Face-to-Face Interview

Career Confidential
Coaching Club
with Peggy McKee
Today’s Agenda

Introduction of Presenter – Peggy McKee
Presentation of the Webinar
Questions & Answers - Live
Additional Resources – Job Search Tools
Feedback – How to Contact Us
Accessing this Webinar – The Archives
Peggy McKee
Owner/Recruiter – 10 years
PHC Consulting – Medical Sales and Marketing Executive Search Firm

Clients include GE HealthCare, Bayer Diagnostics, Roche Diagnostics, BD, Qiagen, and other top Fortune rated clients in the medical and healthcare arena.

Over 22,000 hours of recruiting experience!
Face-to-Face Interview
Interview Preparation

• Research—it will calm your nerves. Know the job, the company, and yourself

• Have your interview documents ready: resume, 30/60/90-day plan, brag book
Presenting Yourself

• **What to wear**
  • Dress professionally
  • Dress comfortably

• **What to say**
  • Practice your answers to typical interview questions
    • “Tell me about yourself.”
    • “Why should we hire you?”
  • Have stories that back up what you say your skills are
Presenting Yourself

• What not to say
  • Train yourself to eliminate “um” and “uh” and “like” from your speech
  • Avoid phrases that communicate uncertainty: “hopefully”, “maybe”, “try”
  • Don’t complain about your last job or boss

• Be calm. Practice relaxing breathing
• Think about body language. Lean forward, smile, gesture, make eye contact, and shake hands
• Remember that they (the employer) need you and that your job is to help them determine this. It really is your responsibility
It’s A Conversation—Ask Questions

• The right questions show confidence, strategic thinking, initiative, and enthusiasm
• Questions get you information you can use in second interviews or thank you notes
Know how to close and ask for the job
Behavioral Interviews

• Behavioral interviews focus on past job behavior and performance because that will predict your future behavior and performance
• Have stories or examples ready that explain your skills/performance in many different situations: What happened when you had an unhappy customer? How have you increased sales? How did you deal with ______________? Use the STAR technique to frame your answer
• Quantify your examples whenever possible. You increased sales by how much? You were responsible for bringing in _______ dollars in revenue. You saved the company _______ dollars by doing/changing/introducing ________________
Panel Interviews

• When you meet each person on the panel, ask for a business card. Lay them out in front of you facing the appropriate person to help you remember names. This also helps you for writing thank you notes later.
• Don’t assume the most senior person is the decision maker. Be sure to include everyone in your responses.
• Clarify for understanding of the questions and whether your response was appropriate.
• Try to size up the agenda of everyone in the group. The needs of different departments will vary, so position your answers to meet those needs.
• Remember that each person would interview you anyway, it would be much more personal if this were one on one, and they probably don’t want to be here either.
• Send everyone in the group a thank you letter and make sure each one is unique.
Q & A with Peggy McKee
Additional Resources

Career Advice – the Career Confidential Blog
www.JobSearchSuccessSecrets.com/blog

Career Tools – Career Confidential eCommerce
www.Career-Confidential.com

Medical Sales Recruiting Services – PHC Consulting
www.PHCConsulting.com
Provide Your Feedback

Email Peggy McKee – peggy@phcconsulting.com
Or
Answer the Email Questionnaire
Or
Contact Us –
www.JobSearchSuccessSecrets.com/contact-us.htm
Accessing Webinars

Webinars are available on the Career Confidential Coaching Club website on the “DashBoard”.

www.JobSearchSuccessSecrets.com/blog/dashboard

As long as you are a member of the club you will be able to access any of the webinars that have been presented during the time you were a member.
Thank you for attending!