

Job Hunting in a Pandemic:
A Survival Guide to
Rejoining the Workforce



HANNA RESOURCE GROUP

July 29, 2020

Welcome!



**Lyle S. Hanna SPHR,
SHRM-SCP**

*President and CEO
Hanna Resource Group*

Session 1 (Recorded 7/8)

*The Unemployment Self Check
Rediscovering WHO you are and WHERE you want to go*

Session 2 (Recorded 7/15)

Drafting an Impactful Resume' in Today's World of Work

Session 3 (Recorded 7/22)

*Overcoming Digital Disappointment:
Enhancing your Digital Footprint, Creating a Digital
"Handshake" and Conquering the Challenges of Digital Job
Hunting*

TODAY

*Interviewing in the "New" Normal: Determine Your Plan for
Landing Interviews and Turning Interviews into Offers*

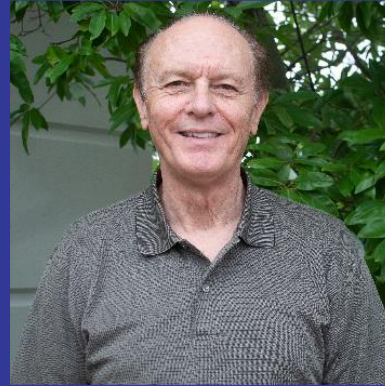
August 5 at 11:00 AM

*Job Offer Decision-Making:
Evaluating/Negotiating Offers During Uncertain Times and
the Importance of Sustaining Your Search*

INTRODUCTIONS



**Lyle S. Hanna SPHR,
SHRM-SCP**
*President and CEO
Hanna Resource Group*



Ray Davis
*Career Transition
Coach*



John Coffee, IV
*Director of Talent
Acquisition*



Andrea Tyra
HR Coordinator



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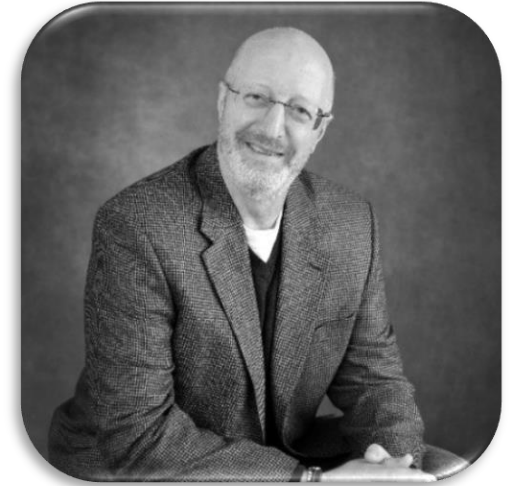
Guest Speaker:
Perry Sholes
President of
Progressive HR
Strategies, Inc.

July 29 at 11:00

*Interviewing
In the
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*Job Offer
Decision-Making:
Evaluating/
Negotiating Offers
During Uncertain
Times and the
Importance of
Sustaining Your
Search*



Guest Speaker:
David Baumgartner
Executive Coach

GUEST SPEAKERS



Today's Topic

Interviewing in the "New" Normal: Determine Your Plan for Landing Interviews and Turning Interviews into Offers

WHAT WE'LL COVER TODAY

1

Preparing for
the Interview

2

Researching the
Company and
Interviewing
Team

3

Interview
Types and
Stage
Insights

4

Interviewing
Tips for Success

5

Post Interview
Communication
And
Expectations

1

Preparing for the Interview



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1

Creating Your Strategy

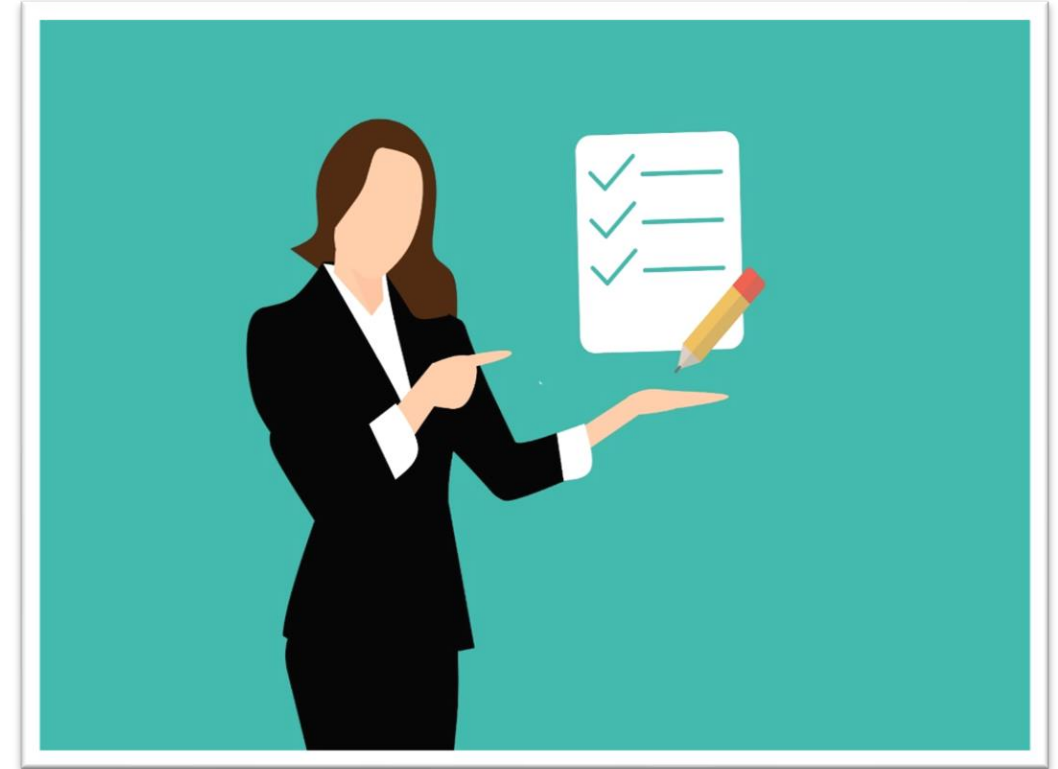
- Begin with the End in Mind

I liked her!

