

STOP STALKING – ACE OUT YOUR COMPETITION

There is a fine line between appropriately following up and stalking. There are actions you can take that will prevent the need for you to become a stalker.

A job interview is a competition between you and the other candidates who are being interviewed for the exact same position. You must do all you can during an interview to influence the interviewer so they begin to envision you in the position.

Your work is not done once you have completed your job interview. This is a competitive job market and often the interviewer has scheduled several interviews over a few days. If you want to obtain the offer you can't just wait to be called by the employer.

APPROPRIATE FOLLOW UP vs. STALKING

DO'S

1. Ask the interviewer for the target date to fill the position
2. Be proactive and consider your follow up process as a strategic step in your job search process
3. Ask for business cards so you have the correct spelling of names and correct titles
4. Write individual thank you notes to every person involved in the interview process, including the receptionist who greeted you when you arrived.
5. If you have multiple interviews with the same person, send thank you notes after each interview
6. In your thank you notes state your high level of interest in the position and their company as well as the confidence you have in your ability to do the job
7. Show appreciation for the hiring authorities' time and interest in you reminding them of specific topics discussed during the interview
8. If you have provided references during your interview, personally call your references and discuss the specific opportunity you have interviewed for so they know what skills to highlight when providing your references
9. Remain calm and positive – often decisions are delayed due to other priorities

DON'TS

1. Corresponding only by email, vs. all means of communication
2. Have spelling or grammar errors
3. Stop your job search process waiting for an offer vs. keep interviewing

4. Take rejection personally, if not hired
5. Don't show any negativity or disgust if you are not hired. You never know when a new even better opportunity will become available.

DIFFERENTIATE YOURSELF

Most job seekers will call a hiring authority after an interview requesting an update or progress report. These calls are almost never returned, because they are self-serving.

You can stand out by offering to share more information with the employer vs. asking for information you want to obtain. After you've shared information, the natural action is for the employer to also share more information with you. Recap something that occurred during your interview, to bring the employer back to your specific interview.

QUESTIONS YOU CAN ASK TO ACE OUT YOUR COMPETITION

Hiring authorities will hire the person they feel will make them look good. Throughout your interview and follow up process, ask questions to uncover the priorities, problems or challenges of each person in the interview process.

Never underestimate the power of allowing a hiring authority to talk about themselves or discuss their challenges. They will actually like you more which hopefully will help them envision you in the job and also a fit for their company culture.

Ask the following questions:

- What are your greatest challenge
- What is the most important project you want this new person to handle
- Is there information you can share about your current team
- What would you like to improve in your department
- What is most important to you in the person you hire
- How would you describe your company culture
- What problem exists occurring as a result of this job being vacant

You then react to their answer and do all you can to position yourself as the perfect fit to handle whatever they reveal.

Follow the advice in this webinar and you will ace out your competition!