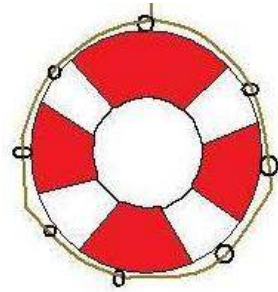


**Practical
Solutions**



**How to Master The
Top 5 Interview Strategies
That Will Land You the
Job, Position, or Project
You Want!**

By
Ellen Brockway

**Standard
Interview
Techniques
Included**

Practical Solutions Guidebook Vol. 1

Land the Job You Want!

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Introduction

This report is a self-study guidebook for landing a job, position or project when you don't have a job, want a job, and feel frustrated, disappointed, disillusioned and are generally feeling like you are sinking into a hole that there is no hope of getting out of.

This guidebook requires you to apply your own thinking to what you want and do a little bit of work to get there. It **will** give you an edge in competing for whatever job, position or project that you interview for and want to get. It **will not** guarantee that you will get a job.

Every time I get ready to interview for a new job, position, or project. I review all the interview tips I have, search for new ones, and end up with the same information I had the last time I looked.

Every job that I have ever applied for and got, were ones that I wanted. I was excited about applying for the position. I was thrilled I got an interview! My mind was filled of thoughts of what I would be doing and how I would do it. Every person I met in the interview process was one step closer to getting to work for them.

Whether you are interviewing for a new job, seeking a new position, or quoting on a project **this is what you need to know** to take the stress out of interviewing. Be able to say that this interview has been your best interview ever.



What's in This Guidebook?

- Critical tidbits of information that you already know how to do but have forgotten.
- Constructive steps to learn how to banish interviewing concerns and worries forever.
- The knowledge that the people you are competing with for the job, position or project that you want... have probably not read this report.... Yet!

Who Can Use This Guidebook?

- You are doing everything right and still not getting the jobs you interview for.
- You feel like the competition is too tough.
- You are ready to give up but have to keep trying.
- You are desperate.
- You had the perfect job and then got laid off.
- You had the worst job ever and then got laid off.



This is a self-study guidebook.

You have to read through it

AND

apply it to your specific situation.

How to Use this Guidebook

to get the most out of it that you possibly can

1. Think about what your ideal job would be.
2. Follow the three must do rules.
3. Read through the guidelines once and if that is all you need skip to the last step.
4. Go back through the guidelines and address your concerns and worries with answers that make sense to you.
5. Share this guidebook, in its entirety, with family and friends that are looking for a job. How many people looking for work? A lot more than will ever see this report. Share it! Recovery Loves Company!



What is your Ideal Job?

Your ideal job is the one you always say is what you "really" want to do. I cannot tell you what that is. I cannot tell you how to figure out what your ideal job is. We all have different interests, likes, dislikes, confidences, skills, fears.... The variables of what we do in life and how we do it are unlimited.

You have to decide what your ideal job is. You have to fill in the details of what you want to do and how you want to do.

Stuck on where to start thinking about it? Start with these...

Sample Ideal Jobs:

- A job that pays my bills. (Hint: Be more specific - a job you hate can pay your bills. My **ideal** job is definitely not one that I don't like.)
- A job I like and that pays my bills.
- A job I like with flexible hours that pays my bills.

The best ideal job for you is the ideal job that you define. You have to think about it and you will know what it is. Your ideal job does not have to be written in stone, never to be changed. You can change it whenever you want to.



Follow These Three Must Do Rules

Rule number 1 Use your own common sense. Every job is different and how you apply these guidelines has to be relevant to what you are applying for.

Rule number 2 Remember that just because you did not get the last job does not mean you will not get the next job. The next job you do get will be the last job you have, till the next one. You always find things in the last place you look.

Rule number 3 Hang onto hope with every fiber of your being. Where there is hope there is a way. Opportunities don't come with a sign plastered on them saying what they are. Opportunities are not handed to you. You have to look for them to see them. They are there and they are plentiful. When you do see them, be thankful for them and take advantage of them. Don't waste time and energy kicking yourself for not having seen them before.



Strategy #1 of the Top 5 Interview Strategies

That Will Land You the Job You Want Is:

Be Yourself!

This is easy. Be Yourself! I can do that! How do I do that?

I start worrying about how I need to act to "Be Myself!" These are my Concern and Worry Questions that put so much pressure on me that I can't be myself in an interview:

What if they don't like the person they see?

What if I don't know how to do what they want me to do?

What if I don't get this job?

What if I spilled coffee on my lap on the way to the interview?

What if I stumble over my words?

I can go on and on... the list is endless and it grows. The more things you can think of that you are supposed to do will lead you to thinking of even more things that can go wrong. By the time you get to the interview there are a thousand reasons milling around in your mind about why you won't get this position.

Take the time to think of and write down the list of your concerns or worry's. Take the time to come up with an answer for every one of them. They don't have to be positive answers. They just have to be answered.



Strategy #1 Explained

How to Be Yourself

You Already Are Yourself!

You don't have to "BE" anything other than that.