He is sharp; he asked good questions.

I think she would be a good “fit” with our organization.

- It's not about “selling yourself”
- It's about establishing RAPPORT!
- Create a conversation!



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1

Prepare in Advance to Answer Questions

QUESTIONS



- Tell me about yourself
- Why are you interested in this job?
- What are your strengths? Weaknesses?
- Why did you leave your last employer?
- Tell me about a time when . . .
 - You and your boss disagreed—how did you handle it?
 - You had a subordinate who was always late—how did you handle it?
- Give me an example of . . .
 - How you would praise a co-worker for a job well done.
 - When you have recently set a goal and attained it.
 - When you took the initiative and led.



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Prepare in Advance to Answer Questions

- Pause before answering, organize your thoughts
- Keep answers brief, one minute or less
- When possible, use examples
- Write and rehearse aloud answers to likely questions
- Role play interviewing with a friend
- Video your role play and evaluate yourself

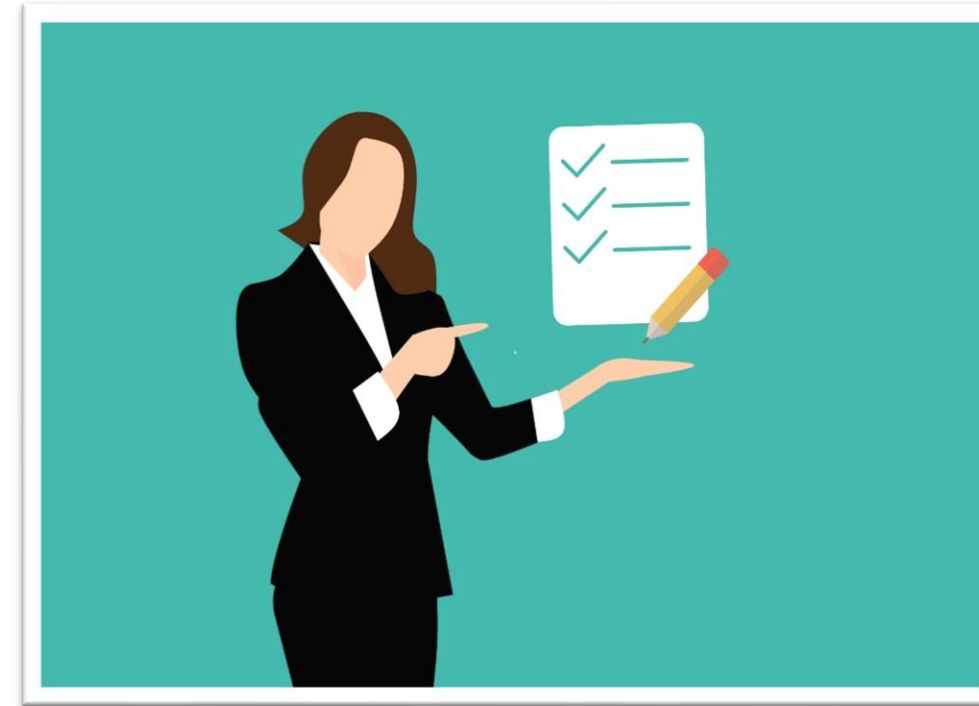
QUESTIONS



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1 Asking Questions

- Prepare to ask your first question after answering the first or second question in the interview.
- Questions indicate interest and intelligence.
- Try to turn interrogation-style interviews into discussions.
- Focus your questions on the job—duties, responsibilities, current issues and problems to be solved, etc.
- Keep your questions short and fat!
- After answering a question, ask how they would handle the situation.



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2

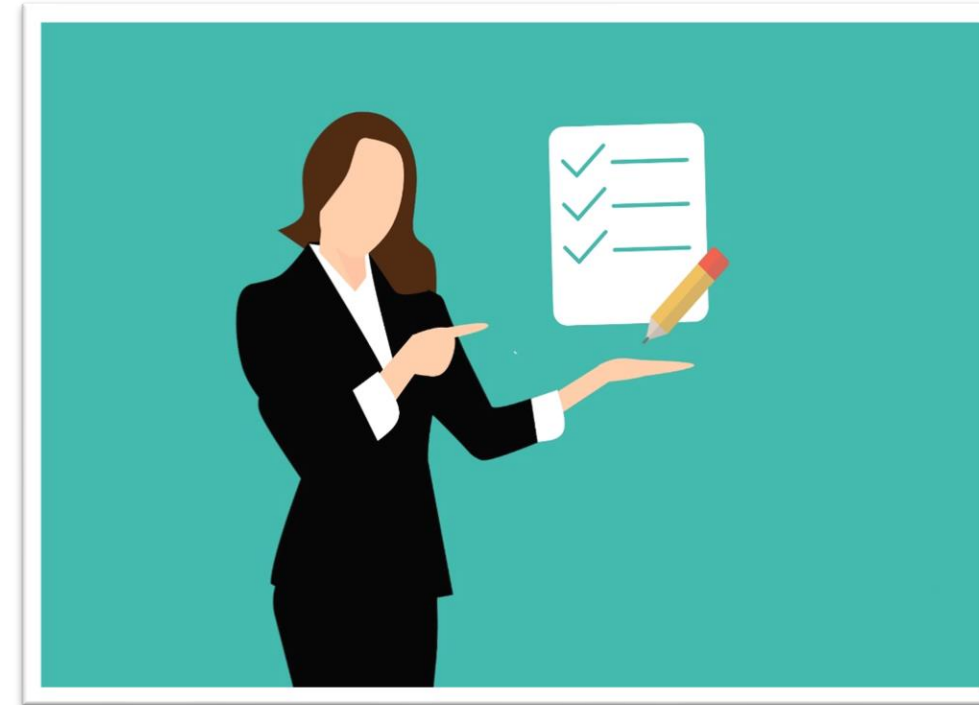
Researching the Company and Interviewing Team



