

PROMOTABLE YOU

HOW TO NAIL YOUR NEXT INTERVIEW

A STEP BY STEP GUIDE TO
INTERVIEW AWESOMENESS

Em Pescott



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WHEN WAS THE LAST TIME YOU WENT FOR AN INTERVIEW?

EVERYONE HAS THEIR OWN APPROACH, BUT SOME LADIES JUST DON'T GET IT RIGHT...DON'T LET IT BE YOU!

For some, it was last week, for others...years. Everyone has their own approach to preparing for interviews and let me be frank... some ladies just don't get it right. They get it very, very wrong. They turn up stressed, underprepared and appearing very unprofessional. I've seen them time and time again, and I'm sorry to say, I don't give these ladies jobs.

There are some really simple, but essential, steps you can take to be prepared, and where you can totally walk into that interview room and say to yourself: "babe, I've got this".

Throughout the interview you'll have them eating out of your hand, hanging on every word you've said and knowing that when you walk out, they're going to call. That's the moment you give yourself a fist pump or high five when you enter the elevator (do this metaphorically of course; you don't want to look crazy).

Now, a guide is completely useless if you don't use it. So please use it. Read it, schedule the actions and see what difference it makes for you.

Ok, let's begin.

5-7 DAYS BEFORE THE INTERVIEW

(or as soon as the interview is confirmed)



Let your fingers do the walking

For anyone over thirty you'll remember the saying from the Yellow Pages ad; "let your fingers do the walking". For any millennials reading this, Yellow Pages was a phone book made of paper (yes, paper) and to research a company you had to actually flick through the pages, find the number and call them.

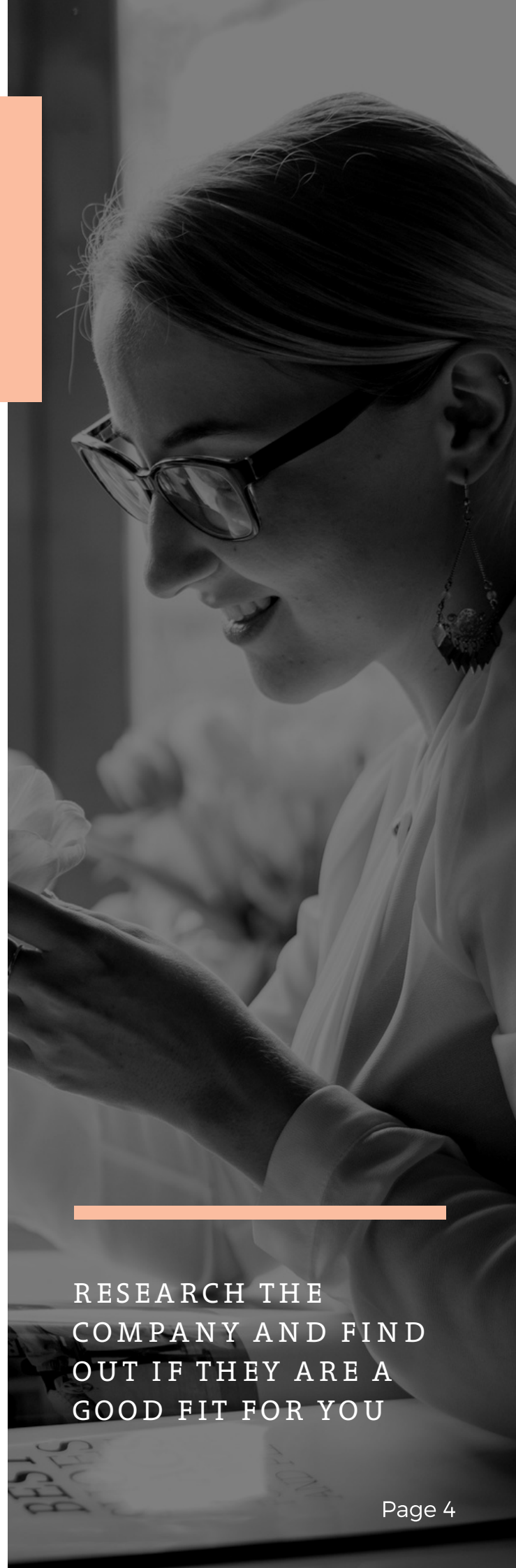
Luckily, life is so much simpler now; introducing the world wide web. So, the first thing I want you to do is find out as much as you can about the company using;

1. Google
2. LinkedIn
3. Social Media

You'll want to research the following questions. Not only to impress them in the interview, but to see if this is the type of company that you want to work for.

This bit is important. You are interviewing them and finding out if the company and the culture will be a good fit for you.

We all know some companies have a toxic culture, or that some managers are extreme micro managers... you don't want that.



RESEARCH THE
COMPANY AND FIND
OUT IF THEY ARE A
GOOD FIT FOR YOU

QUESTIONS YOU COULD ASK

Use these questions as a guide to start, and then think of more that will suit what you are looking for. It's surprising how much you can learn by asking the right questions.

What's the size of the company?

Do you prefer working in large corporations or smaller companies?

Who is the CEO or head honcho, and what is the organisational structure?

