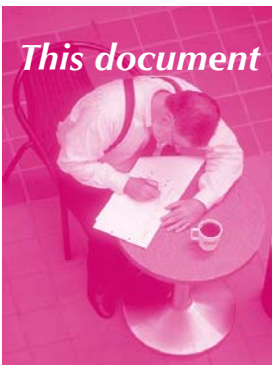


Planning Your Career



***This document** has been provided for the use of those intending to find employment. The views expressed are those collected from a number of sources and do not necessarily represent those of SSR[®] Personnel*



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DEVELOPING A PERSONAL INVENTORY

Achievement Record

Look back across all your job roles, starting with your current or last role. This could be like doing cold turkey. The purpose is to identify skills ultimately transferable to another post or employer. But you should not just view those immediate responsibilities. Your personal development would be based on a broad scale of skills which hopefully you have continued to identify for future mentoring.

Responsibilities / Tasks <i>What do I do?</i>	Skills / Qualities / Knowledge / Experience <i>What do I need to know?</i> <i>What do I need to have?</i>	Achievement <i>What was the result?</i>



Finding the Ideal Appointment

1 List all those things YOU DID NOT LIKE in previous jobs and companies.

Rank them in order 1-10.

Table with 2 columns: THE ORGANISATION & JOB, THE TASK. Rows numbered 1 to 10.

2 List all those things YOU LIKED in previous jobs and companies.

Rank them in order 1-10.

Table with 2 columns: THE ORGANISATION & JOB, THE TASK. Rows numbered 1 to 10.



SKILLS ANALYSIS

Under each of the following headings write down up to ten skills which you possess in each category:

PLANNING AND ORGANISING	
1	6
2	7
3	8
4	9
5	10

SOCIAL AND INTERPERSONAL	
1	6
2	7
3	8
4	9
5	10

RESEARCH AND ADMINISTRATIVE	
1	6
2	7
3	8
4	9
5	10

ARTISTIC AND CREATIVE	
1	6
2	7
3	8
4	9
5	10

PRACTICAL SKILLS	
1	6
2	7
3	8
4	9
5	10



Finding the Ideal Appointment *(continued)*

- 3 List all those things **YOU COULD HAVE PERFORMED** in your previous job but for any reason were prevented from doing.

Rank them in order 1-10.

	TASK	REASON FOR NOT PERFORMING THE TASK
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

- 4 Read newspaper advertisements, internet news groups etc. to help you list the jobs titles that you would consider. Include positions that require training.

	"Interest"	"Experience"	"Knowledge"
4	<i>High level of interest</i>	<i>High level of experience</i>	<i>Very knowledgeable</i>
3	<i>Some interest</i>	<i>Some experience</i>	<i>Some knowledge</i>
2	<i>Little interest</i>	<i>Limited experience</i>	<i>Limited knowledge</i>
1	<i>No interest</i>	<i>No experience</i>	<i>No knowledge</i>

	Job Title	Level of Interest	Level of Experience	Level of Knowledge	Need Training	Total Score
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



STRENGTHS AND WEAKNESSES

- 1 List your strengths in order of appropriateness. For each of these think of an example where you have achieved a difference initiating them.

	Strengths	Example
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

- 2 Consider your weaknesses. For each of these think of at least one example of how you can improve them.

	Weaknesses	Improvement Idea
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Now look back over both A&B and attempt to draw some conclusions about the roles you should be looking for.



FINDING YOUR NEXT ROLE

The main methods used to find a job are looking at job boards, newspapers, employment agencies and consultancies and through networking (via institutes and club meetings, present and past colleagues etc). However, you should also include the local library. The library will have information showing which companies are moving into your area (perhaps in the newspapers but also in the local authority planning section). In addition they have connection to the internet for those without home connection. You will also find it useful to speak to your friends and family etc. What connections do they have which may help you? Looking for a job is a campaign - it needs a plan.

	Name	Organisation	Profession/ Job	What other Contacts might they have
Family				
Friends				
Colleagues				
Club Members				



FINDING YOUR NEXT ROLE

Using the list on the previous page, try making contact with people. Spend some time recording the information they pass on.

