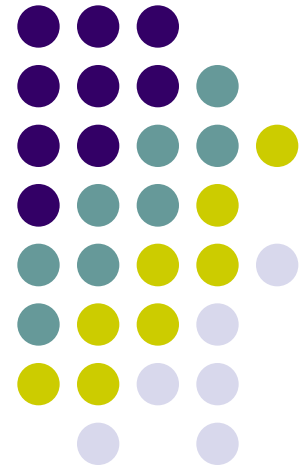


Once You're In The Room: *Taking Advantage of Interviews*

Michele Woodward
Executive Coach & Career Strategist



Congratulations!



You got the interview! Now what?

Michele Woodward

Executive Coach • Career Strategist • Blogger • Speaker

Powerful Coaching. Powerful Results.

connect with michele



[Home](#) [About Michele](#) [Coaching Services](#) [Speaking](#) [Buy Stuff](#) [Blog](#) [Contact](#)



I'm so glad you're here.

I know there's something you need. If you need to find the kind of job that really suits you, I can help you do it. If you need to battle burnout, I can help you learn approaches, tactics and techniques to get your breath back. If you need to get better at doing your job, or find more meaning and purpose in your work, or get unstuck, we can certainly do that.

So what do you say? Want to get to work?

Michele

From a client after receiving a job offer for a big leadership role:

"A key part of getting into the zone was your coaching and deft direction in helping me rise to this occasion after numerous disappointments. I so appreciate the expertise, talents and skills you bring to bear. More importantly I value the essence of who you are. People like you are so rare. Your wisdom, kindness and generosity of spirit propelled me forward as, no doubt, you have done for many many others. You have a wonderful gift. Thank you." - Francis

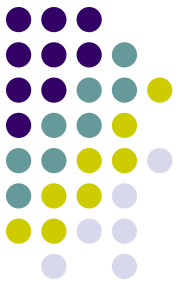
[More of what people are saying >>](#)

upcoming events:

Revenue Rocks: October 4-6, 2012



Phone Interviews



Initial screening often done by phone

May be a screener – not a recruiter

Could be following a rubric – don't get thrown

Phone Interviews



Change your environment

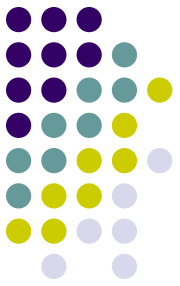
- No multi-tasking

Stand up

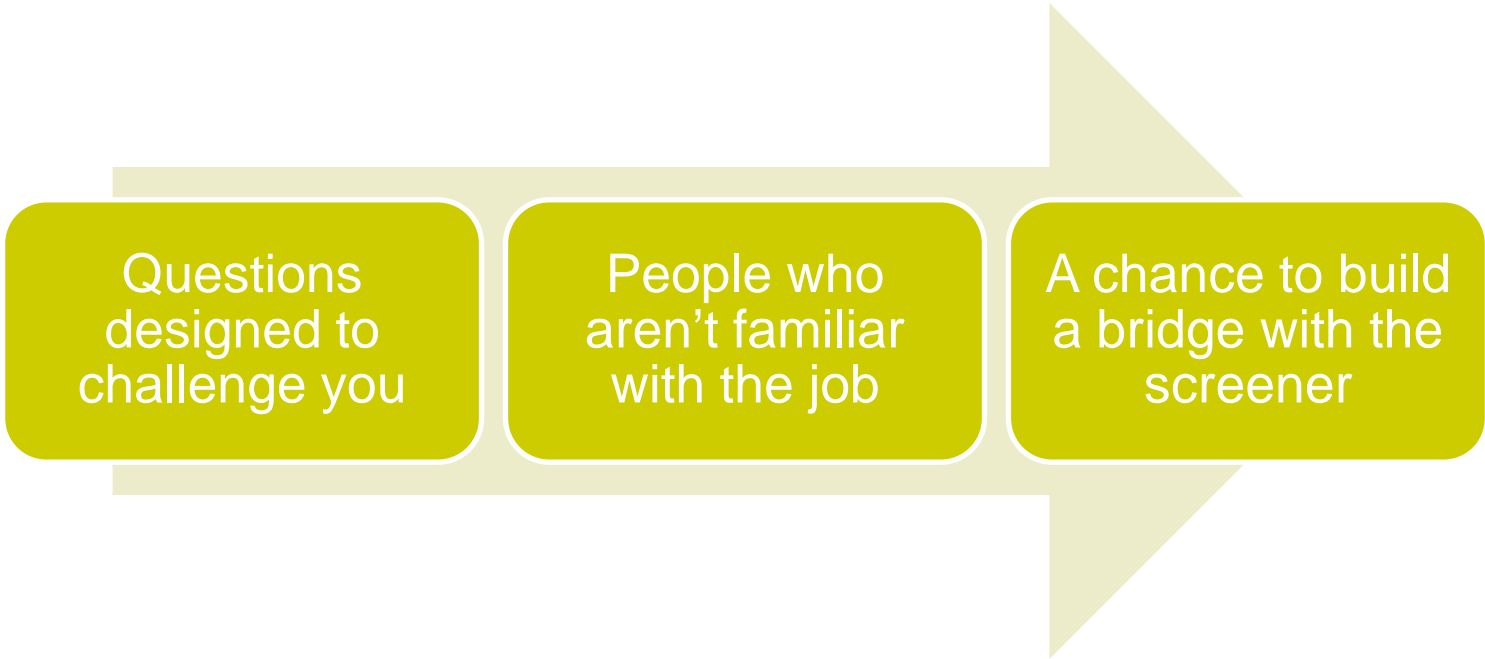
- It's a way to manage your energy

Use a mirror

- Watch your expression and smile



Watch for...