Do you have a connection to any of them on LinkedIn?
Does it appear hierarchal or more of a flat structure?

Do you know anyone who works there?

Do you have anyone who is a contact on LinkedIn that can give you some background on what its really like to work there?

Do they have a presence on social media?

What do they post? What are they interested in. Good conversation starter during interview. Ask them a question about a recent event post.

Are there any news articles on them?

Have they received any positive or negative press?

Do they have a charity program or a special cause they support?

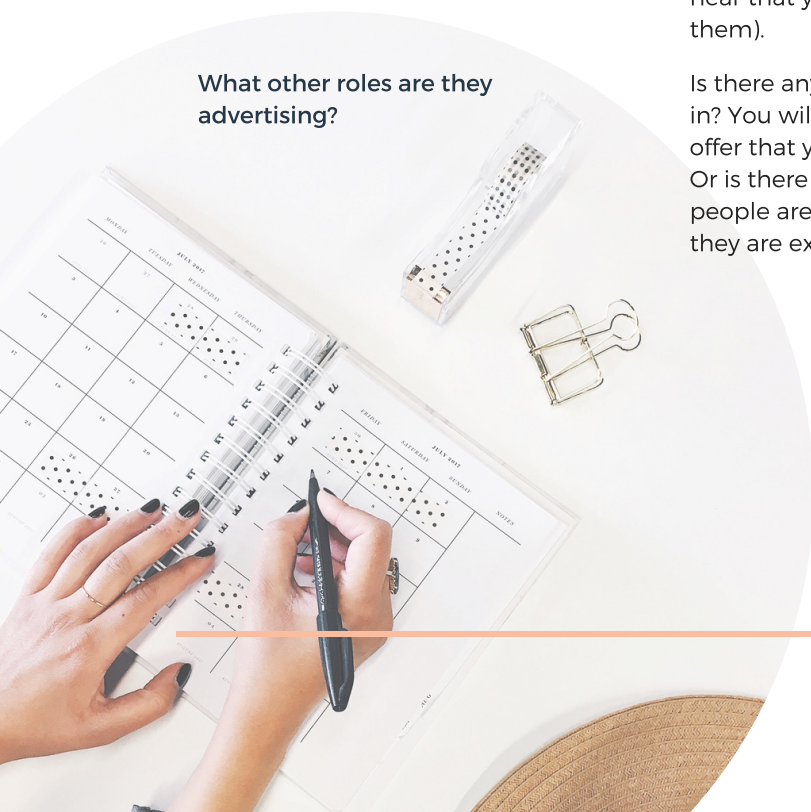
Do you align with their cause? Another good conversation starter.

What is the history of the company?

In the interview, you might find the manager asking you what you know about them. It's great to have this info up your sleeve. This could be important to some managers, but to be honest, I'd rather hear that you've looked up the company values, (if you can find them).

What other roles are they advertising?

Is there any other jobs the company offers that you'd be interested in? You will want the opportunity to grow, and the more jobs they offer that you like, the more options you have once finding a role. Or is there frequent turnover of staff? This could be an indicator people are running out of there quickly, but it could also mean they are expanding... opportunities a-plenty!



TELL ME A TIME WHEN...?

THE BEST WAY TO ANSWER BEHAVIOURAL BASED QUESTIONS USING THE STAR METHOD

This is a standard beginning to an interview question, and so many ladies I interview don't actually answer these type of behavioural questions the right way. You're thinking "Em, please, of course I answer the interview questions, are you mad?". I'd like to think I am, but no, it's incredible how many people don't answer them with enough detail or sometimes too much detail but that's another tip. You get to your interview and they ask you something like "tell me a time when....".

The best way to answer behavioural based interview questions is using the STAR method. And I also want you to go one step further, which I'll explain shortly. For those who don't know what this is, or for those who need a refresh (we all need a refresh from time to time), STAR stands for Situation, Task, Action, Result.

I'm going to share with you an example that I used early in my career so you can see how it works and also how I take it one step further to take it to "gold" territory.

The STAR method



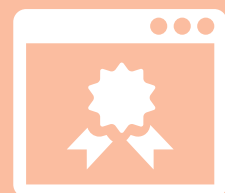
SITUATION



TASK



ACTION



RESULT

SITUATION



This is where you paint a very vivid picture of the situation you were in:

- Where were you?
- What were you doing?
- Who were you with?

You're describing the context here, so be descriptive. The most memorable people share vividly. This situation can be from a work experience, a volunteer position, or any other relevant event. But be as specific as possible.

My example starts here:

I was working at X company in Melbourne as an Executive Assistant to the General Manager. It was nearing the end of the financial year and we were preparing for a high-profile investor presentation where we had to share the business results with our shareholders. As we were a publicly listed company, we had a responsibility to be able to provide a return to our shareholders, however this particular year, we didn't have good news, which was going to be a tricky message to share.