Once you have got past the receptionist, try to avoid speaking with anyone other than the person you need. But, if this cannot be avoided, ask the person answering the telephone to help you. When speaking be polite, but, above all, be direct. Tell them:

- that you are looking for a position for yourself,
- the typical title of this position, and
- why you may be suitable (in no more than two sentences).



Ask for the chance to discuss opportunities with them or find out when they will be recruiting for this position again and what else they are recruiting today (it may be your second or third choice). Be careful to communicate flexibility, not that you wish to sweep the floors (unless, of course, you do), but how you can develop a particular role. It may be that your skills could of value temporarily. Remember 75% of interim management positions lead to the offer of a permanent position.

Record the number of people you get to talk to and measure this against the number who send you an application form. You can use this as a guide to the number of application forms you can expect to send out each week.

Remember: Just because you have not seen an advertisement for a position at this company, it does not mean that they are not looking for someone with your skills and enthusiasm.

Record the Information

Company Name: _____ Ltd/Plc
Address: _____

_____ Post code: _____

Contact: _____ Telephone: _____
Referred by _____ Profession: _____
Secretary: _____

Results: (i.e. information) _____

Follow up: _____

Photocopy as many pages as you require.



PRACTICAL TIPS ON COMPLETING APPLICATION FORMS

Completing Employee Application Forms

The following is a list compiled by Human Resource Managers, in both the public and private sectors, as the kind of items and practices they found as negative in job applications or applicants (*in no particular order*).

- Illegible handwriting
- Stains
- Coloured inks that are hard to photocopy (e.g. red)
- Crossings out and smudges
- Spelling or typing errors
- Leaving sections unanswered or saying “see c.v.”
- Not signing forms
- Not making an effort to provide supporting evidence
- Too many repetitive adverbs (e.g. I am... I am... I am)
- The absence of a covering letter
- Covering letters written on lined paper
- Not quoting reference numbers when asked to do so
- Incorrect spelling of addresses, names and titles
- Not following special instructions or advice given to help complete the application
- Failing to understand the selection criteria when they have been provided in a person specification
- Submitting by post when requested by email
- Failing to put a stamp on the envelope
- When using additional sheets, failing to number them in order and including a name
- Filling in the box or columns that are for official use only



PRACTICAL TIPS ON COMPLETING APPLICATION FORMS

Each time you send an application form you are likely to be required to include an accompanying letter/email. The following format is recommended for addressing most advertised vacancies. Whilst we will most probably use an email process, the covering correspondence could be the difference between applicants.



Mr Chris McGlown
Product Manager
Berry's Superstore Ltd
Nugent Industrial Estate
Cray Avenue
Orpington BR6 2HA

42 Grange Lane
Biggin Hill
Kent BA2 9DA

10th February 2009

Dear Mr McGlown

Branch Administrator

Your advertisement for Branch Administrator in the Southern Star Newspaper on Wednesday, 1st February 2009, caught my eye as I have the skills and experience you require.

You seek	I have
Team work	Extensive experience of playing a supporting role in a team of 6.
Administrative skills	Re-organised the departmental records system to increase efficiency.
Accounting skills	Responsibility for the day-to-day departmental accounting systems
Customer contact	Outgoing and enjoy meeting people with the ability to solve problems - high degree of diplomacy

My application form is enclosed/attached (or I would like to be invited to attend an interview) and I look forward to hearing from you in the near future. My direct line numbers are

Yours sincerely

Jane Spencer



PRACTICAL TIPS ON COMPLETING APPLICATION FORMS

You may wish to write to an employer on a speculative basis, i.e. one where no position has been advertised but you believe that they may have a vacancy (in the future). Alternatively you may just wish to work for them, having heard that they are a good employer or based in an area that you would like to move to.



Mr Chris McGlown
Product Manager
Berry's Superstore Ltd
Nugent Industrial Estate
Cray Avenue
Orpington BR6 2HA

42 Grange Lane
Biggin Hill
Kent BA2 9DA

10th February 2009

Dear Mr McGlown

Your company has recently been reported in the local press as having had great success with its new line of stationery and office products. With substantially increased productivity, I wondered if my experience as an health & safety officer could be of interest to you.

