

Thanks for taking the time to read this excerpt from the ***Get The Job You Want Handbook***. These are two of many sections that make up the entire handbook. If you like what you read here, you'll really enjoy the entire handbook.

What do you have to offer? Employers look for people who will be an asset to their businesses. So, sit down, put your thinking cap on, and put your thoughts on paper.

List all of your skills and talents. List your experience and accomplishments. List the things you've done for past employers that contributed to the success of their businesses.

In addition to the skills, talents and experience that are unique to the job you're seeking list your positive attributes.

Some examples might be, *"I'm very organized."* *"I work well as a member of a team."* *"I take initiative."* *"I'm good at following directions."*

These types of attributes are assets regardless of the kind of work you're looking for and regardless of the industry in which you want to work.

The next step in this process is to have a story you can tell that demonstrates how your experience, your skills, and each of the attributes you've listed produced a positive result in the past.

You're going to be asked about these things. It's in your best interest to be fully prepared. Stories are the best way to hold someone's attention while making a point.

If you can offer a story like, *"I was working as a member of a team on a project that was way behind schedule. One day I noticed a step in the process that two people we focused on that could be done by one person if a few changes were made. I made the suggestion to my supervisor, he agreed to try the change, and it worked. The project was back on schedule in less than a week."*

I'm sure you have many stories like this one that you can tell.

This information is very important during an interview. You should be able to talk about your experience, your skills and talents, and your attributes comfortably and confidently.

If the job your seeking requires specific experience in a similar job or it requires a specific degree, those requirements may limit your opportunities if you can't meet them.

If you're applying for a job as a researcher in a nuclear lab that requires a Bachelor of Science degree in physics and you have a Masters of Fine Arts degree, you're probably out of luck.

On the other hand if your going after a project manager position that requires five years of similar experience that you don't have, you still may have a chance.

The reason you may have a chance is because of a truth that you won't be told during the application and interviewing processes. That truth is that even though many companies list requirements for experience, credentials and degrees to screen applicants, experience, credentials and degrees are rarely used as evaluation criteria once you're hired.

Smart employers want people who take initiative and make positive contributions to the company's success regardless of experience and degrees.

If a job screener or interviewer tries to eliminate you from the process by mentioning experience and degree requirements, use the following statement and question.

"I understand. Other than the experience and degree requirements you mentioned, what are the attributes you want in an ideal employee?"

Be ready for a period of stunned silence. I guarantee you that 99% of the people that screen applicants and conduct interviews have never been asked this question before.

While they're trying to think of something to say give them an example of something you've done in the past that was a big benefit to whomever you did it for. It doesn't even have to be a business related situation.

For example you might say, *"I really don't have any experience in this specific industry, but I once organized a fund raising activity that required me to recruit and organize 150 volunteers. We exceeded the goals for the event and I was asked to head the committee for the following year. Would someone with the skills needed to accomplish those results be a benefit to your company?"*

Here's where you use patience and stay quiet. Let the interviewer figure out a way to say, *"No, we have no use for anyone who can bring a large group of people together and exceed stated goals."*

Regardless of the interviewer's response, the intent is to pique her interest and look at you from a different perspective. You want her thinking, *"We could use a person like this."*

This technique doesn't work every time, but it definitely can work.

Even if it doesn't, it's fun to watch interviewers struggle a bit. And, you may learn some valuable information to use in future interviews.

Search your past. Find a story. I'm sure you have one. Be prepared to use it when it's appropriate.

The application and interview processes are all about marketing and negotiating. You should put your best foot forward openly and honestly. The key is being prepared.

I devote an entire section to preparation for the interview later in this Guide.

What do you want from the company you work for? The hiring process is about determining a good fit between the applicant and the employer.

The ideal result of the process is a new employee who has the talents, skills, attitudes, behaviors and attributes that fit well with the purpose and values of the company, and with the results expected from the position for which he or she was hired.

The employer has expectations of you, as they should. It makes perfect sense that you have expectations of the employer.

Compensation is usually the big one. It helps to know what the position you're applying for is worth in the market? You can do some research in this area. Websites like www.salary.com, www.salaryexpert.com, and others are helpful.

However, don't depend entirely on these websites. Check the websites for the companies you're interested in working for. Ask around. Talk with people who work in the same or similar positions for other companies. If possible, talk with people who work for the companies where you're submitting applications.

Don't ask people what they earn personally. If they offer that information, that's a bonus. It is OK to ask about the compensation for specific jobs or job categories.

Other things to consider are benefits, vacations and other time off, travel requirements, possible relocation, and more.

Make a list of all the things that are important to you and be prepared to ask about them if they don't come up during the interview process.

As with any meeting that is considered a negotiation the party who knows exactly what he or she wants and is the best prepared will usually prevail.

It's in your best interest to be as prepared as you can be.

About the Author

My name is Brian Silverthorn. I've been working as a business consultant and a personal development coach for the past 25 years. Before getting into the consulting and coaching business I started and grew two successful businesses in the service, repair and construction industries.

I have a strong belief that all people deserve the opportunity to create a happy and fulfilling lifestyle for themselves. My passion is helping people achieve what they want in life by making the most of their businesses and their careers.

I also have a basic belief that we all have the capacity to have everything we want in life. We just have to develop the right attitudes, skills and habits and allow it to happen. In order to create that ideal life we have to:

- believe it can happen (because it can),
- figure out or discover work that allows us to express our natural talents and skills,
- and learn everything we can about becoming the best we can be at the work we do.

I've spent most of my time as a consultant and coach over the years helping business owners and individuals resolve issues that were keeping them from getting the results they wanted from their businesses and their careers.

The programs I write and teach are based on what I've learned by helping my clients achieve their individual versions of success. All the programs focus on the skills, techniques, habits and attitudes that help people create and enjoy the lives they want to live. Becoming very effective in all of the areas that have the greatest impact on your business or your career will speed and guarantee your success.

Visit my website, www.feedthegoodwolf.com, to learn more. While you're at it sign up for my weekly *Success Tips* email.

If your organization is interested in some personal help on any of the topics discussed in the Success Guides I write, give me a call at 916.933.9480 or send an email to bsilverthorn@feedthegoodwolf.com. I speak and facilitate workshops regularly and, if you have a need and an interest, I'd be happy to help.

What ever you decide to do in life,
I wish you great success.



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