TASK



Next, describe your responsibility in that situation;

- The steps you had to take
- What responsibility you had
- What was the challenge
- Why was it important
- The consequences if you didn't act;

My example continued:

To prepare for the briefing, it was my responsibility to: firstly, keep the GM calm and fully prepared, and secondly; design and print the briefing packs that all journalists would receive. As there were last minute changes to the packs, they weren't sent to the printers in the usual time frame. The printing company did say they were able to turn them around quickly, but unfortunately, they had issues with their machinery and they were behind schedule, phoning us in the morning advising that they couldn't deliver on time, and that the earliest they could get there was one hour after the investor briefing had begun. I knew that if we didn't have these packs, we would look completely unprofessional and it could possibly be reported in the media. I wasn't prepared to let the company down over a printer issue.

ACTION



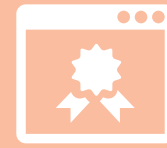
You then describe how you completed the task or tried to meet the challenge. You want to focus heavily on what you did. Avoid using too many “we” statements.

It's ok to use these when you're talking about team activities, however when I interview you, I want to hear what you personally did, or how you personally contributed.

My example continued...

At this point I had 45 minutes until the guests were arriving. I decided that we couldn't begin the briefing without the packs, so I ran back to the office and started printing off packs on our office photocopiers, drumming up assistance from three different departments to assist in the collation and binding. Together with my new team of “binding experts”, we formed a production line and managed to complete the job in 40 minutes, so I had 5 minutes spare to dash back across the road and ensure the GM had his lapel microphone on properly (and was calm!).

RESULT



Then, explain the outcomes or result that you got by taking these actions. Toot your own horn here.

If the result wasn't what you were after, tell me what you learned. That is just as valuable as getting a great result.

I highly rate candidates that are open, honest and have the ability to learn from their mistakes.

My example continued...

Although the packs weren't as fancy as the professionally printed versions, the investors were none the wiser. They had the information they needed and the presentation went ahead on time as per schedule – no stress for any of the executive team which I was personally very proud of. I was like the duck on water, legs paddling madly underneath, with a very calm exterior! I think this is why I've been so successful in my role to date, I love being able to stay calm under pressure and do some intense problem solving.

What did you learn?

I mentioned before that I go one step further when I use the STAR methodology and this is where the gold is. Regardless of the outcome within the example you use, let them know what you learned from the experience. This shows that you're able to reflect, take on feedback and you have excellent learning agility. I would much rather hire someone who can articulate learnings, than someone who appears too perfect (too perfect to me = what are they hiding?). Do make sure though that the learning is a positive one!

My example continued...

What I learned, or what I took away from this experience is that it's really important to stick to deadlines and what I do now to avoid this situation from occurring, is take my stakeholders (the exec team) through a timeline of logistics so they really understand when the documents need to be ready so that it can be ordered and printed on time. This has saved me many more times in the future and they get the context of why I'm asking so they've all been really responsive which is awesome. I also engaged another printing firm to assist with future projects.

[end of example – boom!]



IF YOU HAVE A TERRIBLE MEMORY, DO THIS...

It's hard having 10 different examples up your sleeve in preparation for interviews so what I do is have 3 solid examples that I can use for different scenarios. For example, the above answer was used for a question relating to a 'high pressure situation' however when you read through the example, I could also tweak it for questions relating to;

- Problem solving
- Collaborating with others
- Influencing skills

I could use the same example but tailor it slightly to suit numerous other questions. Now I only have to remember 3-4 examples that I can interchange. Much easier.



FIND SOMEONE TO PRACTICE ON.

I highly recommend rehearsing your answers out loud in a 'mock interview' with someone you trust.

Have them ask these questions so they can provide open and honest feedback:

- Did I answer in the STAR format?
- Was I succinct in my answer?
- What would make it have more impact?
- What was my body language like?
- Did I make eye contact?

Also, have your partner answer the questions and see what works or doesn't work... this doesn't come naturally so the more mistakes you identify the better you can develop your responses. The difference between those who stand out at interviews versus those who don't is PRACTICE. It doesn't matter if you are shy, confident, or if it's your hundredth interview or your first. Practice = Winning. Pure and simple.

Do you think your competing candidates are practicing...? If not, you'll have a head start. If yes, better practice extra hard!

CAN YOU RELATE TO ANY OF THESE STATEMENTS?

- You're desperately trying to come up with great interview examples but you just don't think they're that great.
- You've been practicing like a madwoman but when you get to the interview the examples just don't come out right.
- You're still just a little (or a lot!) nervous.
- You've been for a few interviews but are not landing the roles.
- You don't have anyone to practice with.

Stop right there girlfriend!

It sounds to me like you should stop wasting time and start getting ahead with a little bit of PY Power.

Simply head to www.promotableyou.com.au and organise a 1:1 coaching session stat.

We've got your back with tailored strategies and coaching tools to have you skipping out of that interview room with a big smile on your dial.

SOCIAL STALKING. IT'S A THING. SO, PREPARE FOR IT.

Do recruiters and potential bosses social stalk you? Yep, they sure do. Please, please, please review your socials! In this modern world of social media, the last thing you want is for your potential future boss or HR manager to see a photo of you that doesn't paint a good impression. Let me tell you what I hear from hiring managers: "I had a look at her Facebook profile, looks like a bit of a party animal..." [insert whatever judgements you think they'll have of you here].

I'm not saying don't have fun on the weekends. I'm just saying if you want to stand out as a great candidate, moderate what people can see of you, before they can make a judgement. You're awesome, and we don't want anything getting in the way of that.