For the last six years I have had responsibility for a safety budget of £50,000. During the last two years I have substantially reduced the number of serious incidents at work from ten to zero with a cost saving of £200,000.

My CV is enclosed for your consideration. I will telephone you in the next few days to see if we can arrange a short meeting. Alternatively, my contact details are or

Yours sincerely

Jane Spencer

Remember:

If you send a letter promising a telephone call, you must make it.
Busy people may need you, but can be too involved to call you.



Interviews are an essential part of the recruitment process

Some general guidelines on attending interviews

Based on an article first published in the Forces Resettlement Magazine

Many excellent people have been rejected because of a single *faux pas*. Gerard Roche, chairman of the New York head-hunting firm Heidrick & Struggles, recalls one candidate who failed because his socks sagged. Another made himself too comfortable. "He peppered his conversation with profanities, pulled his chair right up to my desk, and started picking up and examining papers and knick-knacks," says recruiter Nina Proct of Martin H. Bauman Associates in New York.

1 PREPARE IN ADVANCE

Learn all you can about the company from their literature (ask for a copy of their annual report or product information). Additional information can be gathered through the press, your local library, and computer databases. If possible make sure you know who you will be meeting and the format of the interview (will there be any selection tests etc.).

If the meeting point is in an area you are unfamiliar with, take a test run so you can plan your journey time on the day. Do not arrive too early, and certainly do not arrive late (be sure you have a copy of your CV, a pen and a note pad with you).



Establish the accepted dress code. If necessary, you could observe this by visiting the office to collect a brochure or report. This may help give you an insight into the company culture.

2 MATCH YOUR INTERVIEWER'S STYLE

It is important that you quickly establish rapport with your interviewer. Once you are through the door, look for signs of the type of person interviewing you. Family photographs or sporting trophies indicate a warm, chatty interviewer. This person may appear to dwell on peripheral issues and you will need to carefully guide the discussion back to the purpose of the meeting. An interviewer with statistical data on wall charts means they will probably want detailed answers - how you are going to research and target the product or service? An office that is 'buzzing' means your interviewer will be results orientated - so give them the bottom line of what you can contribute, how much you can save, or how much you can make for them.

It has been estimated that 70% of all hiring decisions are based on personal chemistry, therefore learning to speak the interview's language is vital. Watch out for, and mirror, their pace, volume and style.

3 INSTANT RAPPORT

Be courteous to everyone from the moment you walk through the front door, treat everyone you meet as if they have the power to hire you.

As you walk from reception to the interviewer's office, begin with some light chat to help yourself relax. Talk about their offices, pass a favourable comment on the facilities, decor or a local place of interest. Whatever you discuss be upbeat and confident from the outset.

When you sit be comfortable, but assume a forward leaning posture. This conveys that you are keen - do not, however, appear to be pushing the interviewer into a corner. Ask if you can take brief notes, and jot down any items you may want to refer to later. Even if your interviewer smokes, it is generally considered best not to smoke. Many companies now have no smoking policies, so be prepared to have any smoking habits curtailed or restricted during working hours. Be aware of any fidgeting tendencies you have and find some thing else to do with your hands - folded in your lap is fairly safe.



4 BE ORGANISED

Remember that this is your opportunity to find out if this is the sort of environment in which you would be happy to work. If the interviewer has not indicated, ask how long the meeting will last and have your own agenda of what you want to cover. Your questions should be relevant, and reflect you have done some research. You might ask to what extent the devaluation in the pound has improved export sales: or what impact their latest advertisement has had on sales. You may want to know what some of the primary objectives of the job are, what responsibilities are critical, what will your performance be judged on, how will it be measured. Having questions like these ready avoids a deathly silence when asked if you have any further questions.



5 SELL YOURSELF

Look back over the tasks you have completed and practice talking about yourself and your accomplishments to friends, family and anyone who will listen. Rehearse a two to three minute introduction for when asked to 'Tell me about yourself'. "I am an Electrical Engineer with fifteen years experience in heavy machinery. My background includes a position as plant maintenance supervisor, responsible for service and repairs at three sites. I have managed a team of twenty technicians and mechanics, and, under my supervision, turn around time on repairs has reduced by 10%. Over the past three years I have been involved in a team which makes recommendations to the purchasing department for replacement equipment within our division." Do not be modest about your accomplishments, but be factual, be proud of and proclaim your achievements.

