



## INTERVIEWING PROSPECTIVE EMPLOYERS FOR YOUR CAREER SUCCESS

For many of us, the prospect of having to attend a job interview is a daunting one. We may not enjoy 'selling ourselves' at the interview, let alone through our cover letters, CV's and in our statements addressing a position's key selection criterion. The task of finding a new role may be so unpleasant that we may gratefully accept the first role that is offered to us.

Yet taking part in a selection interview is a two-way process: Prospective employers interview us in order to assess whether or not we are the best candidate for the position. Similarly, we can interview prospective employers to find out whether their position will best enable us to develop our own unique set of talents.

So, how do we interview prospective employers for our own career success? There are five simple steps:



- ★ **Step 1: Career Analysis.** The first step is undertake a career analysis. In completing your career analysis, it is useful to examine where your career strengths lie. It is also useful to reflect on the kinds of work you enjoy doing. From there, it is a matter of identifying where the gaps are in your career development and hence, the kind of opportunities you are seeking. Then, you can list the kind of roles that would enable you to access those opportunities, or address your career gaps.
- ★ **Step 2: Seek Appropriate Role.** After completing your career analysis, you are ready to start searching for a new position. For each appropriate role, you can research the company as well as its available position.
- ★ **Step 3: Prepare an Interview Table.** Upon completing your research, you will find that you are in a position to prepare an interview table. Your interview table will have a row for each prospective employer, as well as separate columns for each of your career questions. Some questions may be designed to elucidate information gaps. Other questions emanate specifically from your identified opportunities and gap analysis.

Cont'd overleaf.

### OUR MISSION

To provide a professional service, using best practices.

### OUR MOTTO

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

Membership: \$55 per calendar year.

As membership grows, so too, do your benefits.

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

- ★ Step 4: Prepare Your Applications. You are now in a position to prepare your application for each of these roles. Your application may include a CV, statement addressing the key selection criterion as well as a cover letter. You may also include other information that you believe might be of interest to the prospective employer.
- ★ Step 5: Conduct Your Interview. You may want to bring your application, research and work samples. You can bring your interview table so that you can record employer responses directly into your table.

After the interviews are over, you are in a position to do a "Pro's and Con's" analysis. You can also rate each prospective employer out of a possible ten. It is then a simple task to know which role will most, second-most or third-most meet your career development needs.

At the end of the day, you can look forward to making the best decision for your career.

More will be said about this topic in our May **SEMINAR OF THE FUTURE**<sup>®</sup> meeting.

Until then, what are you doing to interview prospective employers today?

## ANNOUNCEMENT

We are pleased to announce that we are now on facebook. You can find us under the name of Rachel Abramson. You can also find us at [facebook.com/rachelabramsonandassociates](http://facebook.com/rachelabramsonandassociates).

We will use this 'page' to announce forthcoming activities, provide links to useful materials and interesting food for thought.

Facebook is another way we can help you:

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

So, be sure to bookmark our page to keep abreast of what's new.

The **RACHEL ABRAMSON & ASSOCIATES** library is open following our **SEMINARS OF THE FUTURE**<sup>®</sup> and **PPP**<sup>®</sup> seminars. It is also open by appointment.

## QUICK FOOD FOR THOUGHT

We recently learnt that the Australian Stock Exchange will not merge with that of the Singapore Stock Exchange. Both Exchanges were adamant that the deal was good for shareholders. Yet the Australian government gave reasons of national interest for rejecting the deal.

It is a good reminder to consider more than the immediate bottom-line when negotiating deals. It is also important to consider each stakeholder to the deal, their respective needs, as well as long-term consequences.

## DIARY DATES FOR 2011

2 <sup>nd</sup> March	Designing the Career of Your Future
7 <sup>th</sup> March	PP31 Advanced Marketing: Creating Your Own Website
4 <sup>th</sup> April	PP32 Advanced Marketing: Building Your Own Newsletter
6 <sup>th</sup> April	PP*6 Mapping Your Enterprise's Full Potential
2 <sup>nd</sup> May	PP33 Advanced H.R. Keeping the Best People
4 <sup>th</sup> May	Interviewing Employers for Your Career Success
1 <sup>st</sup> June	PP*7 Breaking Down the Barriers to Your Enterprise's Full Potential
6 <sup>th</sup> June	PP34 Advanced H.R.: Staffing to 'Retire'
4 <sup>th</sup> July	PP35 Advanced Strategy: Buying Knowledge for Growth
6 <sup>th</sup> July	Communicating for Career Success
1 <sup>st</sup> August	PP36 Advanced Finance and Strategy: Buying Established Businesses
3 <sup>rd</sup> August	PP*8 Wow!ng Your Customers
5 <sup>th</sup> Sept	PP37 Advanced Entrepreneurial Spirit: Earning While You 'Sleep'
7 <sup>th</sup> Sept	Dealing with Difficult CoWorkers
3 <sup>rd</sup> Oct	PP38 Advanced Entrepreneurial Sprit: Remaining Competitive
5 <sup>th</sup> Oct	PP*9 Making the Big Plays
2 <sup>nd</sup> Nov	Your Wealth Creation Plan III: Making the Right Choices
7 <sup>th</sup> Nov	PP39 Advanced Entrepreneurial Spirit: Cashing in On Your Business
28 <sup>th</sup> Nov	PP40 Dedicated Advanced Strategy: Reinventing Yourself, Your Business
30 <sup>th</sup> Nov	PP*10 Lobbying for Success
3 <sup>rd</sup> Dec	Graduation Ceremony