

PRESENTINGYOU!

Interviewing Skills to Get The Job You Want!

YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION

In this session Lynne will cover...

Getting Started

- Do web research on the organization
- Prepare yourself with answers to questions
- Take a note pad w/prompts for responses and questions

Different Kinds of Interviews

- Panel
- Structured
- Progressive
- One-on-One

What questions may be asked during the interview

- Present your strengths and competencies
- Are there clues in the questions asked?
- Listen, Listen, Listen

Post-Interview Actions

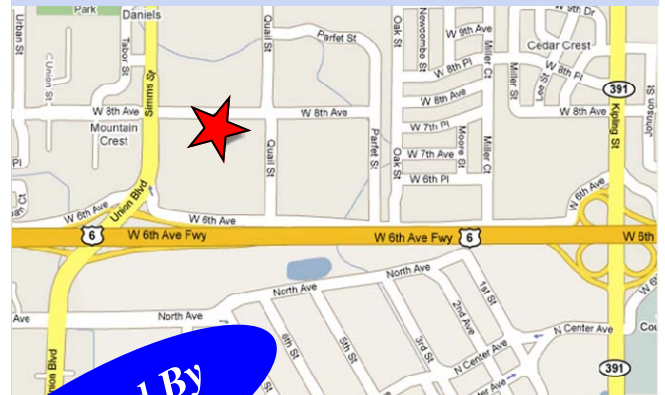
- Sending thank you letters
- When to call and check-in
- When to ask for non-selection feedback
- How to improve your chances after the interview is over

Lynne Price worked as a Human Resources Officer with the U.S. Department of Agriculture, Natural Resources Conservation Service, in Lakewood, Colorado. Lynne has lived and worked between Washington, DC and Colorado, returning to Denver in 2006 from a position with the General Services Administration (GSA) as the Chief of Staffing for the GSA Headquarters Office.

August 19, 2009

11:30am-12:30pm

**US Forest Service Auditorium
740 Simms Street
Golden, CO**



Sponsored By



WELCOME



AVAILABLE

For more information contact:

Cheryl Howley - 720-963-3485 cheryl.howley@fhwa.dot.gov
Kim Montoya - 303-445-3693 rmontoya@usbr.gov

www.rmfew.org/dfc.asp