

# Preparing to Answer Tough Questions

## Finished 200k Rehab Building renovation on-time/under budget

- 1. Move-in / grand opening date fixed**
  - Planned Schedule
  - Met regularly with project team
  - Kept Facility Mgr updated
- 2. Grant funding / oversight**
  - Called ADECA to coordinate regularly
  - Prepare/submit monthly reports
- 3. Tight Budget**
  - Reviewed/Approved all change orders
  - Met contractor (cost cut – ceiling tile \$8k)

## Project Management Grants Contractor Negotiations

## The Answer

- Start with the Results
  - “I completed a \$200k building renovation ahead of schedule and under budget.”*
- Expand
  - “Let me give you a little background.”*
- Let Them Picture You Doing It
  - “I identified the major issues as ...”*
  - “I addressed this by...”*
- Finish with a Recap of the Results

Ask Questions That Make Them **STOP, THINK** and Respond in Terms of **YOU**



## Afterwards...In The Car

### Document Immediately

- Who was there?
- What did they ask?
- What issues were important?
- Timeline
- Follow-Up Schedule



## Recap

- Sell Yourself (Study Selling)
- Attitude
- First Impression
- Answer the Questions (“well...”)
- Accomplishments (3x5 cards)
- Connect (laugh / smile)
- Follow-Up (writing / phone)

To download the slideshow with notes from this presentation, go to <http://daphneutilities.com/daphne/publications.htm>

# How to WOW In An Interview NOW!

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## ***Be Prepared...***

**Check you online presence**

**(MySpace, facebook, Linked In, Xoom , etc.)**

**Prepare your answers to obvious questions**

**Practice and polish your answers**

**Prepare your questions**

**Drive the route before your interview**

**Plan to arrive no more than 10 minutes early**

**Practice smiling & looking people in the eye**

***Get psyched!! You Can Do This!***

## ***Horstman's 3<sup>rd</sup> Law of Interviewing***

***"We'll Take  
90% Less Ability for  
10% More Attitude  
Every Day of the Week."***

*\* from manager-tools.com*

## **Bring To The Interview**

- **You - Dressed better than you think is necessary**
- **5 extra copies of your resume**
- **Some type of folder / notepad**
- **Pen**

## **Leave in the Car**

- **iPod**
- **Pocket Change**
- **Cell phone**
- **Fear**

**Tell me about  
yourself.**

**Why do you want  
to work here?**

- **We often deal with \_\_\_\_\_ .**
- **Tell me about a time when you dealt with \_\_\_\_\_ and how you handled it.**