Sample Answers for Concern and Worry Questions?

What if they don't like the person they see?

If they don't like you, you won't like the job. If you don't like them, you won't like the job. You are looking for a good job. Follow all the standard practice interview techniques that are recommended in almost all the information and articles available about job interviewing skills. There is a list of most of them at the end of this report.

What if I don't know how to do what they want me to do?

You already do. The interview is your foot in the door. You're in. You can learn anything new that comes up. Most companies provide training. If you are interviewing for a company that does not provide any training you might want to consider a better place to work. Ask them what they provide for employee training.

What if I don't get this job?

Ask yourself if this job really leads you toward your ideal job. It doesn't matter if it does or doesn't. You have the interview. Go on the interview and do your best.



What if I spilled coffee on my lap on the way to the interview?

I did that!! I don't drink coffee on the way to interviews any more. It turned out to be one of my better interviews. Laugh, make a joke, do your best to fix it, and don't worry about it. This kind of thing can prove to a prospective employer that you can handle awkward situations well.

What if I stumble over my words?

You won't stumble over your words if you have not made yourself so nervous by focusing on what you might forget about how to act, speak, and think. Meet and greet everyone like you are already working there.



Strategy #2 of the Top 5 Interview Strategies

That Will Land You the Job You Want Is:

Show Your Expertise!

This is easy! Show your expertise! I can do that. How do I do that?

I start worrying about what I need to say to "Show my expertise!"
These are my Concern and Worry Questions that put so much pressure on myself that I can't be myself or show my expertise in an interview:

What expertise? I'm not an expert.

What is expertise? How do I show it?

What if they are looking for a real expert and I don't know how to do what they want me to do?

Will I look like an expert covered with coffee stains?

What if I say something dumb? How expert is that?

I can go on and on... the list is endless and it grows.

How do you question your expertise?



Strategy #2 Explained

How to Show Your Expertise

You Already Are An Expert!

You would not have this interview if you did not meet the qualifications for the interview.

Think about this, if you haven't already...

Interviews can be nerve wrecking for any number of reasons...
On both sides of the desk!

I have sat in the interviewer seat. Personally, I prefer to be the one being interviewed. There is too much pressure to pick the right person for the job.

All employers are looking for the ideal employee. They are hoping that **you are the right person** for the job as much as you are hoping you are the right person for the job. Something in **your** resume or application "**spoke**" to them. They may have just interviewed the best person ever for this job and they **STILL** are hoping that **YOU** will be a better person for the job.

There are as many concerns and worries from the employer's perspective to pick the right person for the job as there are for the person being interviewed.



These are **some** of the things that catch the interviewer's attention:

- Are you interested in the company?
- Do you know how to do the core requirements of the job?
- Do you give them the feeling that you are reliable, dependable, will be there on time, and care about the work you do?
- Do you act like you want this job because you like this kind of work?
- Are you easy to talk too? Or do they have to dig information out of you?

Listen to the questions they ask you to get a feel for what they think are the most important things they are looking for. Some interviewers ask the really important things first. Some interviewers ask the really important things last. There are courses they can take to be a better interviewer. Think about that. It all gets very complicated, very fast.

More worries popping up in your thoughts? All you really have to remember is that they start the interview with the hope that **you are going to be a better choice** than the last person they interviewed.

Do you like statistics? Everyone has a 50/50 chance of getting hired no matter how many people they interview. You will get one answer - yes, you're hired or No, you're not. **You start with an equal chance of getting that job along with everyone else they interview.**



**Strategy #3 of the Top 5 Interview Strategies
That Will Land You the Job You Want Is:**

Relax!

Every interview you do will make the next one better.

Now that you remember how to be yourself and show your expertise, you can relax.

Are the same thoughts coming up? They have the same answers.

But what about all the jobs you didn't get? Well.... you didn't get them. You can't change that. Go Back and Re-Read and Memorize Must Do Rule Number 2.

Have I gotten every job that I ever applied for? No, of course not! I'm human. I'm not perfect. I have good days and bad days. I have good interviews and bad interviews. We all have good days and bad days. We all have good interviews and bad interviews. The more you can approach interviews relaxed and confident, the better your interview results will be.

What are you thinking about? How to relax? Or what new ways you can approach the next interview?



Strategy #3 Explained

How to Relax

Stop Pressuring Yourself!

You are in the right place and the right time.

There is a multi-billion dollar industry devoted to How to Relax!

Do what you know works for you to relax.

Here are a few of my thoughts on pressuring yourself.

Pressure is one of those things in life that you can't see. You can't touch it. You can't just put it away on the shelf and leave it at home.

Pressure is one of those things in life that we do to ourselves and we don't even notice that we are doing it. I put more pressure on myself than anyone else ever could. Learning how to remove those pressures has been one of the best things I have learned over the years.

What pressures do you put yourself through during the interview process?

Are your questions starting to change? Are they a mix of old fears and new possibilities?



Strategy #4 of the Top 5 Interview Strategies That Will Land You the Job You Want Is:

Interview for the Right Job!

