

THE TEN COMMANDMENTS FOR JOB-INTERVIEWS



Whereby Your Chances of Finding a Job Are Vastly Increased

- I. Go after new small organizations with twenty or fewer employees, since they create two-thirds of all new jobs. Only if you turn up nothing should you broaden the search to slightly larger organizations.
- II. Hunt for places to interview using the aid of, say, eighty friends and acquaintances—because a job-hunt requires eighty pairs of eyes and ears. But first do homework on yourself so you can tell them exactly what you are looking for.
- III. As for who to interview, once you've identified a place that interests you, you really need to find out who has the power to hire you there, for the position you want, and use "bridge-people" (those who know you and also know them) to get an introduction to that person. Employ LinkedIn.com and similar, to find these people.
- IV. Do thorough homework on an organization before going there, using Informational Interviews plus the Internet to find out as much about them as you possibly can. If you have a public library in town, ask there too.
- V. Then prepare for the interview with your own agenda, your own questions and curiosities about whether or not this job fits you. This will always impress employers.
- VI. If you initiated the appointment, ask for just twenty minutes of their time; and keep to your word strictly. Watch your watch.
- VII. When answering a question of theirs, talk only between twenty seconds to two minutes, at any one time. Try to be succinct. Don't keep rattling on, out of nervousness.
- VIII. Basically approach them not as a "job-beggar" but humbly as a resource person, able to produce better work for that organization than any of the people who worked in that position, previously.
- IX. At the end of the interviewing process, ask for the job: "Given all that we have discussed, can you offer me this job?" Salary negotiation should only happen when they have definitely said they want you; prior to that, it's pointless.
- X. Always write a thank-you note the same evening as the interview, and mail it at the latest by early next morning. You may also e-mail it.