**Don’t Wear Flip-Flops to Your Interview - Summary:**

Here are the top 10 roadblocks to successful job hunting:

1. **Starting without a crisp, clear, realistic goal.**
   1. You need to know what you want.
2. **No control over the timing of the job hunt.**
   1. You need to take initiative when things are turning downwards and start your job search as soon as you can.
   2. You need to remain calm and not be desperate.
3. **It’s all about rejection, baby.**
   1. Expect rejection to happen often.
4. **It’s unpredictable.**
   1. The job hunting process is totally unpredictable except for one thing: if you work at it, you **will** eventually get a job.
5. **It lacks structure.**
   1. Therefore you must take control and build a job-hunt structure that suits your needs.
6. **G.R.R.s**
   1. This stands for Gender Related Roadblocks, and pertains to both men and women.
   2. First one, **don’t be afraid to ask for help when you need it.**
      1. Men have a hard time with this one.
   3. Second, **you need to sell yourself.**
      1. Women have a hard time with this one.
7. **It’s lonely and isolating.**
   1. Make as many connections to recruiters and employers as you can, as well as other job-seekers.
8. **Self-doubt, defensiveness, and the myth of the perfect job candidate.**
   1. Identify your weak spots, and work on them.
   2. There is no perfect candidate, and the wrong people are hired every day (look at the president!).
9. **Your baggage.**
   1. This baggage will come thru in your communication with potential employers, so drop it or at least dampen it with positive emotions you can pair them with.
10. **The psychology of entitlement.**
    1. **You ain’t entitled to shit. You need to work hard for everything you earn.**

There are techniques that can help you overcome interview anxiety:

* Keep in mind that this interview is a two-way street: you’re interviewing them and they’re interviewing you.
* The book gives many other ones but they’re so common that I’m not even gonna go into them.

**You need to be active in your job hunt.**

Always be expanding your network. Ask any contact you meet if they know anyone else who could be helpful to you in your job hunt. Strangely, the further **away** you move from your familiar base of contacts, the **more** helpful people are.

Don’t pick up or respond to messages while waiting for a meeting or interview; use that time to focus on your strategy and goals for the meeting.

**DO NOT STOP LOOKING FOR JOBS UNTIL AFTER YOU HAVE STARTED YOUR NEW JOB!!! IT DOESN’T MATTER WHAT PART OF THE INTERVIEW PROCESS YOU’RE IN OR WHAT AMAZING OFFER YOU’VE BEEN OFFERED!**

For every item in your resume, come up with a little interesting story to tell.

For every interview question you’re asked, you need to answer in a way that shows your knowledge and experience, as well as your personal characteristics and why they would be a great fit for the company.

When answering any question in an interview:

1. Listen actively to each question.
2. Take a second or two to frame your answer.
3. Never let them put negative words in your mouth.
   1. Frame everything, even negative experiences, in a positive light. Focus on what you learned from the bad experience, and how that made you better today than you were before.
4. Always tell the truth.
   1. But coat it in a positive way.
5. A minute or two is enough.
   1. Don’t drone on and on. If the interviewer wants to get more specific, she’ll ask more specific questions later on.

**If you are NOT asked for references, do NOT give them. They’re just another step between you and the job offer, and if you can skip that, then better for you.**

We’re gonna learn how to “close the deal”. In terms of professional sales training, the “close” is when you strive to uncover any objections or reservations your potential customer has, and you help your potential customer communicate the decision she has made during your presentation.

**You need to focus on uncovering objections so that you can overturn them.**

A good close is, “What questions or issues have I left unanswered?”

When you uncover objections with your close, what you need to do is start at their side and drag them over to yours. Find some connection with what you’ve done and their objection, and state that connection so they can see that their objections are unfounded and unnecessary.

A good strong close is to tell the interviewer at the end **straight up that you want the job.** After you’ve received an offer, you can deal with the details then.

When you finally get a job offer, be thankful **but don’t immediately accept it! You still need to review the entire, official offer.**

However, **you’re on the clock, and you need to lay the foundation for your decision making NOW, before you’re in the hot seat.**

**Get the offer in writing, and ask, “What kind of deadline are we working with?”**

Also, you can use this job offer to speed up other ones, with quotes like, “I’ve got a job offer with a great company, but I’m very interested in the position with **your** department. Now I know you have a lot on your plate, but I was calling to see if we might be able to get together in the next couple of days.”

**DON’T LIE ABOUT HAVING AN OFFER IF YOU DON’T HAVE IT, CAUSE THEY MAY CALL YOUR BLUFF AND WISH YOU BEST OF LUCK, AND YOU’LL LOSE THEM!**

You need to take the two parts of a job offer assessment **independently**:

1. The job itself.
2. The compensation they’re offering.

**Both must be fair and correct in your eyes.**

**GET THE OFFER IN WRITING AND SAY YOU NEED TIME TO TAKE IT HOME AND TALK ABOUT IT!!!**

**Always negotiate upwards for salary! Always add 5-10% of what they’re offering and negotiate from there. However, stay away from absolute numbers and give a range that’s between the 5 and 10 percent.**

Always have a clear idea of what you want and what you will and won’t accept.

When you **discuss job offers**, try your best to **make it face-to-face**. Don’t talk about what you need, talk about what you’ll bring to the assignment, your assessment of a strong fit, and your eagerness to join the team and get to work.

Don’t negotiate every item, make a list of the top 3 items that are important to you and negotiate those.

When negotiating the job offer, **don’t go straight to the money. Discuss the duties and responsibilities, reporting relationships, staff, resources, and other compensation items like bonus, first.**

**Always start negotiation from a place of AGREEMENT, stating all the great things you’re gonna do for this employer and how excited you are. THEN, get to the negotiation.**

When you finally mention the money issue, and they say ok to your 5-10% increase, **that’s it. Don’t ask for more money AGAIN.**

If they say they need to look into it, thank them for their effort, then drop the issue **until you leave**, at which point say, “When can I expect a call on the salary issue?” to show them you haven’t forgotten about it.

A good thing to ask for is if a 3-6 months performance and salary review is possible if the salary they offer is lower than you expected.

**Always give ranges, NEVER GIVE ABSOLUTES, with the money you’re asking for.**

Ok, so let’s put all of this together to have the steps needed for managing the job offer process:

1. Ask for the decision time frame and bargain for more time (not too much more).
2. Prospect for other offers or interviews.
3. Analyze the job.
4. Analyze the compensation.
5. Set negotiating targets for the job and for the compensation.
6. Negotiate (in person is best).
7. Decide (accept or reject the offer).

After you successfully get a job, inform everyone who helped you (recruiters, other employers, etc.) of your decision, thank them very much for everything, **and keep their info as these are now your new business contacts.**

If an interviewer asks a hypothetical question, give a couple of brief, **different**, answers and then state something like, “However, these are only a couple of ideas on where I’d start. There’s still multiple ways to go. I guess I’d really start by getting all the data first, then deciding the best course of action from there.”

**Always send a thank you e-mail after the interview is done.**

When asked to take a drug test, state yes, but then ask:

* Is this program run by a physician or MRO (Medical Review Officer)?
* Does this testing program use only federal certified testing labs?
* In the event of a false positive, do I have the right to a retest?
* Are the results sent elsewhere or are they retained with complete confidentiality?