

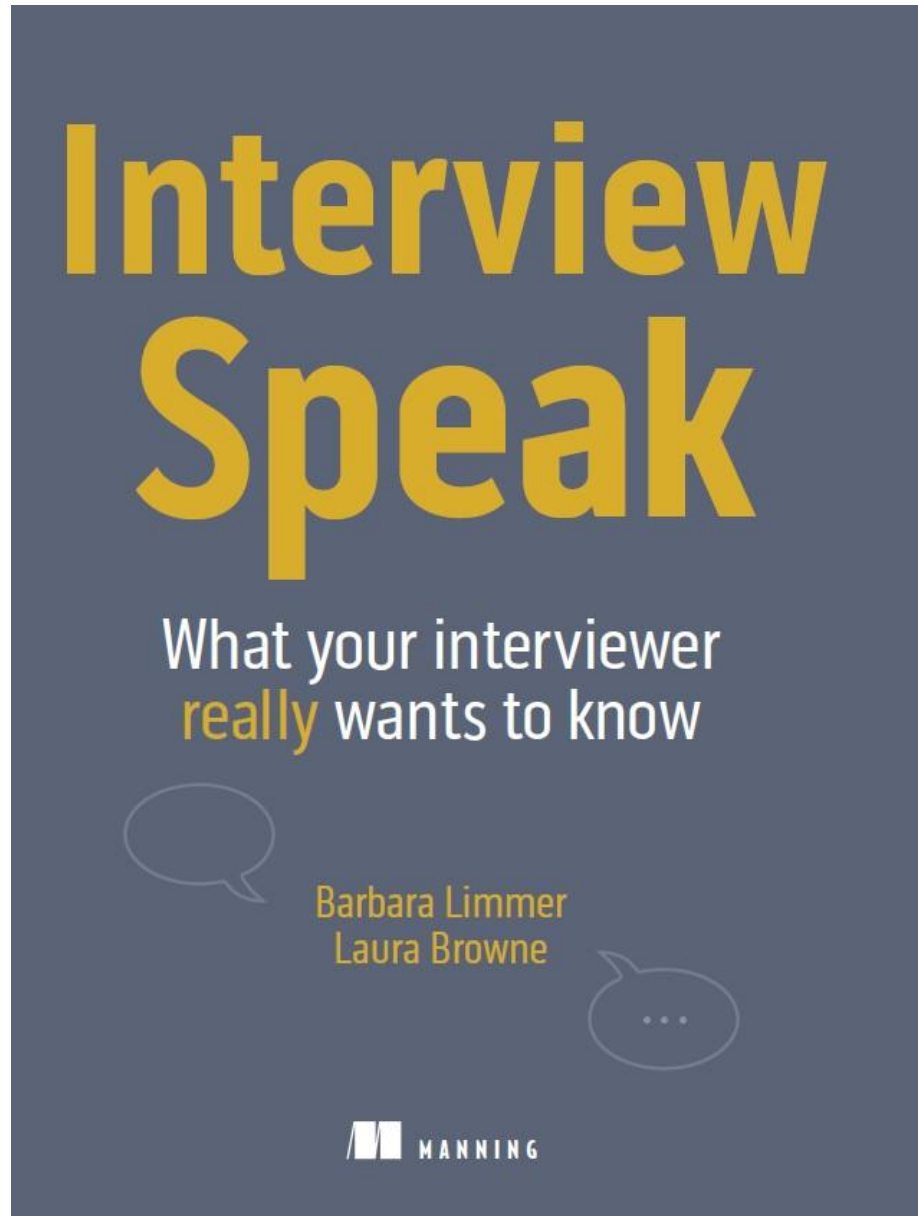
TRANSLATING INTERVIEW SPEAK

WHAT YOUR INTERVIEWER
REALLY WANTS TO KNOW

Barbara Limmer and Laura Browne



Barbara Limmer



Laura Browne

Have you ever left an interview and thought you absolutely nailed it, but you didn't get the job?

Often people don't know what the interviewers are really looking for.

This book translates "Interview Speak" so you can understand what they're looking for and give them what they need so you can get the job you want



You'll learn

Part 1 - Preparation

1 - Welcome to Interview Speak

Part 2 – Translations

2 - Common questions and special situations

3 - Interpersonal skills questions

4 - Perseverance skills, failures, and negative situations questions

5 – Leadership, hiring, and motivating skills questions

6 – Problem-solving, time management, negotiation, and change questions

7 – Questions by job function

Part 3 – Don't Make These Mistakes

8 – Not doing your homework, not being real, or leaving without...

9 – Not hearing the question, the whole question, and the heart of the question

10 – Giving answers that sound good to you (but aren't)

Part 4 – Interview Stages and Interviewers

11 – Interview stages and translations before, during, and after

12 – How to deal with bad interviewers (and really good ones)

Part 5 – Wrap-Up

13 – Next Steps

What makes interview questions so hard?



- This is a stressful situation with limited time
- Each question has a question behind it – what they're really looking for – need to translate and answer the real question
- There are no perfect answers
- Even interviewers have a hard time being interviewed
- It can be hard to know how you're doing

Employers want to know



1. Can you do the job?
2. Will you do the job? Does this suit your interests, motivations, and career goals?
3. Will you fit? Do you have the kind of personality and work style that will be a match for our team, department, company and customers?

They don't want to fill the role again in a few months.