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2 Advance Research is Key to Preparation

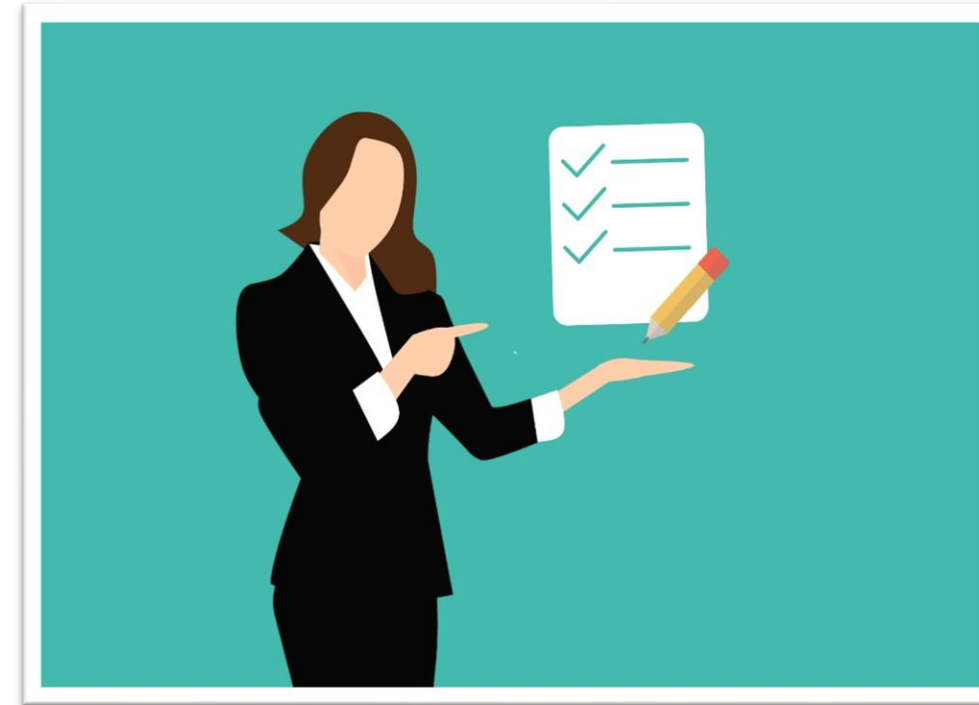
- Reread the Job Description thoroughly and learn the Org Chart in advance
- Look at the Company website and learn about the company's recent accomplishments, wins, and financial milestones
- Look up the team that you are interviewing with on LinkedIn, read about their background and consider commonalities or what perspectives they may have walking in



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2 Advance Research is Key to Preparation

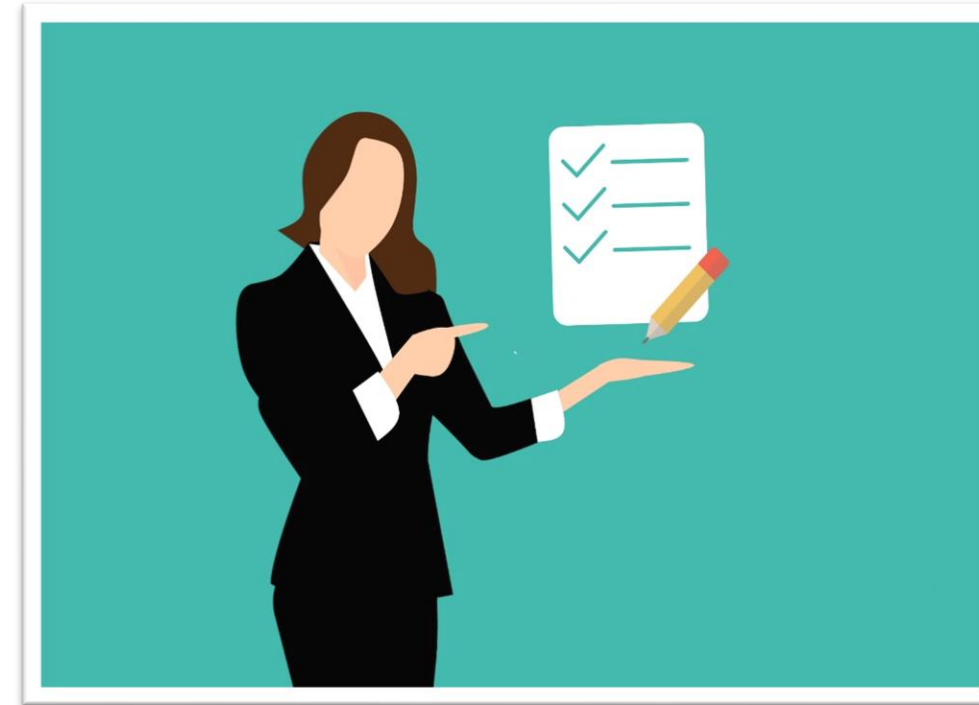
- Understand areas that you may be concerned about!
- Some topics you may not bring up, but you still want to get a read on where it makes sense:
 - Has the company recently gone through a series of layoffs?
 - Has the business unit you are interested in been consolidated?
 - Are they replacing an incumbent that is in the current role? If so, why did they make that decision? Where was the gap?
 - What is the environment/culture like? Are employees treated fairly and paid fairly?
 - Glassdoor



