***Navigating the Hiring Process***



***Candidate Interview Success Form***

## Company Name Name of Interviewer/Title

Job Interviewing For  Interview Date/Time

Format + Contact Information for Interview  AppleOne Contact + Phone

**Skill Market Commercial**

*Thank you for the opportunity to learn more about your need and introduce myself.*

*I have       years of experience doing      .*

*In that time I have been able to accomplish      .*

*My former boss      , would tell you that I am      .*

*Would you like me to elaborate on anything so far?*

**Job Match**

|  |  |
| --- | --- |
| *You mentioned earlier that you need*  *I am interested and able to complement that because I:* | |
| Client’s Job Skills/Abilities/Traits of the Position | Your Job Match Examples |
|  |  |
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|  |  |
|  |  |

**Toughest Question You Expect**

Toughest Question:

* Response:

**Job Specific Questions**

Optional warmer: *What sets your company apart from your competitors?*

## 1.

2.

## 3.

**Salary Question Response**

“Thank you for your interest in ensuring I am approachable. I assure you I intend to accept a fair offer that reflects my experience and qualifications and I trust AppleOne to represent me at the time an offer is made.

# Get the next interview – get the job

After discussing this opportunity and what you need to have accomplished, I am confident that I would do an excellent job. For example \_\_\_\_\_\_\_\_ I am very impressed with you and your company because \_\_\_\_\_\_\_. I work hard every day, I am loyal and take pride in continually improving. I would like to be a contributing employee at your company and I hope you will offer me this job. May I address any last points or can we set the next interview date now?”

**Thank you for your consideration of me. I am impressed with what I learned about your team today. Best wishes to you in the future if we do not speak again.**