Choose interviews for jobs or projects that you would really like to do. What you feel in your heart is what will shine through in an interview. If this is something you really want to do because you like doing it and you are good at it then that will resonate through the entire interview.

When you are interviewing for a position out of desperation, it is most likely not the right position for you. When you have not been working for an extended period of time it is hard to keep your sense of self-worth from slipping with each passing day that you do not have a job.

You are asking the employer to take a chance on hiring you, to trust you to do excellent work for them. Do the same for yourself and go for those jobs that provide you with the opportunity to shine. I have seen employers hire people with no experience.

How does this job, position, or project meet with your ideal?

Does it take you a step closer?



Strategy #4 Explained

How to Know This Job is the Right Job

You Just Know!

This is the Job you say you "Really" want to do.

How do "You Just Know"?

You already know the answer to that. You just do.

Stuck on how you will know? Here are some thoughts....

It feels right.

It makes you happy.

It gives you hope.

You just know that it will lead you to something better.



Strategy #5 of the Top 5 Interview Strategies

That Will Land You the Job You Want Is:

Let Go of the Outcome!

This is tough to do and something that I have to **always** work on. It is really very hard to let go of the outcome when you are interviewing because you need the job or the position or the project. The result of the interview is extremely important.

So what are you really letting go of? You are letting go of the anxiety and pressure of what the result is going to be. This is the point where any concerns and worries you had turn into statements of fears.

I made a bad impression.

How do you know that? Did they tell you that when they shook your hand and said "Thank you for coming in to the interview."

Never, ever, have I had an interviewer say to me after an interview "Thank you for the interview. You made a very bad impression." If that **has** happened to you, then you know you have a little bit of work to do practicing standard interview techniques.

OR they are very rude.

I didn't get the job.

How do you know that? Did they tell you that when you finished the interview or are you still waiting to hear the result?



Strategy #5 Explained

How to Let Go of the Outcome

The Interview is Complete!
Focus on what you did right in the interview.

It's done! You really can relax! You have to know that you have done your best on that day at that moment. Focus on what you did right in the interview.

Do not second guess what you said or didn't say.

Do not second guess what you think the interviewer thought or didn't think. Unless you are a mind reader, you have no idea what they really think. They are probably thinking good thoughts.

The best interview I have ever had is always the next one I do. I have never done an interview with no "mistakes." There is always something I can do better in an interview.

The perfect interview is the one that gets you the job.

Think about this...

Have you ever landed a job before? If you have then it must have been a perfect interview. You did it once, you can do it again.



Reminder Checklist

1. **Be Yourself!** You already are yourself.
2. **Show your expertise!** You would not have this interview if you did not meet the qualifications of this job, position, or project.
3. **Stop pressuring yourself!** Relax. You are in the right place at the right time.
4. **Interview for the right job!** This is the job you “really” want.
5. **Let go of the outcome!** Focus on what you did right.



Standard Practice Interview Techniques

(with additional comments)

- Research the company as much as you can before you go. Take notes. Take the notes with you so you can refresh your memory before you go in for your interview.
- Make a list of questions that you have about the job and the company, **before you go on the interview**. Take the list with you so you can check to make sure all **your** questions have been answered. Interviewers like to see that you are prepared. It is ok if they did answer all your questions. Make sure they see that you are checking to see that all your questions for them have been answered. They don't have to see the list. They do need to see that you cared enough to make a list. These are things that are important to you in a job and how this job meets what you want.
- Wear clean and neat clothes that are appropriate for the position you are applying for.
- Smile.
- Be on time for your interview or a few minutes early. Make sure you know where you are going. Call the company receptionist to get clear directions on how to get there if you need them. **Call if you are going to be late**. Don't leave it up to chance or fate.
- Be polite and courteous.
- Know the name of the person who will be interviewing you. Write it down and take it with you.
- Answer all questions as completely as you can.
- Ask questions about the position and the company.



A Note From The Author

Hi, my name is Ellen Brockway. I am offering this report free to anyone who can use it. There are no strings attached. It is free because I see this as something that is needed by a lot of us. These are the strategies that I use to get work in the door. Hope They Help!

I have a B.B.A. in Accounting from the University of Dubuque in Dubuque, IA. I've always wanted to pursue a Master's Degree but my life has taken another path that has led me to what I am doing now. I don't regret one step of where my life has led to.

I am a fervent, die-hard student of Ellen's Life School of Hard Knocks. There is no degree to be gained from this particular school. Some of the lessons have been fun and some have been no fun at all. Stories about those lessons will be available on the website once I finish my current lessons on Mastering the Art of Procrastination.

I've been working since I was 13 and have had many different jobs along the way. I love to learn new things. I love to Work!

Working for a living as an accountant has taken me from a car dealership in Arizona where I was an Accounts Receivable Clerk to a collection agency in Minnesota where I was an Accounts Receivable Supervisor to a position as a Business Systems Consultant with Ernst & Young, LLP in Connecticut to owning my own successful Accounting Services business. I did not start out with my ideal job but every job I have takes me a step closer to what I want my ideal job to be.



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