



INTERVIEWING PROSPECTIVE EMPLOYERS

Finding a new job may be daunting. We may be so worried about getting hired that we forget to identify the best position for us. And, finding the best position for us involves interviewing prospective employers. Here are five steps to show you how:



- **Identify Your Ideal Job:** Your ideal job will enable you to utilise the skills that you most enjoy using. And in return, your ideal job will provide you with the kind of things you most value (which may include career or skill development, collegial environment, pay and other conditions). It is often useful to keep a written record of your ideal job, identifying the essential and desirable attributes of the position.
- **Short-list Prospective Employers:** Employers have long since taken the initiative of advertising their available positions. So, it is a simple matter of collecting their advertisements along with the position description. You may also like to collect information about the company. The ad, position description and company information combine to reflect the prospective employer's C.V. And, with each employer's C.V. to hand, you are in a position to identify the top 3-5 prospective employers that best match your own ideal job. Those that do, have made your short-list
- **Invite Short-listed Employers to an Interview:** You are then in a position to invite short-listed employers to an interview. And, you can do so by sending a copy of your CV, along with a cover letter, highlighting your interest in their advertised position.
- **Prepare the Interview:** Once a short-listed employer reciprocates with an invitation of their own, you are in a position to conduct your interview. Before the interview, you will want to prepare your own interview questions, as well as prepare your materials to highlight your capacity to do the job. You may also find it of value to identify the problems and opportunities facing each short-listed employer, along with how you can help them tap into those opportunities or overcome those problems.
- **Conduct the Interview:** With your preparations to hand, you are ready to conduct your interview. Be sure to ask the same questions of each short-listed employer. In this way, you can ensure that you give each prospect an equal chance of hiring you. Each interview can be likened to a communication between colleagues, where each has something to offer the other. It is just a matter of finding out what each party contributes to the equation.

After the interview, it is time to conduct your reference checks and follow up on anything promised. This is also a good time to thank each short-listed employer for the time they spent with you at interview. If the position still represents a good match to your ideal job, you may like to advise them of your continued interest. At the end of the day, you can look forward to the delight of working in your ideal job.

OUR MISSION

To provide a professional service, using best practices.

Membership: \$55 per calendar year.
As membership grows, so too, do your benefits.

OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

Applications for membership can be made by completing the reply slip on the back of HQ™. Send it, along with your cheque, to the address shown below. And, remember to keep us posted on your correct contact details.

Your opinions are important to us. Your comments, thoughts, reflections, and feedback on this and future issues are always welcome. Enquiries, or requests for further information can also be made to the address below.

TAPPING INTO YOUR INNER ENTREPRENEUR

It is often said it is the early bird that catches the worm. In the world of work, the early bird is the one that can access existing opportunities. The early bird is also the one that can create opportunities.

At the core of this, is the early bird's inner entrepreneur. And, there are several ways we can tap into our own.

We can begin by reading biographies and autobiographies about the life and times of well-known entrepreneurs.

We can also mix with entrepreneurs in our own professional, familial and social circles. By debating and discussing a range of topics with them, you may find new ways of viewing the situation. You may even see entrepreneurs take action as opportunities become apparent.

And for the rest, be sure to keep alert for potential opportunities. You never know when they might appear. At the end of the day, we can look forward to nurturing our own inner entrepreneur for a more exciting and rewarding 2008 and beyond.

SEASON GREETINGS

We would like to take the opportunity to wish our clients, members and colleagues all the best for the merry season and the new year.

We will be open every day over this season, except for Christmas day and January 1.

WELCOME NEW ASSOCIATES

RACHEL ABRAMSON & ASSOCIATES are pleased to welcome Ms. Leanne Norris to our group. Ms. Norris is a psychologist working with divorce and separation issues.

LIBRARY HOUR

The **RACHEL ABRAMSON & ASSOCIATES** library is open following our **SEMINARS OF THE FUTURE™** and **PPP™** seminars. It is also open by appointment.

FORTHCOMING FOOD FOR THOUGHT

Our **SEMINARS OF THE FUTURE™** series now runs concurrently with issues of **CQ™**. Here are some forthcoming issues planned for **CQ™**:

Mar 08: Career Stock Take
June 08: Fast Tracking Your Career
Sep 08: Resumes of the Future
Dec 08: Marketing Yourself

DIARY DATES FOR 2008

4 Mar PP21 Staffing the Practice: Recruitment, Interviewing and Selection
5 Mar: Career Stock Take
6 Mar: PP1 Setting Up Your Practice: What You Need to Know
1 Apr: PP22 Staffing the Practice: Motivating Your Staff
2 Apr: PP41 Risk Management - Your Strategy, Your Brand
3 Apr: PP2 Handling the Paperwork, Including the GST
1 May: PP3 Processes and Procedures that Work
6 May: PP23 Staffing the Practice: What to Do When There Are Difficulties
7 May: Fast Tracking Your Career
3 Jun: PP24 Staffing the Practice: What to Do When Someone Leaves
4 Jun: PP42 Risk Management - External: Political, Economical, Legal, Environmental Factors
5 Jun: PP4 Determining Your Price and Fee Setting
1 July: PP25 Going for Growth: Advanced Business Strategy
2 July: Polishing Your Career Image
3 July: PP5 Budgets and Cash Flows
5 Aug: PP26 Going for Growth: Advanced Cash Flow Management
6 Aug: PP43 Risk Management - Internal: Your People, Product, Operations, Financials
7 Aug: PP6 Marketing Your Practice: Your 'Product'
2 Sep: PP27 Going for Growth: Advanced Marketing Strategies
3 Sep: Resumes of the Future
4 Sep: PP7 Marketing Your Practice: Promotion Strategies that Work
1 Oct: PP44 Staying 'A-live' - Reinventing Your Business, Staying Ahead of the Pack
2 Oct: PP8 Marketing Your Practice: Getting Your Image Right
7 Oct: PP28 Going for Growth: Staff Planning and Career Management
4 Nov: PP29 Going for Growth: Attracting External Sources of Capital for Growth
5 Nov: Marketing Yourself
6 Nov: PP9 Marketing Your Practice: Alternate Places for Your Product
2 Dec PP30 Going for Growth: Your Wealth Creation Plan
3 Dec: PP45 Staying 'A-live' - Podcasting, Blogging and Other Gen X'er 'Cool Stuff'
4 Dec: PP10 Marketing Your Practice: Databases for Your Practice
6 Dec: Graduation