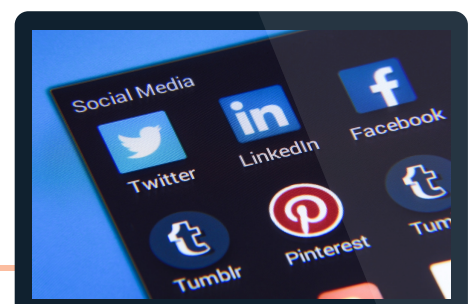
Without haste, here's what I want you to do;

1) Log into your social media accounts and make them "private".

If you don't know how to do this, simply google "make my Facebook account private instructions". Do the same for Instagram. If you really don't want to make your social accounts private (perhaps your building a following to be the next Instagram sensation), that's fine, at least remove any pictures that don't paint you in a good light.

2) Log into LinkedIn and make sure your profile is up to date - and it matches what you've said on your resume. I catch lots of people out this way who have lied on their resumes.

3) If you don't have a LinkedIn profile, get one. If you need a tutorial simply google "how to make an awesome LinkedIn profile". And make your profile stand out!



GET TIME OFF WORK... APPROPRIATELY.

I worked with a lady once who had scheduled an interview during her lunch break. She spent the whole morning taking phone calls and getting interrupted because her day was extremely busy (I'm sure you can relate). She didn't get to fully prep before the interview. In between all the busy-ness, she knew she had to get into her interview outfit, re-apply make-up and get across town, all without anyone in the company knowing (because they didn't know she was looking for a new role).

She was stressed out of her mind.

With all the prep work you have done on your interview questions, researching the company, why the hell would you sabotage yourself on the morning of the interview? But so many ladies do. Let's not do that anymore.

Here's what I recommend you do;

- Schedule interviews for first thing in the morning or late afternoon. Most companies will be accommodating if you kindly request a morning or evening interview. Makes it easier to take the time off.
- Take the day off. Use an annual leave day. Use the rest of the time to meet with recruiters or do other proactive recruitment searching.
- Avoid calling in sick please. It's just bad karma and you'll be watching your back the whole day. More often than not, you'll run into someone you know. Plus, your company may have a doctor's certificate policy and that's just a time waster for all involved.
- Here's something new...let your manager know that you're looking for a new role. You might even be able to have a conversation about why you're leaving which can be resolved = you stay. Even better, you stay with a promotion or more pay. Or, they are fully supportive of your move in which case you can tell them you're attending interviews and be 100% guilt free! Wouldn't that be nice?

2 DAYS BEFORE THE INTERVIEW

(Getting close now...)





Get Shaking

(Practice for the big day)

You've probably heard this tip before but don't start yawning yet... so many ladies get this oh so terribly wrong.

Here's a question for you; do you actually know what your handshake says about you? Because it does say something about you. And considering it only takes someone around 7 seconds to make a judgement about you, you might as well put your best foot, or shall I say, hand forward.

I was reading an article by Jennifer Cohen on Forbes.com titled "Seven Super Revealing Things Your Handshake Says About You"...

Jennifer categorized them in this way;

1. The Limp Noodle:

If your handshake can be mistaken as a light grace, you might be exposing a weak inner-being. In fact, many employers and business associates will see this as a sign that you lack confidence and ability in what you do.

2. The Bone Crusher:

On the opposite end of the spectrum, don't go in for the handshake with too much power up your sleeve. People will instantly wonder what you're trying to overcompensate for and likely dismiss you immediately.

3. The Fancy Fool:

While it's become a trend to make the handshake "hip" by getting creative and trying new things (like the fist bump), this shows signs of immaturity and a complete lack of awareness. Save this one for your frat brothers and family only.

4. The Lingerer:

You've reached out with a good, firm grip, but forgot to let go. By lingering and holding on too long, you're telling the other party that you're desperate. Live by the "two second rule" and let go before it's too late.

5. *The Rusher:*

How does it make you feel when you speak to someone and they completely brush you off? That is very comparable to an abruptly short handshake. It is not only rude, but will evoke the sense that you don't care and do not have time for this person.

6. *The Look Away:*

A good handshake doesn't stop with the hand. Make sure you're making eye contact and smiling. If you are someone who lacks in this area, you may be revealing a sense of insecurity, shyness and suspiciousness to future employers.

7. *The Perfect Handshake:*

Finally, the right way to shake someone's hand. Remember to:

- Keep good posture
- Make eye contact and smile!
- Hold your right hand out
- Give a good firm shake
- Follow the two second rule
- Greet the other person and repeat their name

So which one are you? For all of you who said, "Number 7", you may think you're doing "The Perfect Handshake", but how can you know for sure?

Test it on a few people!

Yep, test your handshake and get feedback (feedback is a gift!) Ask your friends or your colleagues if they can rate your handshake; how firm or weak it is, how much eye contact you had, did you smile. Yeah, they may think you're a bit strange at first, but just tell them you read an article and you were curious to find out...don't worry, they'll want to try it for themselves too.



KNOW HOW TO HAVE YOUR SALARY CONVERSATION

Do you know that moment in interviews where they ask you “So, what is your salary expectation?” and you either blurt out “anything over x” (which is anything over your current salary) or you get all weird, start stumbling over your words and end up saying something that doesn’t make sense.

