

Career Seminar

Or

Demonstrate During the Interview
Demonstrate These Areas

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We use this acronym to manage our interview process: FAITH

F – Faithful.

In a world of seven-second attention spans, consistency is huge for me as an employer. Were they faithful to the commitments they've made?

To Demonstrate, Illustrate These Points for Commitment

1. Integrity

Integrity stretches to all aspects of an employee's job. An employee with integrity fosters trusting relationships with clients, coworkers and supervisors. Coworkers value the employee's ability to give honest feedback. Clients trust the employee's advice. Supervisors rely on the employee's high moral standards, trusting him not to steal from the company or create problems.

2. Sense of Responsibility

A strong sense of responsibility affects how an employee works and the amount of work she does. When the employee feels personally responsible for her job performance, she shows up on time, puts in her best effort and completes projects to the best of her ability.

3. Emphasis on Quality

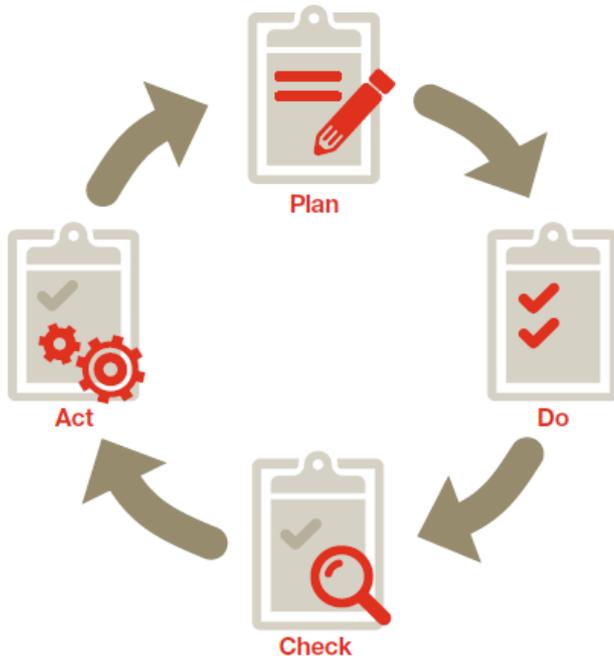
Some employees do only the bare minimum, just enough to keep their job intact. Employees with a strong work ethic care about the quality of their work. They do their best to produce great work, not merely churn out what is needed. The employee's commitment to quality improves the company's overall quality.

4. Discipline

It takes a certain level of commitment to finish your tasks every day. An employee with good discipline stays focused on his goals and is determined to complete his assignments. These employees show a high level of dedication to the company, always ensuring they do their part.

5. Sense of Teamwork

Most employees have to work together to meet a company's objectives. An employee with a high sense of teamwork helps a team meet its goals and deliver quality work. These employees respect their peers and help where they can, making collaborations go smoother.



A – Available.

This may sound crazy, but I've hired young people before for a paid job, only to find out they weren't completely available. It wasn't a priority for them. They instantly had vacations to take, other interests to tend to, or people they needed to visit. You are about to give them money—don't hire them if you catch a whiff of entitlement.

To Demonstrate, Illustrate These Points for Availability

1. Time Management

Attend every meeting
Attend meeting on time
Produce results on Time

2. DO NOT PLAN A VACATION IN THE FIRST YEAR

It will happen and you should save for a holiday, but you are the low man on the totem pole and will take your holiday LAST.

3. DO NOT TAKE SICK TIME IN THE FIRST YEAR

I – Initiative.

Ask enough questions to get a sense of their own initiative. Do they sit and wait for opportunities, or do they make them happen? Do they pursue mentors themselves? Initiative is a “must” for me. I’ve been known to meet with a person their first day on the job if I don’t sense this, reminding them of this topic from the interview. Without any drama, I tell them they’d fit better somewhere else if they don’t want to take initiative as they serve our mission. If they don’t, I’ll show them to the door. -

Initiative

Does the employee exhibit initiative, or do they come to work everyday without motivation, merely going through the motions? Valuable employees will value the company, and work hard to find new, efficient ways to do things. They will demonstrate initiative by bringing new ideas to the table. Poor employees will go through the day-to-day grind doing the bare minimum and clocking out, offering few suggestions at meetings. Employees who show initiative are potential leaders, whereas employees who never show initiative are eternal followers. Potential leaders are far more valuable than mindless drones.