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2 Advance Research is Key to Preparation

- Use the information you learn to your advantage
- Ask APPROPRIATE questions that tie into your research when it makes sense, and highlight common areas that align:
 - College Alumni
 - Clubs that kids are in
 - Industry organizations in common
 - Charitable group work in common



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3

Types of Interviews

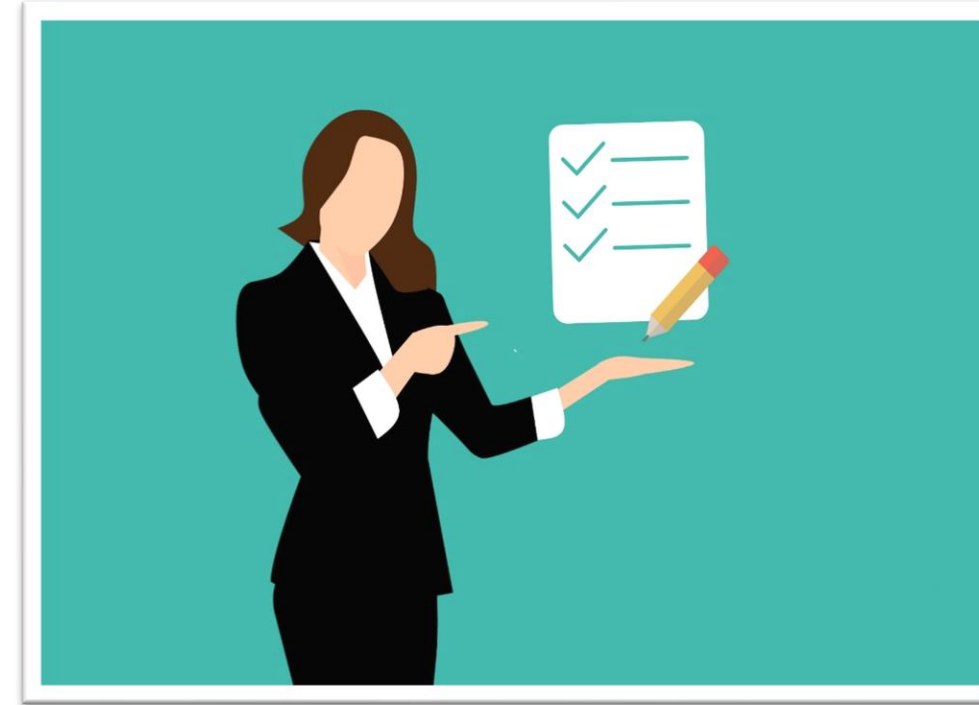


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3 The Interview Process at a Glance

- Phone
- Video--Zoom, Skype, etc., may be one-on-one or panel
- In-person, Panel
- In-person, One-on-one

General Tip: Eliminate distractions; turn-off electronics; reschedule if necessary

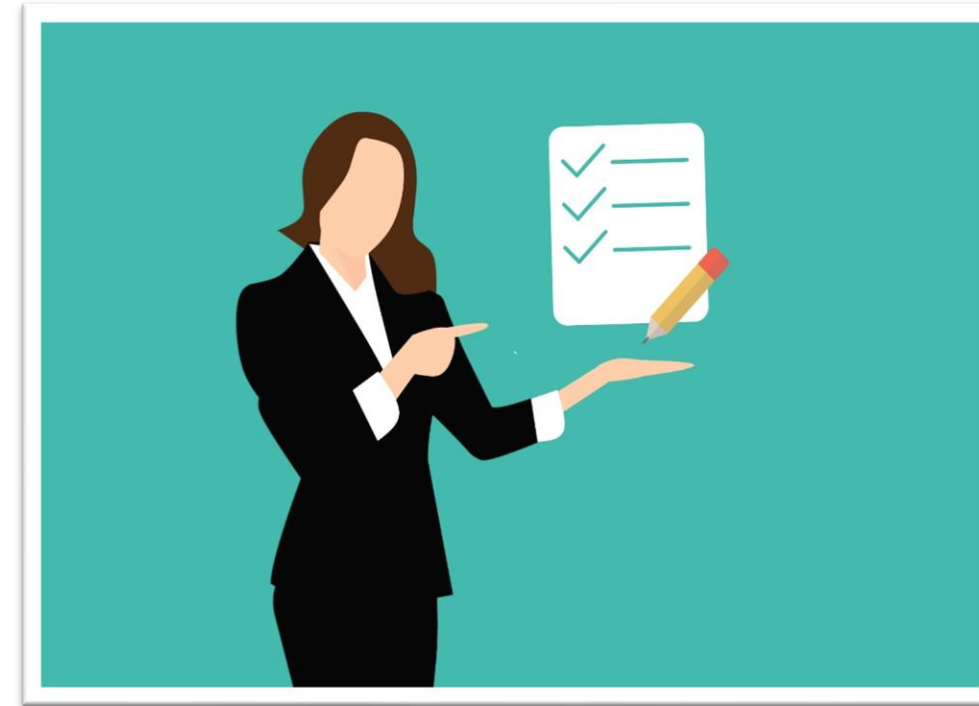


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3 The Phone Interview

Used for early screening—verifying that you have the credentials and experience to do the job.