6 SHOW YOUR RESEARCH

Use every opportunity to show that you have done your homework. However, do not speak for more than two minutes, and do not be a "know all". Rather than ask what gross sales were last year, refer to a figure from a report showing an increase / decrease, then ask if that reflects local or international sales.

7 DO NOT STUMBLE

Practice the tough questions so that your responses comes across positively and naturally. Be prepared to answer any of three types of question: standard, open-ended, and structured.

Standard questions require a straight forward 'yes' or 'no' response. Have you any experience in product launch? Are you prepared to relocate? Try a brief, but not abrupt, answer, like "I have not specifically discussed relocation with my family, but they have always been supportive of my career".

Open ended questions invite you to talk. Tell me about yourself? What are your future goals? These answers should be rehearsed so that you provide a clear response, conveying the important information required, within two minutes.

Structured interview questions discourage Candidates from embellishing their responses. A professional interviewer these days may say "tell me how you would introduce and support our new database software" or "how would you plan and implement the relocation of our warehouse function to the North East."

Whatever the style, do not feel rushed into giving an answer. Pausing before responding indicates thoughtfulness. Think carefully about what the company is looking for before you answer, and then do so slowly and confidently.



8 ESTABLISH NEXT STEPS

Do not be a pawn, ask about the interview process. Before you leave, find out what the next step is, when you might hear, who makes the ultimate decision and when they hope to fill the position.

9 EXPRESS GRATITUDE

Companies usually favour candidates with good inter-personal skills - they want you to be likeable. Thank the interviewer at the start and end of the meeting for their time and remember to follow up with a thank you note. When you do write, restate why you are interested in the position, what you have to offer the employer, and that you desire to meet for another interview to discuss accepting an offer.





What to say at the Job Interview

Your prospective employers may have a stack of CVs from talented applicants. Now they want to know what makes you tick. Are you difficult to get on with? Can you meet deadlines? How badly do you want the job?

There's no sure-fire trick for navigating an interview. But you can increase your odds by knowing what you're up against. Here, tough interviewers reveal their most frequent questions - and suggest how you might handle them:

1 *What exactly do you want from us?*

Many people dodge these types of questions by giving a generic, safe answer. To make a better impression, Dee Soder (who coaches executives) recommends you prepare by writing an "employment ad" that describes your dream job. Include a "headline" and several adjectives outlining the company, the job and yourself. This forces you to focus on exactly what you want and what you have to offer even if the interviewer doesn't ask you.

2 *Why did you leave your last job?*

Deep down, interviewers know many people leave jobs because they hate their boss: they may have job-hopped for the same reason themselves. But few employers want to hear it.

"I don't know why someone who wanted me to employ him would say he had a clash with a boss," says Mike Leavell, a deputy chairman of Hewlett-Packard in Cupertino, California. "That always puts up a big red flag".

Many interviewers suggest that people concentrate on the business reasons for joining a new company. For example: "After two years of running the marketing department at Widget Limited, I've learnt a lot about X. Now I want to learn Y." Or, "I'm at the stage in my career where I want to add X to my background, and your company is the leader in that field".

If you were fired because of a conflict with a boss, however, you may be better off telling interviewers yourself, rather than letting them listen to industry gossip. Be diplomatic and positive. Millington McCoy, managing director of New York head-hunters Gould, McCoy & Chadick, says one Candidate gave this type of response: "There was a new chief financial officer, and our management styles were very different. We agreed to 'disagree'."

3 *Why are you switching careers?*

In this question, interviewers are looking for careful self-analysis. "Don't say 'I wanted to try something new'," advises Howard Nitschke, a recruiter for Korn/Ferry International in New York. "That makes me think: *'this person doesn't know where he's going'*."

Instead, explain how your skills, personality and goals are more suited to the new career, or that you want to "add" something to your experience that will help you achieve a longer-term goal.

