



The Ultimate Interview Prep –

You get one shot at a good interview... Preparing well increases your confidence and will get you More Offers and Higher Starting Salary Offers!

Objective: To remove as much mystery about the Interview, Process and People involved as possible – so that you can perform at your very best.

- An interview is like a live performance – you cannot afford to be “practicing” during the interview. You only get one shot to make a credible and well-designed impact.
- You are already very skilled at your job and profession, which you do everyday. However, you do not interview everyday.... But that’s what we, Omnikron, does to everyday!
- Even if you are a “pro” interviewee, take some time to review this helpful interview guide. Practice answering the questions out loud – you really need to hear yourself answer, don’t just do it silently in your head. Additionally, in most cases, the best way to build rapport and create an “awesome” interview environment is for You to ask many, many questions. Please fold the appropriate “Questions” into your interview from the below list.
- Congratulations for getting this far – You are more than 75% on your way to landing this great job and career opportunity!

Confirm:

- Date, Time, Place, Directions. Don’t wait until the day of the interview.
- Handle the nuances of the parking lot, parking structures, security guards – to the best of your knowledge.
- Establish best time to leave your destination, drive time, to arrive 30 minutes early. You should announce yourself EXACTLY 15 minutes prior to the set interview time.
- Determine ahead of time what you’ll be wearing. It’s still a safe bet to always dress “up”.
- Bring 3+ Extra Resumes. Please do not ever walk into an interview w/o hard copies of your resume. Letters or recommendation, sample work, anything else you have will also be helpful, if you have them – Just in case needed.

Review:

- Who you will be meeting with, Name, Phone, Admin's name and phone, etc., anything that will be helpful.
- Mission of the COMPANY. Look on line and do research as well. Go to company web site, Linked In, Wikipedia, Yahoo Finance and of course Google. www.Hoovers.com if publicly held company, and or any news services that you subscribe to be completely up to date on this company. Sounds very basic, but so many people don't do this step. Fallout from not doing your own personal research usually can not be overcome, no matter how much of a professional you are in your domain.
- Mission of the DEPT (differs from company's overall mission – find out how).
- Structure of the Dept as you know it (Org Chart and where everyone fits in) – to the best of your ability
- Mission of the JOB they are going to interview for

Prepare: Questions you'll be asked and style of interview (multiple, panel, one-on-one)

- Tell me about yourself
- What did you do at your jobs (or describe a typical day at your job)
- What did you like / dislike at your jobs
- Explain big projects and your role within each
- Explain challenges that you encountered and how you dealt with it
- How handle difficult boss
- How handle difficult peers
- Why did you leave, each time
- What are you looking for now
- All the technical requirements: Key – if you just “know” something and have not done it recently enough to be fluent in, TAKE IT OFF YOUR RESUME.
- Why would you be a good fit in this environment
- What do you bring to the table over and above all the others we're interviewing with?
- Time expectations (9 to 5er vs. 9 to 9er;) physical location, how far are you from office, or offices, or able to work remote, or are you open to come into the office every day; Work flexibility to work with other team members in other countries... This may be important to know if they have a big requirement and if it's something you are prepared or willing to do.

Most important part of the interview: What questions you need to ask during the interview:

- Describe a typical day
- There are usually technical questions that will apply: PM questions; SDLC; ITIL Methodologies, etc. – use what you already have, but come prepared with questions of your own, plus some of these below.
- What’s driving the need for change now? [If they are hiring a lot, or shifting a lot... They may have already answered this, but don’t assume anything – you definitely need to know why the position is open].
- How long have you been at this company?
- [If true] I saw your profile on Linked In, very impressive... Tell me about [something specific]...
- IF you have no info on this person, just ask: “Tell me about your journey...”
- What do you like most about working at this company?
- What are the 3 most important qualities you look for when you are hiring people?
- And, above those qualities, what would you say is common ingredient for success company-wide?
- What is the environment / culture / pace like here?
- How does the reporting structure work here? Who would I be reporting to on a daily basis?
- **If everything went well... you hired me and I came on board, what would I be doing the very first week I started?**
 - **How about in 6 months?**
 - **What do you see me doing 12 months from now?**
- **From what you’ve learned about my skills and background, where do you see me fitting in best?**
- Initially, what concerns did you or do you have about my background?
 - In your opinion, do you think these can be overcome to be successful on your team?

Conclusion Statements:

- *Thank you for spending time reviewing this opportunity with me, it is exactly what I've been looking for...* (This has to be genuine, and if the interview went well, you just need to let the interviewers know that you really think you're a fit. You need to make some type of statement like this).
- *I believe I can bring value immediately because:*
 1. Review specific skills and expertise that can address current needs of the position
 2. I've been in similar settings and thrived – give an example
 3. I love this type of work / role – give examples (Best people to hire, in life, are the ones who really love what they do for a living. Be that type of person).
- *How do you see me fitting in your team?*
- *Thank you again for your time and consideration. What next steps should I anticipate?*

If Omnikron set you up for your interview, please follow-up:

- Have our phone number so you can call us right after the interview. We perceive delays in getting back to us as lack of interest in the position. We need to know how to handle the client and which direction we should petition on behalf of for you, so it is in your best interest to get back in touch with us right away.
- We will be sending you a survey via email for how the interview went. It really helps us and our clients continually improve our processes, so please look for it, fill it out and email it back to us right away – we really value your input.
- Our job is to take things from “green light” to “green light”. So far, we've been getting a lot of them together. Now, your mission is to go get another green light, and then get back to us as soon as possible so we can plan your next steps appropriately!
- Do you have any other questions or concerns? On a scale of 1 to 10, how qualified do you feel for this position? Are you excited? We are too! Have fun and thank you so much for your professionalism throughout this process!