- Usually conducted by recruiter or HR.
- OK to allow interviewer to dominate with questions but ask some questions.
- Stand and walk around; your voice will have more power and inflection.

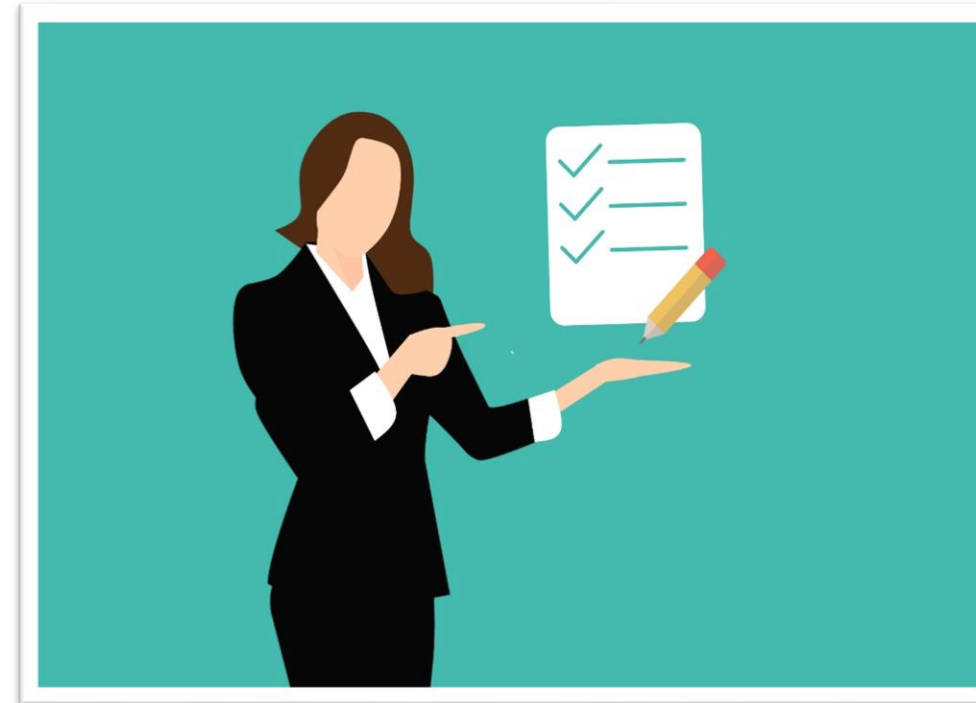


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3 The Video Interview

May include HR but usually includes hiring authority as well

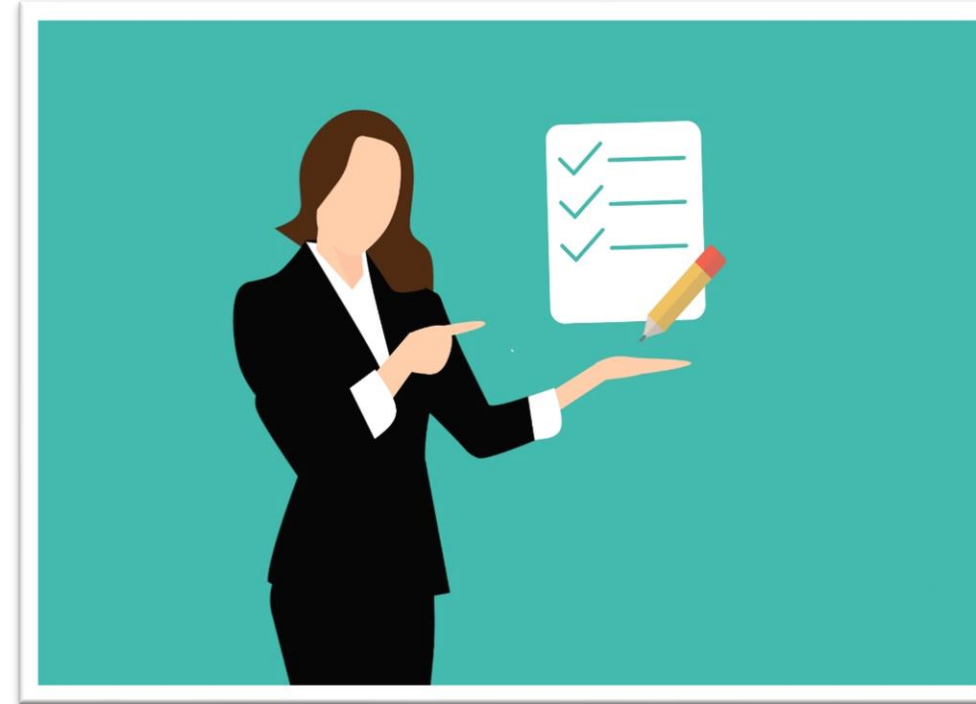
- Position your camera at eye-height or slightly above
- Focus your eyes on the camera to create eye contact
- Sit close to your camera so that your face and upper body dominate the picture; avoid a distracting background behind you
- Check your audio and visual settings before the call
- SMILE and maintain a pleasant demeanor; pretend that you are across the desk from the interviewer(s)
- Wear a plain blouse or shirt, appropriate for an interview



