

the *Interviewing Edge* for Job Seekers with Disabilities



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Participant's Workbook

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For more tips on successful interviewing, check out this
Web site: <http://editorial.careers.msn.com/gettinghired/interviewing/>

The Interviewing Edge for Job Seekers with Disabilities

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The data cited in this section come from the article "Secrets of Successful Job Interviewing" presented by Benci-Ventures, Inc. in the September-October 1996 issue of *Employment In The Mainstream*. Specific sources for the statistics come from surveys conducted between 1994 and 1996 by three executive research firms: Robert Half and Associates, Hodge-Cronin & Associates, and Benci-Ventures, Inc.

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I. Never Be Late for an Interview

The Interviewing Edge for Job Seekers with Disabilities

II. Your Attitude and Body Language Communicate Your Abilities

III. Little Secrets of Big Interviewing Success

1. What percentage of the time does the most qualified candidate actually get the job?
 - a. 85% of the time
 - b. 55% of the time
 - c. 35% of the time

2. To give a good, complete answer to an interviewer's question, how much time should you take?
 - a. Under 30 seconds
 - b. Between one and two minutes
 - c. About five minutes

3. In an ideal interview, what percentage of the time does the job applicant do the talking?
 - a. 25% of the time
 - b. 50% of the time
 - c. 75% of the time

4. If you were given the option, when should you choose to be interviewed?
 - a. First among the candidates
 - b. In the middle among the candidates
 - c. Last among the candidates

5. Which is the worst day of the week to have a job interview?
 - a. Monday
 - b. Wednesday

- c. Friday
-
- 6. When is the worst time of day to have an interview?
 - a. First thing in the morning
 - b. Right after lunch
 - c. Late afternoon
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- 7. Successful applicants mention the name of the interviewer's company how many times as often as other candidates?
 - a. There is no difference.
 - b. Twice as many times.
 - c. Four as many times.

III. Interviewing Situations Unique to Job Seekers with Disabilities

1. When is the best time to disclose your disability to a prospective employer?
 - a. When you first apply for the job.
 - b. When you're offered the interview.
 - c. Never.

2. The best way to determine whether an employer has a positive attitude toward hiring people with disabilities is:
 - a. Through their job announcements.
 - b. Through their Web site.
 - c. Through company publications.
 - d. Through individuals who work for the company.

3. During the job interview, who should first bring up the provision of a reasonable accommodation?
 - a. The interviewer.
 - b. The job applicant.
 - c. A third party representing the applicant.

4. If you decide to discuss them during the interview, when should you mention your accommodation needs?
 - a. At the beginning of the interview.
 - b. When the employer asks you what your qualifications are for the job.
 - c. Near the end of the interview.

5. What should you do if you are asked an illegal question?
 - a. Refuse to answer and point out it's illegal, but continue the interview.
 - b. Stop the interview and go file a lawsuit.
 - c. Give the employer the benefit of the doubt and continue

the interview by answering the question.

6. What is the most important attribute all employers say they are looking for in potential employees?
 - a. Outstanding qualifications for the job.
 - b. The right attitude.
 - c. Knowledge of the business.

IV. Typical Interviewing Questions

Write down what you want to say and then practice saying it.

1. Could you tell me a little about your job experience?

2. Why did you apply for this position?

3. What do you consider your greatest strengths to be?

4. Do you have any weaknesses?

5. What are your long-range goals?

6. Do you have any questions for me?

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Some people are naturals at interviewing but most of us are not. That's why you need to look for any edge you can get over other applicants. This training program covers essential strategies for persons with disabilities to effectively compete against other job candidates in the interviewing process. Covers:

- Uncovering the little secrets that can lead to Big Success in the job interview.
- Learning to handle the unique interviewing issues
- The below-the-radar factors that can influence and increase your job interviewing success.
- What your best options are, in dealing with such issues as disclosure and illegal questions
- How to prepare your answers for the interview before it ever takes place.

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