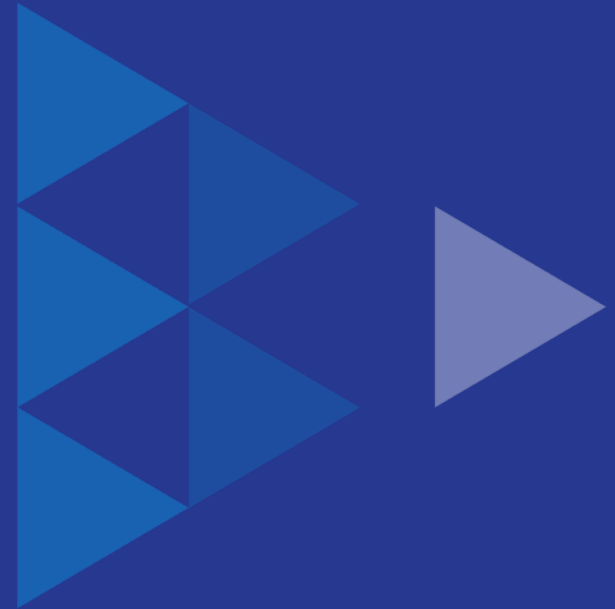


50 must do's

to be the lead candidate

Bill Belknap, Master Career Coach



Alexander Graham
Bell said, **preparation
is the key to success.**

I say preparation is
the key to
interviewing success.



Today's theme is:
How doing **great research**
before every interview
and every networking meeting....
will separate you from
your competition.



We will cover at least
50 things you must do
to prepare for every interview
and networking meeting.



The first thing you
need to do is
**deconstruct the
job description**



Job Description Overview

- The Senior Financial Analyst will be required to present accurate financial results, maintain adequate internal controls, and drive results within the plant.
- A successful candidate will be able to analyze financial information, communicate results, and provide actions for improvement to senior leadership teams.

Job Responsibilities

- Partner with related Business Units, division controllers and company finance functions.
- Present financial performance results and policies to Sr. Management to make appropriate recommendations.
- Work with the different departments in the plant to improve results, understanding gaps and help to close gaps.

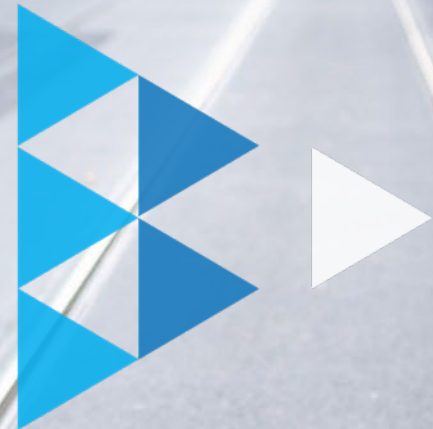
TIP

Use the overview to build your pitch

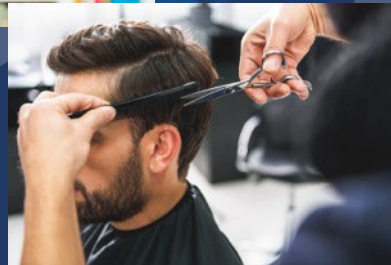
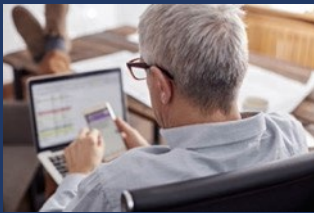
TIP

Make detailed notes about your past job responsibilities

Questions? Comments?



So what are the **50 things** I need to do?





First, the obvious.
Then, the not so obvious.



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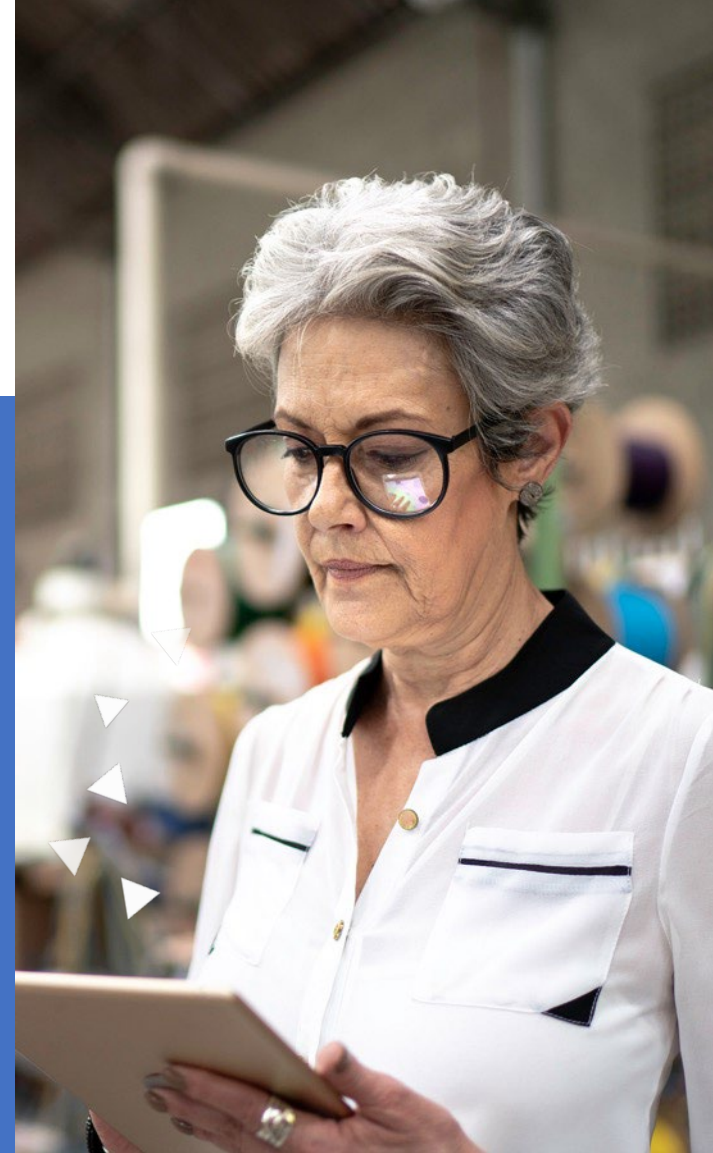
The company website

First, the obvious.
Then, the not so obvious.





First, the obvious.
Then, the not so obvious.



Additional Research

- ▶ **Email everyone** in your network to find out about the company
- ▶ **Visit sites like Glassdoor and Fairygodboss.** See what employees are saying about the company, the culture and the company's leadership.
- ▶ **Check out YouTube.** There are videos on every conceivable subject by the experts.



More sites to check out

- ▶ Voilanorbert
- ▶ Zoominfo
- ▶ Hoovers

Three interviewing tips

which will allow you to subtly control the interview.

1 ► For the screening interview

Mary, before we get started may I ask what attracted you to my resume?

2 ► For the hiring manager

Joe, before we get started would you mind sharing with me the two or three most critical issues this position will face?

3 ► For that famous question

When asked the good old “tell me about yourself” question, **always say** I would love to. What would you like me to focus on?



Questions? Comments?



Thank you

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