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3 In-Person Panel Interview

- Prior to the interview, ask who will be present and their titles.
- Keep calm, relaxed and focused.
- When answering questions, give 75% of your eye contact to the person who asked the question.
- After answering the first one or two questions, ask a question.
- Continue to ask questions throughout the interview.
- If a panel, be sure to include everyone on the panel in your questions

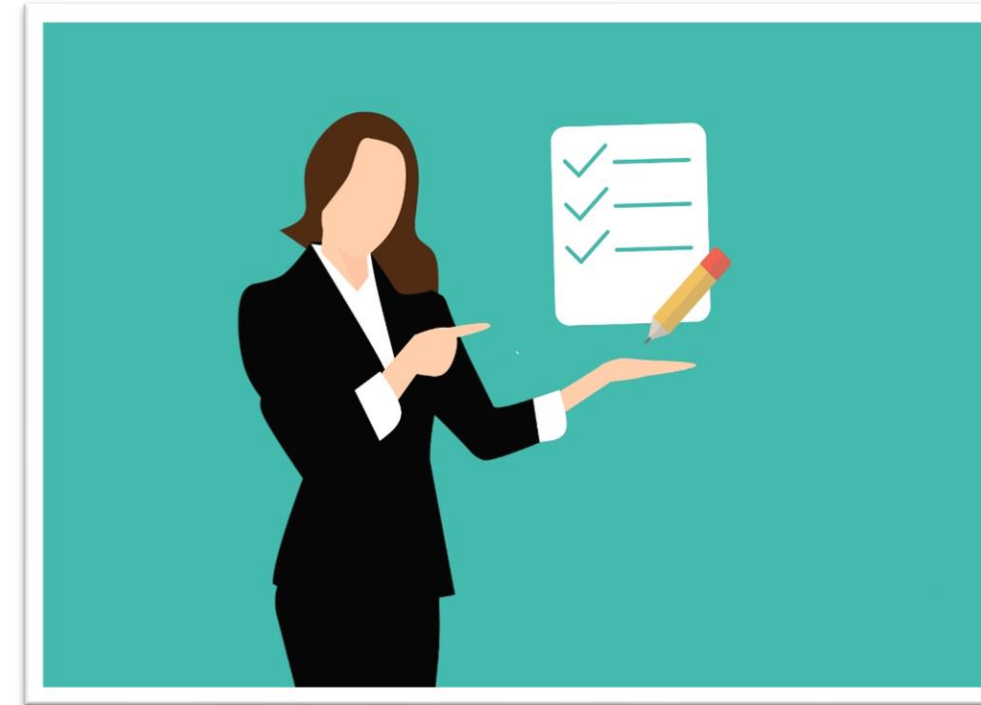


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3 The One on One Interview

Usually, this is conducted by the hiring authority after the top candidates are identified.

- Creating rapport is key here
- After answering the first one or two questions, ask a question.
- Continue to ask questions throughout the interview around these 7 areas . . .
 - The interviewer
 - The job
 - Your prospective boss
 - His/her boss
 - Your prospective peers
 - Your prospective subordinates
 - The organization



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4

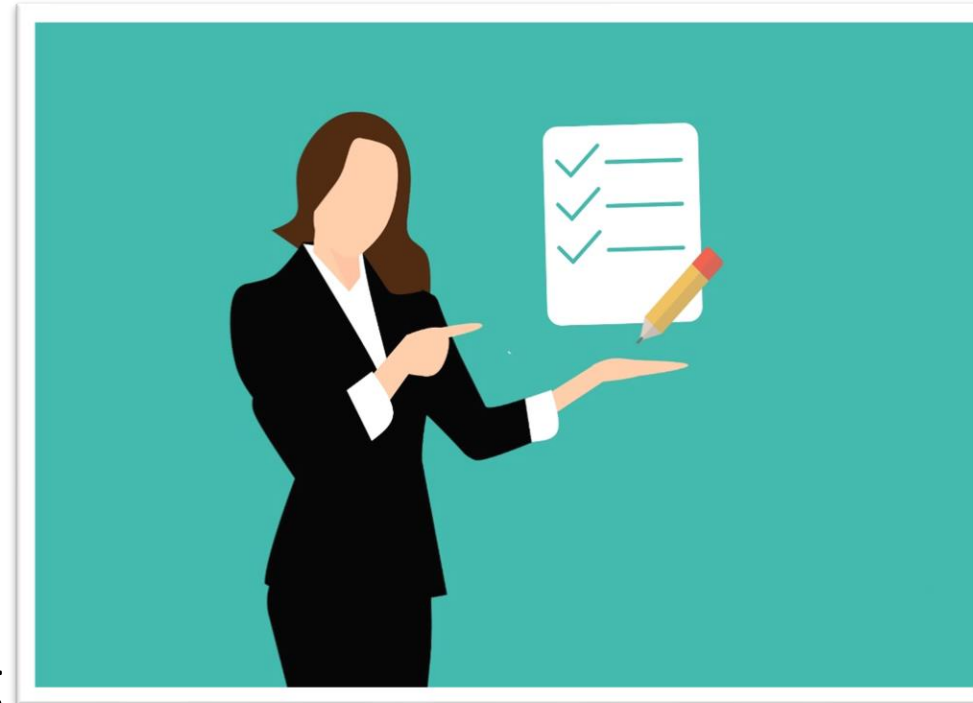
Interview Tips for Success



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4 Additional Interview Tips

- At the end, ask about the selection process and timing.
- Don't ask about salary, benefits, vacation, etc. Focus on your readiness for the job!
- Dress: ask how the interviewer(s) will be dressed and dress at the same level or slightly above.
- Body language: eye contact, posture, gestures, smile, voice inflection may influence the interviewer more than your answers—be on your toes!
- Avoid disclosing your salary info except when working with recruiters. The company has no right to know it, and disclosing it reduces your negotiation power.