The salary conversation doesn’t have to be hard. But the reason it appears like it is, is because people get all weird over money. And they get weird because they don’t know exactly what or how they should be asking. Or they place unrealistic values upon themselves.

I’m going to share a couple of tips here.

1) Do some research on your industry, city and job title and find out what the range is for your role.

2) There are loads of salary surveys from recruiters online (just google job title + city + salary survey) or even go to [payscale.com](https://www.payscale.com).

3) Make sure you go in with a realistic expectation which is based on the market value vs your experience.



4) If you're going through a recruiter, let them do the negotiating for you, therefore if you're asked the salary question in the interview, you could say something like "I was chatting to [consultant name] and they mentioned that they'd like to discuss the salary with you directly if that's ok".

It's much easier to have an honest and open conversation with your recruitment consultant than the employer, plus the consultant wants you to earn more – they get paid a commission which is a % of your new salary!

5) If you're going to negotiate directly and you do want to answer this question during the interview, I would answer with something like "Great question [smiling politely], I'm not sure about a specific figure. I'd be really open to hearing an offer should you feel I'm suitable for the role". Or something to that effect – in your own words of course.

If they are good negotiators they aren't going to tell you a salary amount or a range, so know within yourself if you're comfortable giving them your salary expectation at this point. You can hold strong and not give a figure, but don't act like a douche please. It also means that you do need to have done your research first.

Another way of saying it is "I've done a little research and it appears the range for this role is between X and X – I'd be comfortable to discuss an amount within this range".

Again, needs to be your own words.

1 DAY BEFORE THE INTERVIEW

(It's getting real now...!)



THERE IS REALLY NO EXCUSE TO BE LATE

WITH THE NUMBER OF APPS AVAILABLE THERE IS ABSOLUTELY NO EXCUSE TO BE LATE FOR AN INTERVIEW.

THREE WORDS FOR YOU. PLAN. YOUR. JOURNEY.

Remember, if you arrive too early you can always grab a cold drink and collect your thoughts. If you are late., who knows what they will say, or what you will say!

If you are driving – use an app that gives you up to date traffic information like WAZE.

It allows you to plan your journey the day before and will even remind you when you need to leave. Make sure you know where to park. If it's in the CBD I highly recommend catching public transport or taking an UBER but if you do have to drive,

pre-book your parking. Most car parks now will have pre-bookings so you can simply drive in and be guaranteed a space.

If you are taking public transport and you don't know the line intimately, then make sure you get online and do a journey planner. Always allow for stuff to go wrong. Also be prepared to take an alternative mode of transport like UBER if something does go wrong on the line.

If you are taking a taxi or UBER – reoccurring theme alert; pre-book your journey! Ok, enough said.

HAVE CONTACT NUMBERS READY

This is for the ladies that say, “but what if there is an earthquake and I do end up being late but it’s genuinely not my fault?”

Ok, sometimes it really does happen, the universe goes crazy and something unforeseen happens. If it does, just act with integrity and ensure you contact the company to let them know that you’ll be late and the reason why. That means, yep you guessed it; pre-planning ahead.

Store the phone numbers of the interviewers or recruitment consultant in your phone and call them as early as you can to let them know.

Oh, and charge your phone.

Nothing worse than needing to phone someone and seeing the empty battery icon...come on ladies, we’ve all been there. It’s stressful, and will take your mind off the game.

GET PLENTY OF REST

This seems pretty self-explanatory, doesn't it? But it amazes me how much women burn the candle at both ends, usually because they are so busy looking after everyone except themselves.

