUT, What do they REALLY want...what is their URGENT need with respect to that job! Hint: what was NOT accomplished by the previous person in that position or – if it is a new position WHY?

*You should anticipate ALL questions – Do NOT get blindsided.*

- *List 5 questions you anticipate being asked (read YOUR resume)*
- *List the 3 TOUGHEST questions you could be asked. These are often BARRIER questions (the ones you would rather they leave off...but)*

**THREE OTHER very IMPORTANT POINTS! (OK, 4)**

- 1) *follow up, follow up, follow up*
- 2) *Have a SCRIPT and KNOW it*
- 3) *Be careful of YES, BUT*
- 4) *Rehearse the MAGIC question:*

**Who do YOU know, that I  
don't know, that I  
should know?**

**Effectively use the question above and you will nearly always have places to go!**

**The TRULY Magic question will get answered positively if  
you\_\_\_\_\_.**

**Now, List the things you will do tomorrow to move your job search  
forward:**

1)

2)

3)