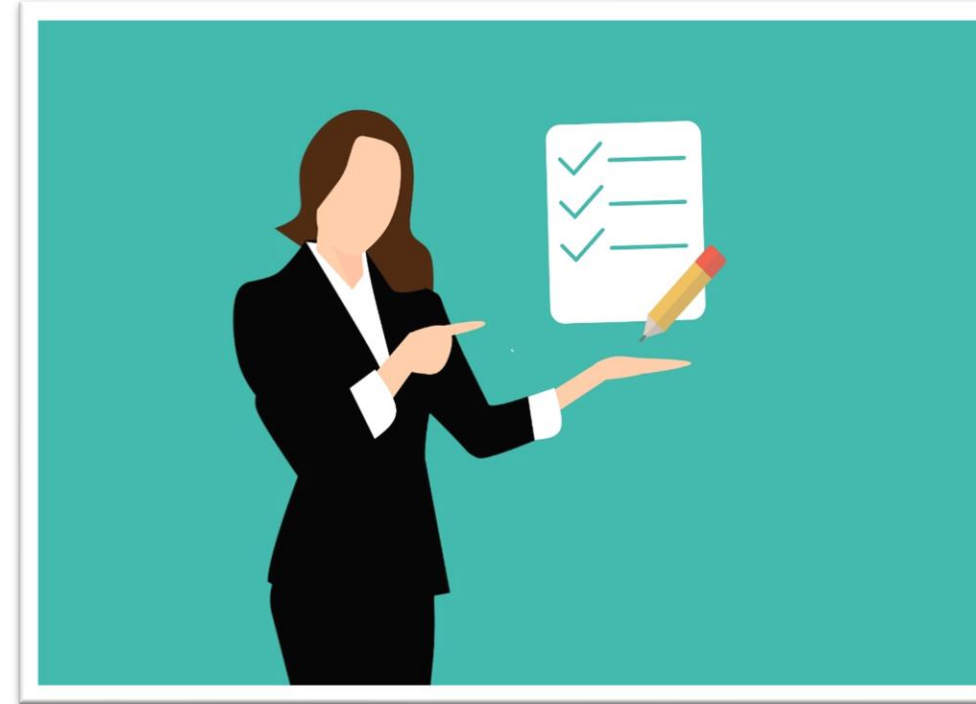


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4 Additional Interview Tips

When you have ended the interview, make notes:

- What did you do well?
- What did you stumble on?
- What can you do to improve?
- What are the next steps in the process?
- Post any follow-up items you need to remember.
- Write T/Y notes: email to all; plus, handwritten to prospective boss.



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4 Practice Makes Perfect!

PRACTICE



- Practice aloud answering questions that are often asked.
- Write good, short answers, if that will help you to prepare.
- Using your Accomplishments as a base, think of examples you can use to demonstrate your strengths and skills.
- Practice asking questions around the 7 areas suggested earlier.
- Practice interviewing with a friend or a human resource professional. Ask for feedback. Set up a video camera and watch yourself for ideas for improvement.



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5

Post Interview Communication and Expectations



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5 Post Interview Tips

- Follow-up at appropriate times to show continued interest and to learn timing and next steps
- Ask questions about the job during your follow-ups
- Realize that often companies move slower than they tell you and don't worry that you did something wrong!
- Be persistent but don't be a pest
- Continue your job search!!



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5 Post Interview Tips – Don't Let Your Emotions Get the Better of You!

- Very few job seekers are considering their emotions when they think about the interview process – This is a BIG miss!
- In an interview, it is easy to sense a candidate's defeat, frustration, and anxiety through your body language and expression and unfortunately, interviewers may interpret these as red flags (they may think you're hiding something!)
- Don't leave your emotions unchecked or in an unprepared state- take action to prepare for this part of the process

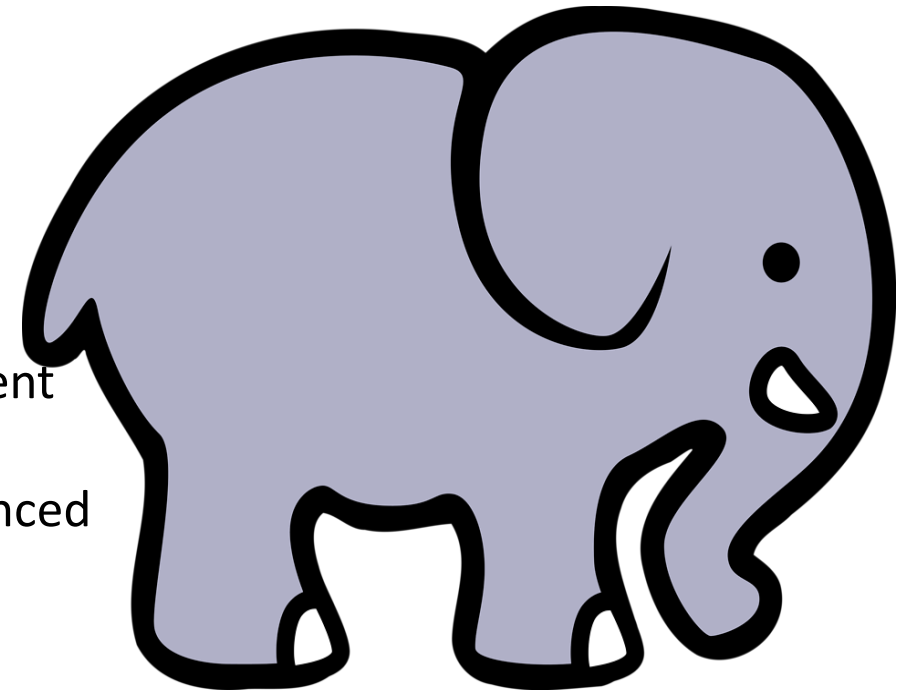


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Post Interview Tips – Keeping Emotions in Check

