

Hong Kong Analytics Community

Comments From A Hiring Manager

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THE NEW LEADER'S



DAY ACTION PLAN

FOURTH EDITION

HOW TO TAKE CHARGE, BUILD OR MERGE
YOUR TEAM, AND GET IMMEDIATE RESULTS

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3 Interview Questions

- Can you do the job?
- Will you love the job?
- Can I tolerate working with you?

Thank You Notes

Always !!! (so make sure to ask for a business card so you have the email address)

Why?

- Show interest (unless you have none)
- Restate your strengths (remind me, I've talk to many others)
- Include anything that you missed

Focus on outputs, not tools

As legendary Harvard Business School marketing professor Ted Levitt put it:

"People don't want to buy a quarter-inch drill. They want a quarter-inch hole!"



Resumes

- Have one (Linkedin is not sufficient)
- Bring copies to the interview
- Keep it short (one page preferred, two page maximum)
- Focus on impact, not activities (i.e. Professor Levitt)
- Include something personal (I like to use it to break the ice)

Questions

- Yes! (otherwise I think you are not interested in the position)
- Keep asking until we run out of time!
- Get me talking (so ask open ended questions)