How to Prepare

- Get to know the company – website and social media – how do they describe their culture and leadership?
- Get to know the interviewer – look at LinkedIn profile
- Get to know the job – analyze and develop possible questions
- Know yourself – identify relevant and compelling stories
- Prepare for common questions



Different kinds of questions



- Breadth vs Depth
 - “Describe your experience in...” OR
 - “Give an example of...”
- Behavioral / Competency-Based
 - “Tell me about a time when...”
- Hypothetical
 - “How **would** you handle _____?”
- General
 - “How **do** you handle _____?”

Answer Frameworks

PAR

- Problem – Action – Result

STAR

- Situation – Task – Action – Result

SOAR

- Situation – Obstacle – Action – Result

Example

SOAR: Situation – Obstacle – Action – Result

- At my last company there was a problem with X.
- It was a problem because of Y, and what made it difficult was Z.
- The actions I took were A, B, and C.
- As a result of these actions, there was a 45% increase in renewal rates.

Tips and traps to avoid



- Weakening words and phrases
 - “I try to” or “I’m pretty good at”
- Filler words
 - “Um” or “Uh”
- Generic answers
 - Need to customize answers to fit job and company
- Answer length and timing
 - 1-2 minutes maximum

The Negative Sandwich

- When to use
- Sandwich a negative between two positives

Positive:

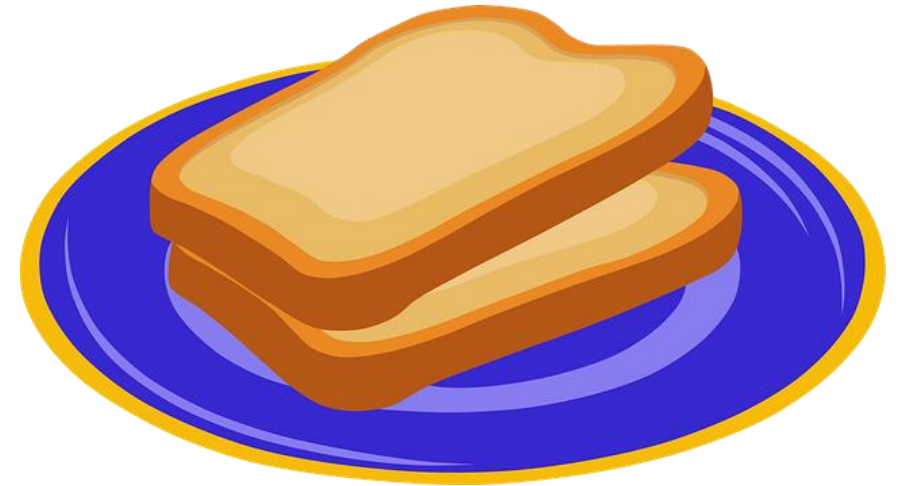
- “I’m really proud of my ability to _____.”

Negative:

- “However, one time I...”

Positive:

- “I learned an important lesson, and now what I do is _____.”



I vs. We



- Get comfortable saying “I”
- Use both but be intentional
- Don’t substitute “We” when you personally did the work
 - “I gave a presentation” or “I conducted an analysis”
- Define the “I” before using “We”
 - “I led the team and together we accomplished _____.”
 - “I represented my department on the X team and we...”
- Don’t overuse either
 - “We” are not a candidate for this job, and “I” am a team player



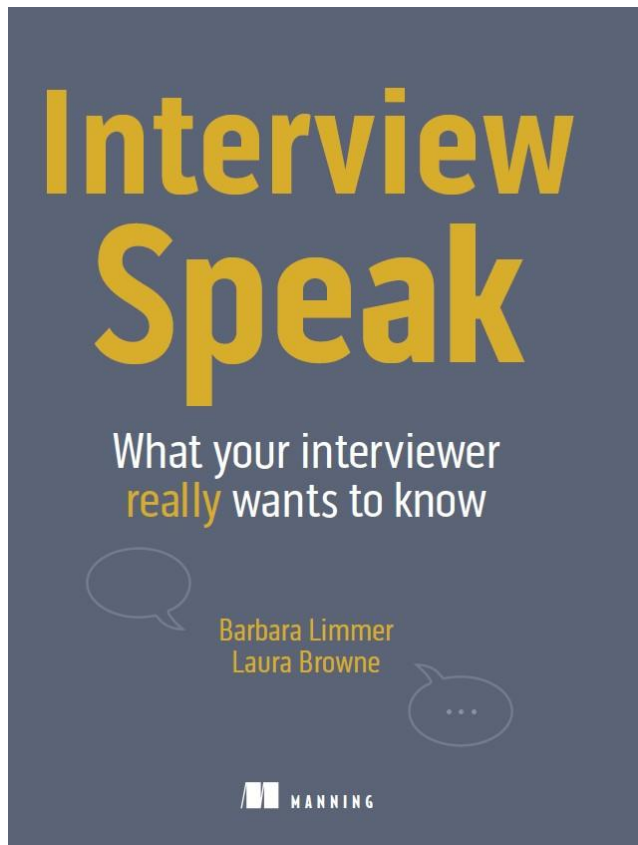
What's
Next?

Common Questions & Special Situations

How to answers questions including:

- Tell me about yourself.
- What are your weaknesses?
- Why should we hire you?
- What questions do you have?

Thank you!



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