- **Remember The Numbers**
 - 25-50% of job seekers are called back for a second interview
 - For 250 applications to a job, 4-6 are interviewed and one is hired
 - Prepare for the odds, and don't take it personally!
- **Set Realistic Expectations**
 - Even if you believe this is the dream job, be aware of over investment emotionally
 - Weigh the pros and cons of the job objectively to take a more balanced versus romanticized perspective
 - Powerful emotions can override logic (a lot like dating!) so getting invested too early could blind you from missing red flags
- **Know Your Personal Hot Buttons and Address Them**
 - A question that throws you for a loop every time
 - Rehearse answers until the emotion subsides!
 - Anxiety in waiting on a response
 - Get clarity on “Recruiter Speak”



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5

Post Interview Tips – Taking Emotional Control

- **Recognize the Grey Area**
 - Although outcomes can look positive, remember that most all things do not operate in black and white
 - Staying objective along the way can help mitigate emotional investment and keep you curious about the role and learning more critical pieces of information in the interview
- **Get Support When You Need It**
 - We are all human, and sometimes big changes can be scary and life challenges often do not only come one at time – your emotions won't be ignored!
 - Lack of support can lead to physical symptoms that could hinder your ability to be at your best
 - Seek out the help you need to ensuring emotional support is in place
 - Friends, family and career coaches can add insight to your process
 - Do not be afraid to seek guidance from a licensed professional or leverage therapy to benefit you and your emotional health during this process!

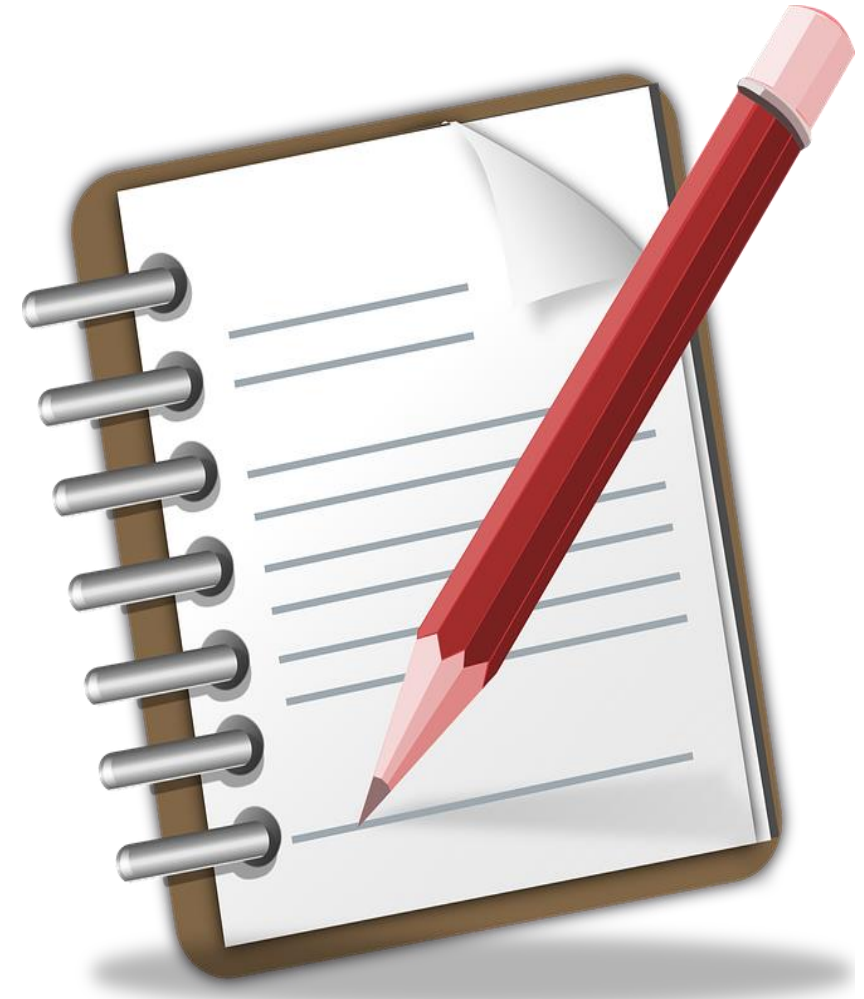


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4

Homework Assignment

1. Plan a strategy going into the interview process
 - ✓ Prepare and practice questions in advance to answer
2. Research the company and the interview team in advance
3. Know the interview “steps” in the process for the job and prepare accordingly for the types of interviews you will have
 - ✓ Practice for the interview, and take notes after to help you remember the details and improve
4. Keep emotions in check and leverage your support system
5. Keep applying and keep interviewing until you receive an **OFFER IN HAND!**



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Questions & Answers



THANK YOU!

Mark Your Calendars!

Next Session Reminder Date:

August 5th , 2020

Contact information for John and Ray

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Ray Davis– ray@hannaresource.com

Find us on LinkedIn!



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