

Candidate Check Prep List

HAVE YOU...

- Done your homework? Go to the web, visit the company site or Google them.
- Printed out directions. Do you know where you are going or how long it will take you to get there? If not, go to Mapquest.com
- Thought of stories, examples from your experience that demonstrate your expertise, success, leadership, etc. – Avoid the “Uh, well, uh” moment. Have a ready list of examples to pull from.
- Created a list of 10-15 questions that you “Must” have answered in order for you to be comfortable with the position.
- Talked to your family / spouse about the position and have gotten their thoughts.
- Thought about how you will handle a counter offer if things go well.
- Come up with a quick (30 sec) statement about what you do or have recently done. This includes a concise reason for why you are on the market or exploring a change. (Remember...no one cares about the gory details... “Just the facts”)
- Thought about what you are going to wear. You can NEVER overdress.

QUESTIONS TO ASK...

This is an “Interview” not an “Interrogation.” It is a two-way communication and you have a green light and permission to ask any question you like... (as long as it is not about \$)

Try not to answer a question without asking one first.

Ask the question and then.... tailor your response to match their statement/answer.

A few questions to consider are...

- Tell me how you would describe the position? What do you see as the primary duties and responsibilities of this position? (Here's how I've performed in this area)
- What will be my number one priority? (Here's what I've done in this area)
- What will be my first project and/or production goals?
- What obstacles would prevent me from reaching this goal?
- Describe the perfect person you see succeeding in this role / or in this organization.
- Are there projects in motion for which I will inherit responsibility? (If so what's their story and status?)
- Who makes it in this organization / dept? Who fails?
- Why did the last person leave?
- What does your turnover look like? Why do people leave? Where do they go?
- Based on what we have discussed so far, do I have the qualifications to do the job?
- What attracted you to this company? Where do you see this company and yourself going in the next 6 months to 2 years?
- Do you have any concerns about my abilities to do this job, my background or my ability to be successful in this position? I'd like to be able to address them.
- If I perform beyond your expectations, where can I advance in the company?

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ALWAYS REMEMBER...

- Like it or not, you are now a salesperson. Sell yourself.
- If you want it...tell them. Now is not the time to play hard to get. Speak up.
- People don't care what you've done as much as they care how well you have done it. Results are how you stand apart from the competition.
- Skills get you in the door.... chemistry gets you the job.
- Less is more. No one cares about the details of how your current/former employer is a jerk or incompetent as much as you do. Take the high road. If they want more detail, they will ask you. Avoid blaming, this always backfires, as they can see how they will be on the receiving end of those resentments should they hire you.
- Be up, caffeinated, animated and enthusiastic for the ENTIRE time you are there or on the phone. You can rest later.
- Know how to quickly and clearly explain who you are and what you want. Be direct. Don't use esoteric, meaningless terms or generic phrases. EVERYONE wants to work for a company that values its employees. EVERYONE is "Flexible", it always DEPENDS. And EVERYONE is Negotiable.
- Don't talk money.... AT ALL. If asked, say that you spoke with me about it and you understand that you are within the comp range. A good line to use is... "If it is a fit for both of us, we can make the money work."
- CALL ME the moment you leave the building. Give me your immediate feedback.