**What to say at the Job Interview** *(continued)***4** *Where do you want to be five years from now?*

The best way to botch this one is not to have an answer, or to have an answer that's inconsistent with the company's own goals. But you can also alarm your interviewer by giving the impression that the job is "merely a stop-off", says Fred Benson, a director of the Weyerhaeuser Company. An organisation may fear that, if taken on, such a candidate would spend more time jockeying for the next position than working. Benson says make long-term goals part of the answer but focus on the short-term. For instance: "I'm 30 and I love what I'm doing. Ultimately I'd like to be a managing director, but I realise I've got other things to learn first. The next logical step is to be a division manager. Here's why I think I'll be ready for that in five years ..."

5 *What's your greatest accomplishment?*

Susan Gauff, senior director of market and corporate communications at Siemens Rolm Communications, in Santa Clara, California, says many candidates fluff this question. Their most common mistake: responding with responsibilities rather than results.

A poor candidate for an advertising director's job will say of a triumphal project, "I wrote the copy, supervised photography and proof-read the layouts," Susan Gauff observes. The better candidate will say, "First we looked at the strategy of the company. Then we researched the audience. Then we determined what kind of payback we could achieve ..."

This answer "describes the big picture, not just the activities", says Susan Gauff. "You don't find many candidates who can do that."

6 *What are your strengths?*

Since you may also be asked to name as many weaknesses, limit yourself to three concrete examples of strengths, again showing benefits to the company.

Head-hunter McCoy asks a tough variation of this question, telling candidates to rank various skills on a scale of one to ten and explain why they rate higher in one category than another. A good explanation reflects on past accomplishments: "I've always done a better job of finding ways to cut costs than of drumming up new business."

7 *What are your weaknesses?*

Many candidates try to highlight vague weaknesses that can be viewed as assets. They say "I'm impatient," hoping the interviewer will see them as a go-getter. Or, "I work such long hours that my family life is out of balance." Don't try it. Interviewers are sick of hearing these stock answers.

Instead, be honest, but emphasise the actions you've taken to deal with a weakness. Dee Soder recommends this type of answer: "Sometimes I would push back deadlines to turn in higher-quality work. However, I've learnt to delegate more, and I've only slipped once in the past year."

Beware: some interviewers fall silent during this question, letting a nervous candidate fill the void by volunteering more information. Howard Nitschke remembers a candidate who made the mistake of answering this question eight times, talking himself out of the job. Once you've stated one or two weaknesses and their solutions, stop talking.

**What to say at the Job Interview** *(continued)***8** *What about a time you failed?*

McCoy says the best answer has this theme: "I fell off my horse. I learned what I'd done wrong. I got back up and rode better."

The worst answer is: "I suppose I've been lucky. I haven't failed yet." When candidates say this, "either they're not telling the truth or they're not trying hard enough", says Ronald Davenport, chairman of Sheridan Broadcasting Corporation in Pittsburgh.

9 *Will you get on with your potential boss?*

Some interviewers recommend dodging this question. Gerard Roche suggests saying, "I concentrate on the job and the results, and I'm flexible enough to work with almost anyone."

If the question is more explicit, such as "Describe the worst boss you have ever worked for," couch your answer as a disagreement over a business issue or as a difference in styles - not as a personal dislike.

10 *How old are you? How's your health? Are you married? Any children?*

If an interviewer asks one of these questions, don't cry foul unless you don't want the job. "Try to see it from their angle," says Susan Gauff. "Chances are the interviewer is really asking how much you're willing to travel or work overtime".

11 *Prejudice comes in many guises:*

During an interview, a managing director once asked Susan Gauff whether her husband let her travel. "I did a double take," she recalls. Then I smiled and said, "If you're asking am I able to travel on this job, the answer is yes." Later, Susan told the company's human resources director about the remark. This didn't sink her chances, though; she got the job.

12 *Comments after the interview:*

Remember, most interviewers care less about what you say than how you say it. Fluffs outside the formal "interview" count too. Gerard Roche recalls one candidate for the managing director of a telecommunications firm who was flown to his interview in the corporate jet. Chatting to the pilot, he made disparaging remarks about the aircraft. "The next guy to fly was the chairman," Roche says. "The pilot asked, "Who was that jackass?" The candidate wasn't hired.