To Demonstrate, Illustrate These Points for Initiative

What project did you do in MDF or on internship that clearly demonstrates initiative and be able to describe it. Have an example of the project in your folder.

T – Teachable.

Ask about their past experiences with other authority figures. Be brutally honest with them. If need be, scare them a bit to see if they can be completely teachable, learning from you and your environment, or if they'll act like a renegade, picking and choosing what they'll do. You're not a "cult", but you must have healthy culture on the job. This means you must hire the culture you want through good team members

"Teachability" is not the same as "hearability." Hearability means they listen well and pay attention (which *is* important). However, "teachability" is when they change their behavior based on what they just heard, seen, or learned.

Imagine one quality without the other: you either end up with people promising to change yet never doing so (high teachability, but low integrity), or you end up with reliable people who rarely demonstrate meaningful personal growth (high integrity but low teachability).

On the other hand, if I'm working with an employee who has *both* qualities, then they can be relied upon to be continually learning, and, once aware of a better way to do something, they'll commit to doing it. This is great teachability. They then do it, consistently, which is high integrity.

These successful employees can be put into increasingly challenging or responsible positions or given opportunities to learn and observe (often from more senior people or situations), and they will absorb, learn, change, and grow. As a result, their ability is continually increasing. Working with these kinds of people is a joy. They get it; do it, and move on. I'm continually motivated to accelerate their growth, and in turn their ability to influence is on an exciting-to-see upward trajectory.

To Demonstrate, Illustrate These Points for Teachability

What project did you do in MDF or on internship that clearly demonstrates your ability to change

H – Hungry.

Do a “hunger check.” I have seen enough of the “I’m above all this” attitude or the “This job is beneath me” mindset. Ask about projects for which they’ve volunteered in the past. Find out how passionate they are or how much they yearn to grow by assessing what they’ve done, not just what’s said in the interview. Entry-level work is the gauge I evaluate. Early jobs are about earning trust, even more than showing talent. I won’t hire slackers

Hire people who’ll be their own best boss

There are two easy ways to tell if job candidates are owners.

1. Listen carefully to how they describe their experiences

Did they merely list all the responsibilities in their previous job descriptions, or did they talk about driving projects from beginning to end and learning from each of them? You’re looking for people who have shown that they push things forward, not people you’ll have to keep on track.

2. Find out if they are genuinely passionate about your company’s mission

At the end of the day, it doesn’t matter how intelligent or capable people are if they don’t care about the problem you’re trying to solve. If candidates can’t articulate why your mission resonates with them, you’re not speaking with future owners of your company.

To Demonstrate, Illustrate These Points for being “Hungry at Work” (not a slacker)

What project did you do from beginning to end? How did you push this project forward?

Do you understand the company’s mission- for this use the MDF

<http://growingleaders.com/blog/how-to-interview-a-young-person-for-a-job/>

See more at: <http://growingleaders.com/blog/how-to-interview-a-young-person-for-a-job/#sthash.IOp1GblF.dpuf>

Top 10 Behavioral Interview Questions

- Tell me about how you worked effectively under pressure.
- How do you handle a challenge? Give an example.
- Have you ever made a mistake? How did you handle it?
- Give an example of a goal you reached and tell me how you achieved it.
- Describe a decision you made that wasn't popular and how you handled implementing it.
- Give an example of how you set goals and achieve them.
- Give an example of how you worked on team.
- What do you do if you disagree with someone at work?
- Share an example of how you were able to motivate employees or co-workers.
- Have you handled a difficult situation? How?

GREAT SITE WITH QUESTIONS AND ANSWERS

<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest.htm>

<http://growingleaders.com/blog/how-to-interview-a-young-person-for-a-job/>

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