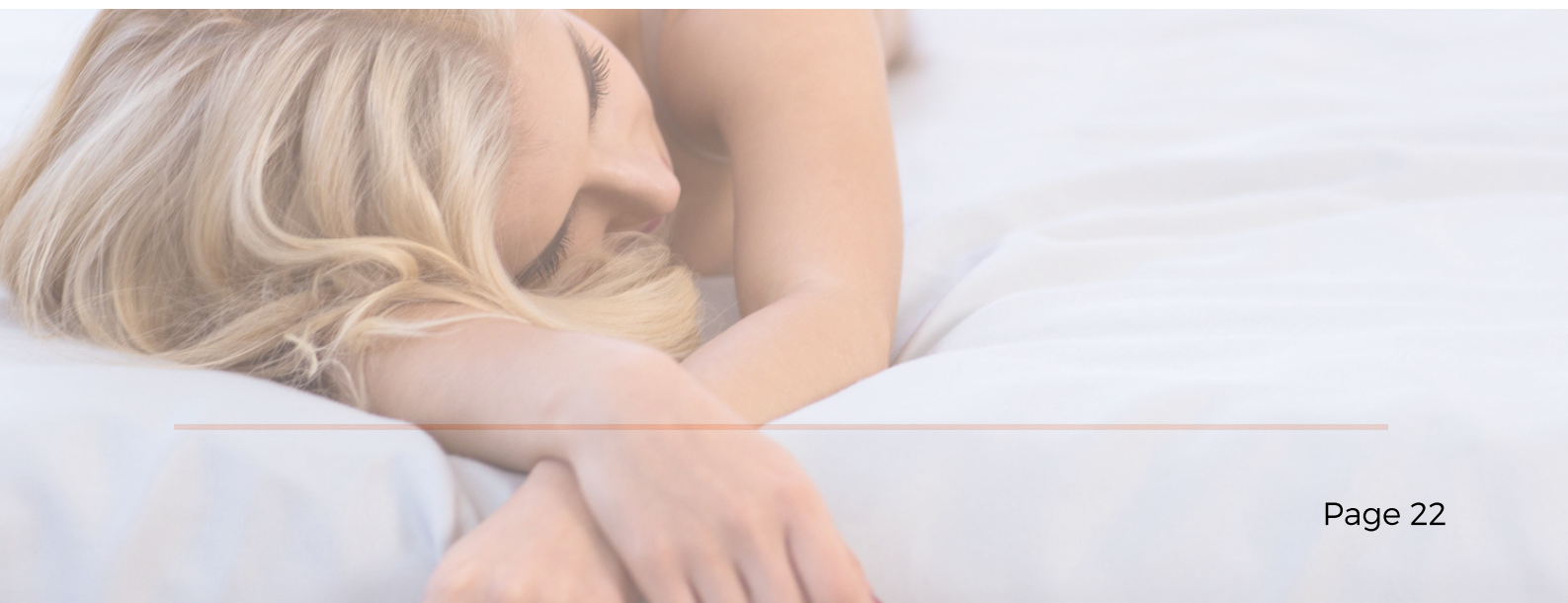
It's super important to ensure that you're not going into your interview tired as you won't be your best self. Some cool stats;

Eight hours of quality sleep increases your ability to gain new insight into complex problems by 50%.

One night of good sleep can improve your ability to learn new motor skills by 20%.

Perfect! Because you're going to need to be able to solve complex problems i.e. questions you may not be prepared for and we can always do with more motor skills ;)

If you're interested in other ways to 'hack your sleep', Google "How to Hack Your Sleep: The Art and Science of Sleeping"



CHOOSE YOUR OUTFIT, THEN IRON IT.

THERE'S ONLY TWO STEPS HERE. CHOOSE OUTFIT. IRON IT. PRETTY EASY.

But, I would like to spend just a little bit of time on what you wear to your interview. I'm not here to tell you to wear a white shirt, blazer and mid-level high heels that have to be bought from X shop blah blah. That would be boring, and it wouldn't be authentic to you, so I'm not going to do that. I do however, have a rule I go by which is 'do what you can to remove distractions'.

When you remove distractions, it allows the interviewers to focus on you and your answers, rather than things that can distract them. It's basically removing any possibility (or as much as possible) that they can 'judge' you on. You want them judging you on the good things you're talking about, not the things they are seeing. These are some common types of distractions I see all the time;

- Loud, crazy jewellery. Earrings that jingle when you turn your head are a 'no no'.
- Shoes that are dirty or really scuffed.
- Excessive make up – think heavy lip liner and any loud metallic type eyeshadows
- Short skirts or low-cut tops.
- Clothes that aren't ironed properly or that need repairing i.e. slight rips, wear and tear etc.
- The chewing of gum. I can't believe I have to write this, but I see it all the time. Don't chew gum ladies!
- Smelling like cigarettes. My advice is to quit, but if you can't, don't smoke right before the interview. You may think deodorant spray hides it – it doesn't.
- Sunglasses on top of your head.
- Mobile phones that ring or vibrate during interviews.

DAY OF THE BIG INTERVIEW!

(Babe, you've got this!)



HAVE A “CLEAR YOUR MIND CALL”

This is a practice that I have done for many, many years that works wonders. I usually do it over a cup of tea or coffee an hour prior to the interview. It's about clearing your mind so that any internal distractions can be removed prior to your interview. Perfect for those lovely ladies who can work themselves up and get super anxious prior to going in. Also, really handy for even the most confident of interviewees. Just gives you 'an edge'.

Set it up with someone who has the ability to simply listen and brief them in like this (and best to brief them in a day or so beforehand and make sure they are available);

Hi [name], I have a really important interview on [day] and I'm wanting to present my best self on the day. I've read that doing a 'clear your mind call' is a really helpful way to prepare so I'm hoping you can help me out. Basically, I just want to call you prior the interview, and unload anything I'm thinking that could distract me...then all I need you to say is how awesome I am and that I'll nail the interview. You cool with that? Will only take a couple of minutes”.

Now, when you call them you can unload about anything that is coming to your mind such as;

- How you're feeling
- Any concerns you have
- Anything that may stop you being your best self
- Then some positive stuff like why you're going to nail this interview or;
- Why you're the best person for the job and;
- How well you've prepared for this interview

Then, your wonderful 'clear your mind' buddy is going to reassure that everything is going to be amazing and bring you back to a calm, relaxed and ready to rock state of mind.