13 *Dining out with the interviewer*

In an interview lunch, don't order the cheapest thing on the menu, even if it's what you want, counsels Leslie Schinto, director of external communications for Cap Gemini America. "They may not take you seriously or pay you enough." But don't make the opposite mistake, either.

"A candidate on a dinner interview with my client ordered a steak," recalls Patricia Hoffmeir of Gilbert Tweed, a health-care recruiting firm in Wilmington, Delaware. "After he had eaten the steak, he said he was sorry that he hadn't ordered surf-and-turf. So he summoned the waiter and ordered a lobster too!"

But at least he didn't do what Richard Slayton of Slayton International in Chicago recalls of a candidate: "When dinner was over, he asked for a doggy bag."

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Interview by Camera or Video Conferencing

As distance interviewing becomes more popular, especially for senior management positions, we have reproduced this article from the Daily Telegraph (London) as part of our advice and guidance package to candidates.



You are shown into a small office. A chair, PC and gadget on a stick are all that populate the room. The screen flickers to life. "Please sit down", a voice commands from nowhere. "We've been looking forward to meeting you." No, not an interrogation from a futuristic thriller but online interview using video conferencing technology - and it's becoming increasingly common.

The application of video conferencing has been one of the few technological steps that the person in the street has welcomed. Yet very few have practical experience or understand the presentation techniques we shall need to engage. Many companies are now appreciating the cost benefits (especially in the international arena) to be obtained. Not to mention the savings in time for senior executives.

As this will become part of the selection process we need to be prepared. These are some points to remember:

- 1 Be natural and don't be put off by the apparent formality of the studio environment. Techniques such as anchoring (used when presenting evidence to a court) are particularly useful at this point.
- 2 Establish exactly who you're talking to. There may be other people present whom you cannot see on your monitor.
- 3 Establish the exact purpose of the session - a screening or in-depth interview? (Important in all meetings, doubly so in this).
- 4 The camera and the screen will be slightly apart, so always look at the camera when answering questions. In this situation it is even more important that you establish eye contact.
- 5 Don't glance back at the monitor when talking. You only end up moving your head from side to side. At the other end it looks as if you're watching Wimbledon.
- 6 There's no need to raise your voice. Your interviewer may be a long way away but the microphone isn't.
- 7 Avoid looking down at notes for any length of time without making it clear what you are doing. They cannot necessarily be seen by the interviewer and your looking down could be misleading.
- 8 On some systems the other party can control camera movement, so be aware it could be more than your head and shoulders on view.
- 9 Remember that the camera may be on when you enter the room.
- 10 Learn to like it, video conferencing is here to stay. We can't afford to be put off !!

REMEMBER - Don't Panic : Be Honest



50 TRADITIONAL INTERVIEW QUESTIONS

1. Tell me about yourself?
2. Why did you leave your last job?
3. What is your greatest weakness?
4. Where do you want to be in five years' time?
5. Why do you want to work here?
6. What is your greatest achievement?
7. When you quit, what will your boss say?
8. How long would it take you to make a contribution to our company?
9. Can you work under pressure?
10. Why should we recruit you and not one of the other candidates?
11. Are you willing to go where the company sends you?
12. What have you learnt from the jobs you have held?
13. What salary are you looking for?
14. In what ways has your job prepared you to take on greater responsibility?
15. I'm not sure you are suitable for the job.
16. How did you go about the task of
17. Aren't you over qualified for this position?
18. Why were you out of work for so long?
19. Why have you changed jobs so often?
20. What interests you least about this job?
21. What has been your biggest failure?
22. What do you feel is a satisfactory attendance record?
23. Do you like to compete?
24. What is the most difficult decision you have ever had to make - and why?
25. What kind of people do you like to work with?
26. Are you considering other positions at the present time?
27. What kind of people do you find it difficult to work with?
28. Describe your ideal job.
29. Describe a situation where your work or an idea was criticised.
30. What frustrated you about your last job, boss, colleagues?
31. How is your health?
32. Why have you decided to change careers?
33. What have you done that shows initiative?
34. What were some of the problems that you encountered on your job and how did you solve them?
35. What aspects of this job do you consider to be the most critical?
36. What kind of things do you worry about?
37. What would be the first thing you would do if we were to offer you the job?
38. What are your interests outside work?
39. You don't appear to have much
40. Do you mind working for someone of the opposite sex or someone younger?
41. Why were you made redundant?
42. What would you like to improve on?
43. What things do you feel more confident doing?
44. Are you a leader?
45. Are you happy being left to your own devices?
46. What motivates you?
47. How do you motivate others?
48. What were you earning in your last job?
49. What is your opinion of the last company?
50. How much do you want to earn?

