

# **PRESENTING ....YOU!**

## **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**

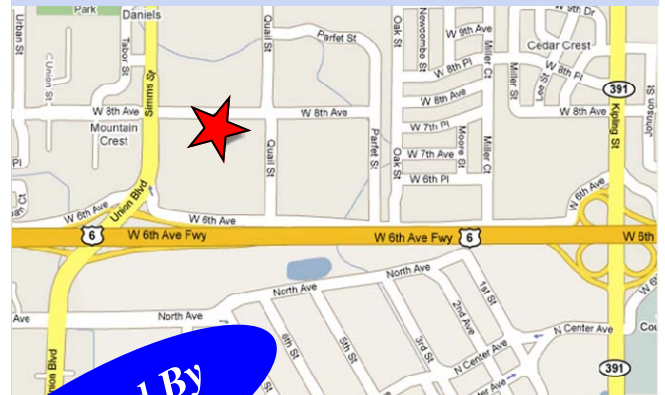
- Sending thank you letters
- When to call and check-in
- When to ask for non-selection feedback
- How to improve your chances after the interview is over

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**



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**AVAILABLE**

**For more information contact:**

Cheryl Howley - 720-963-3485 [cheryl.howley@fhwa.dot.gov](mailto:cheryl.howley@fhwa.dot.gov)  
Kim Montoya - 303-445-3693 [rmontoya@usbr.gov](mailto:rmontoya@usbr.gov)

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