BE LOVELY TO THE RECEPTIONIST

“That’s your tip Em?” It sure is! You know why? After each and every interview, when a candidate has left the building, I skip on out to our lovely receptionist and ask her (or him) their first impressions of you. Yep, it’s my favourite thing. You may think I’m joking, but I’m not. These lovely girls and gents are excellent customer service representatives and can sniff out a fraudster like a sniffer dog at the airport. You will be surprised at what they pick up on...and it can go a little like this;

- She came rushing in, only had a minute to spare before you walked out
- She didn’t smile when she came in, didn’t appear friendly to be honest
- She didn’t look me in the eye, kind of felt like she thought she was better than me
- She spent the whole time on her phone

This is what I want the receptionist to tell me about you;

- She was super friendly, smiled a lot, asked me how my day was which was nice
- She was genuinely interested in the company, asked me what I liked best about working here
- She started reading the company materials on the coffee table, seemed like she was genuinely interested in finding out more
- She walked in really calm, and around 10 minutes early

Now, I’m not saying that you or any candidate for that matter sets out to intentionally be rude. Of course not. Most of the time candidates are just really nervous, and they want to put their best foot forward. Please let me share this with you.

To get ahead of the pack, go out of your way to be friendly to everyone you meet leading up to your interview. Don’t be that woman who gets accidentally knocked into in the elevator and gives a greasy to the person who did it. That person may be the HR or hiring manager and yes, I have personally had examples like this. It does happen.

Smile, shake, then ask a question.

When you get called in for your interview, smile, shake their hand (Number 7 handshake please), say something, or ask them a friendly question.

Don't wait for them to talk to you. A proactive friendly candidate is a great candidate who stands out.

Some suggestions as you start to walk:

- Thanks for meeting me [name], how's your day been so far?
- This is a lovely office, how long have you been here?
- It's such a lovely day outside - have you been out?

If they ask you if you would like a glass of water, say "yes". You may not be thirsty but you may need it...to find out why, keep reading.



HELP! THEY'VE ASKED ME SOMETHING I CAN'T ANSWER...

You feel fully prepared for the interview. You've written out the questions and answers you anticipate they'll ask. You've mocked it with your bestie and he/she gave feedback that you absolutely rock. Then this happens.

You get asked a question that you didn't anticipate. Your eyes go wide, your mouth open and the only sound that comes out of your mouth is "errrrrr...".

Yes, it does happen, but you can buy yourself some time. Here's what I recommend;

- You hear the question you're not prepared for and before you start to panic
- Reach for your glass of water (because you said yes when they asked you), take a slow, slow sip, look like you're thinking intently and use this extra time to think of an answer or;
- Say out loud "that's a really great question, just give me a second to think about this one..." then reach for a glass of water, take a slow, slow sip, look like you're thinking intently and use this extra time to think of an answer.

Those few extra seconds will buy you enough time to think of something on the fly. And remember to use the 3-4 examples that you've already rehearsed - tweaking them slightly to answer this new question.

If you really don't know how to answer, or you don't have an answer you feel is appropriate - own it! Let them know you need some extra time to answer this question and ask if you can come back to it later. Just make sure you continue thinking of an answer, and do actually go back to the question, even if they don't remember to. This is a last resort only and practicing your questions and answers will generally eliminate this.

INTERVIEW

THE INTERVIEWER

You are sitting there giving it your best go, trying to impress so they'll hire you but hang on...do you really know whether the company will be a good fit for you?

At the end of an interview most interviewers will ask you if you have any questions. Most people go straight to standard stuff such as; when do you need the person to start? What is the salary? Those are important but also think of questions that really do interest you.

If you can't think of any, then I recommend the following questions for two reasons. Firstly, it will give you a really good indication if you'd like to work there and two; they're good questions to ask to make you sound interested (although please only go for roles where you are genuinely interested!)

YOU DON'T NEED TO ASK ALL OF THESE
(PROBABLY A BIT MUCH), JUST PICK A COUPLE;

**What is the company culture at [x company]?
How would you describe it?**

See if it aligns with your expectations. If you're someone who needs lots of fun and excitement and team collaboration but they don't articulate it like this, then maybe it's not the company for you. Also, important to think about what is a company culture that would suit you.

If i'm lucky enough to be successful in securing this role, what would you want me to achieve within the first 6 months?

You want to see if the role is offering work that is going to interest you, challenge you, but also not be too overwhelming, for example; if it's a role that may not get a lot of support (and you need support) then it may not be for you, or it doesn't seem challenging enough.

Why has this position become available? Is it a newly created role?

You want to find out if it's a new role (what would the expectations be?) or if it's a replacement, why did the current person leave? This can tell you a lot about the manager or culture of the business in how they answer this.

What does your learning and development process involve i.e. do you offer career and development planning for employees?

Pretty self-explanatory. Although, make sure you look on the company's website before asking as this information might be available for potential recruits. Asking the question might show you haven't done your research.

[if you're meeting the actual hiring manager] Can you tell me about your management style? How do you like to work best with your employees?

Most people stay or leave a business because of their direct manager, so listen very intently here. If you need autonomy and they sound like a micromanager this may not be a good match for you. Or if you need a lot of support and they won't be around much, perhaps they travel frequently, then again, this may not be a good match for you.

What are the next steps and process I need to expect after this interview?

If they haven't explained this at the beginning, it's fine to ask the question so you get a gauge on what to expect around time frames going forward. It helps you to understand the appropriate time frame to reach out should you not hear from them.