Practice these with a friend.

Try and give examples to each question and if you have time, even try and think of a different way of asking the same question.



QUESTIONS YOU MAY WISH TO ASK AT THE INTERVIEW

The questions you may ask at an interview are as important as those you must be prepared to answer, and are part of the two-way interview process. Some interviewers will be more impressed by questions which enable them to talk than by your answers to their questions. You may also have to ask questions as a means of keeping the conversation going, thus helping your interviewer.



Here is a selection of the questions that you could well ask, depending on the circumstances.

The Company

1. Can you tell me more about the company?
2. How does your company rate in the market?
3. What sort of rate of growth has the company been achieving?
4. What are its development plans for the future?
5. To what extent is it involved in overseas trade?
6. The ... market is under pressure. What is your company doing about it?
7. What are your main concerns at present?
8. How is your company dealing with the problems of....?
(Something you may have discovered from your research of the company).

The Position

9. What results will I be expected to achieve?
10. What are the immediate tasks to be done?
11. Is there a written job specification?
12. Have the requirements changed since the job was advertised?
13. What particular problems would I have to deal with?
14. Can you describe the area of my responsibility?
15. To whom would I report?
16. Do I have an established budget? If not, how am I funded?
17. What percentage of my time will be spent travelling?

Job History

18. Is this appointment a new one or an existing one?
19. What happened to the previous job holder?
20. Why are you filling this position with an outsider?
21. Can you show me the company's organisation chart and how this position fits into it?

The Personnel

22. What is the total staffing (various categories)?
23. With whom will I be working? What are their backgrounds?
24. Can you describe the staff that will be reporting to me?

The Department

25. What is the normal work load for the department?
26. Is the department a successful part of the company or a trouble spot?

The Training

27. How do you see the successful candidate's progression within the company?
28. How will the successful candidate be inducted to the company's policies and procedures?
29. What is the company's attitude to management?

Towards the end of the Interview

30. Are there any areas in which you have doubts as to my ability to do the job?
31. What is the time scale of further interviews or a decision upon this appointment?
32. How do I stand? Is the company likely to appoint me / place me on the short list?



PLANNING TO GET THE INTERVIEW

Set realistic goals ...

Break down goals into small tasks ...

Plan / Schedule Tasks ...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Review Goals at End of Week ...

What goals did I achieve?	<hr/> <hr/>
What helped me achieve what I did ?	<hr/> <hr/>
What goals did I not achieve?	<hr/> <hr/>
How could I overcome them next time?	<hr/> <hr/>

Set Goals for Next Week



AND FINALLY

Having secured a new position, many people are faced with the dilemma of how to resign. The following succinct letter is a good example of the written form you should take. However, you must also let your line manager know verbally, even if only out of courtesy.



42 Grange Lane
Biggin Hill
Kent BA2 9DA

Mr Chris McGlown
Production Manager
Berry's Superstore Ltd
Nugent Industrial Estate
Cray Avenue
Orpington BR6 2HA

1st September 2009

Dear Chris

Resignation

I write to confirm my resignation from the position of with effect from Monday 2nd October 2009.

Whilst I have enjoyed my time with the company, I feel that it is time to change and develop new skills in a different role.

Thank you for your assistance to date and I look forward to receiving my final remuneration and P45 shortly (*if your contract stipulates a specific time frame you may wish to specify the date*).

Yours sincerely

Jane Spencer

Copy: Personnel Department

Many employers, faced with the loss of a key employee, will reach for the cheque book and offer enhanced remuneration packages etc.

Our advice is that you must consider all options, if radical change is going to happen, then perhaps your old colleagues can make the difference you wanted. But you must be fair to both parties, your integrity rests upon it.

A letter rather than an email is preferable, although both would be the best way of ensuring that your employer is fully aware of your intentions.