What They're Really Looking For



Are you a jerk?

Can you follow direction?

Are you easy to get along with?

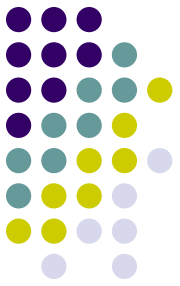
Do you have the knowledge or expertise?

Are you teachable? Do you have potential?



In-Person Interviews

- Show up 15 minutes early
- Dress appropriately
 - Suit, tie, shined shoes
 - Dress, suit, good shoes
 - Minimal accessories/perfume
 - Good haircut
- Bring your resume



Entering the Room

Shake
hands.

Eye
contact.

Body
language.

- Point your toes in the direction of the interviewer
- Keep hands visible
- Use hands in the “power zone”



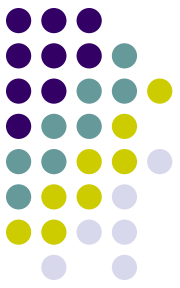
Powerful Questions

The General Rule:

Listen 60% of the time

Ask questions 40% of the time

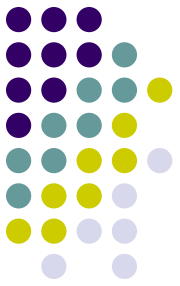
“What’s the first thing you want me to accomplish once I come on board?”



Leaving The Room

“Is there anything else we should know about you?”

“Do you have any other questions?”



The Power of “Thank You”

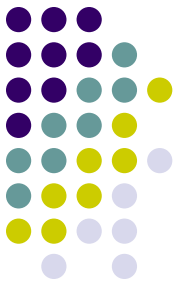
Thank the interviewer.

Thank the receptionist.

Thank anyone else you met.

Thank the FedEx guy in the elevator.

Thank You Notes



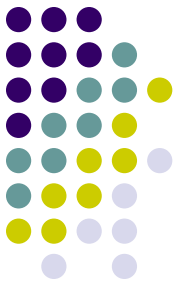
Michele's Rule of Three:

First note
immediately
(email or snail
mail)

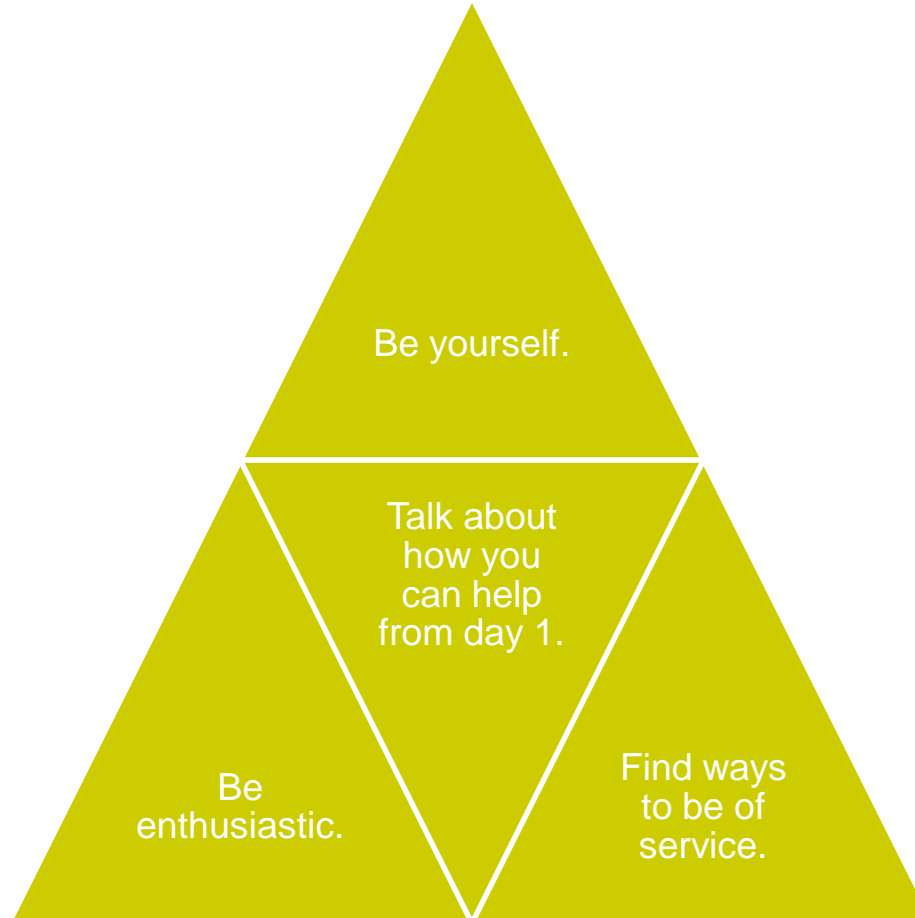
Wait a week.
Then call.

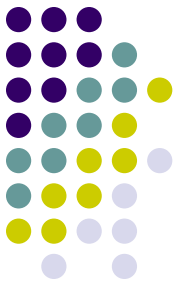
Wait a week.
Then email.

If no contact,
drop it.



You Can Ace Interviews





Michele Woodward

Executive Coach/Career Strategist

www.michelewoodward.com