AFTER THE INTERVIEW

(Waiting, waiting, waiting...)



REACHING OUT

You've completed the interview. You think you've done a pretty good job. Now the waiting begins. If you've been using a recruitment consultant, usually they will phone you straight away to find out how you think you went, and they'll also make contact with the employer.

If the recruitment process is directly with the employer, you need to find a good balance of appropriately waiting vs following up. You don't want to come across annoying, but you also want them to know that you want the role. This is why it's a good idea to find out time frames whilst you're in the interview so you can gauge the best time to reach out.

Also remember that interviewers are human. They don't always get it right and sometimes they miss out on contacting every candidate. Although not ideal and doesn't seem professional, just understand that it does sometimes happen and it's not personal.

There's no perfect way of doing this, so here are some suggestions that may fit for you.

- If you haven't already, find the interviewer and connect with them on LinkedIn. Write a very short and simple message. Something like "Hi [name], really great to meet you today and thank you for the opportunity to meet and learn more about X company. Look forward to hearing from you soon".
- Don't stalk them on LinkedIn and view their profile every day. People can see when you've viewed their profile.
- Don't harass them for an answer via email or phone. Give it an appropriate amount of time before reaching out. An appropriate amount of time will vary for each role and the interview process, so it's a good idea to find out during the interview their recruitment timeline.

Do your best to not to overly internalise how well it did or didn't go. The more you think about it, the more anxious you will be to find out if you got the job or not. Trust that they will need to go through a process, including interviewing a certain number of candidates, and that sometimes schedules don't work out. They might have been delayed so don't put added pressure on them (or yourself!).

OVERCOMING A SETBACK

If for whatever reason you've been unsuccessful for a role, chin up! There are loads more out there, I promise! Remember, you have no idea how experienced and successful your fellow applicants are, so don't be too hard on yourself. My top tips for dealing with setbacks are:

- If appropriate, ask for some feedback about how you interviewed. Take the feedback and learn for the next one. Everyone has room to improve.
- Address any of the issues that may be holding you back. If you're getting feedback that you don't have enough experience, then look at ways you can start building experience in your current role whilst you're looking for that dream role. Sometimes it really does just take a little bit of time in your current role whilst you're hunting for the dream role!
- Focus on your strengths and continue to look for roles that suit these strengths.
- Do something that makes you feel better. I like to go for a surf, others like to go to the movies or get a facial. Whatever floats your boat but do something fun that can lift your spirits.
- Don't give up! This is the most crucial point. Those who give up too early don't achieve what they want. Those who succeed keep trying in the face of setbacks and eventually do end up getting everything they want and more. You've just got to keep going.

INTERVIEW CHECKLIST

- Thoroughly research the company
- Prepared interview questions in the STAR format
- Practiced interview questions with someone & received feedback
- Set your social media profiles to "private"
- Updated your LinkedIn Profile to match your resume
- Arranged time off work (appropriately & stress free)
- Have prepared an answer for potential salary conversation
- Practiced your handshake with someone & received feedback
- Researched best mode of transport to get to interview stress free
- Saved relevant contact numbers in your phone
- Your phone is fully charged!
- You set up your environment for a good nights rest the night before
- Your outfit is chosen and is ironed and looking schmick
- You're "clear your mind" call is scheduled
- You remember to be lovely to the receptionist & everyone you meet
- Questions are prepared for you to ask the interviewer
- You're prepared on how to act when there is a question you can't answer
- You remember to ask in the interview about the recruitment timeline
- You reflect after the interview and don't give yourself a hard time for any perceived mistakes you made
- You've set up a 1:1 Interview Coaching session with Promotable You to ensure you nail it!

NOT GETTING AHEAD IN YOUR CAREER AS QUICKLY AS YOU'D LIKE?

Promotable You offers extensive tools, templates, video tutorials and programs designed for women to "get ahead" in their careers starting with our live "Get Ahead" Workshop hosted in cities across Australia. In these workshops you will;



Unleash your potential

Find out what holds your back and get the low-down on what's possible.



Increase your value

Know it. Quantify it. Ask for more money.



Build a roadmap to succeed

Simply put: Get #\$\$! moving!

Reserve your seat at our next "Get Ahead" Workshop by visiting www.promotableyou.com.au, check the dates and select the workshop that suits you.

WHY WE EXIST

TO LIFT THE LID ON WHAT'S POSSIBLE

There are some scary statistics regarding women and "not getting ahead" in their careers, and that's just not cool with us.

We've created our "GET AHEAD" Workshop to share some of our best tools, resources and conversations that women can use to get ahead in their careers.

EM'S MISSION FOR AN EVEN PLAYIN FIELD

My mission is to create a movement of confident, ultra-capable women; who when they take on their career the “PY way” they ask for exactly what they want, and get a big FAT “YES”. I have created a blueprint called “The PY Model” and it provides you an easy to follow methodology, tools and templates to get ahead in your career – all in three simple steps.

I cut to the chase, remove the “BS” and just give you the tools you need to get ahead. Basically, I’m a communications warrior who lives and breathes the values of “The PY Model”, raises women up and gets careers moving!



for women who
want to get ahead



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