

SUSAN SAMUEL STEPHEN

MBA in Marketing



**STRATEGIES TO ENABLE YOU TO GET
THE JOB OF YOUR DREAMS FAST**

2



TO MY HUSBAND

Dear Husband,
You are a good man. No, a great one.
You are the man of my dreams. Not just that,
you are the man who has slain the dragons in
my nightmares. You have exceeded my
dreams, brought to life a man my dreams
didn't know existed. You are a man who
speaks truth. Not just truth that everyone
wants to hear; you speak the truth everyone
needs to hear. It's refreshing.

You are a good man.

SUSAN SAMUEL STEPHEN



TABLE OF CONTENTS

Introduction	1
Strategies that can help you land your dream job	3
How to get a job without experience	6
How to Prepare a Curriculum Vitae.....	9
How to prepare for a job interview	13
Interview questions and possible answers.....	20
How to get promoted at work	33
Conclusion	36

INTRODUCTION

So, you've identified your dream job and are eager to secure it. But what happens next? It can be easy to feel overwhelmed, especially if the job you have in mind differs significantly from your current role.

Or you don't have any experience. I know this is a very concerning issue affecting a lot of people, that how can I land my dream job without having an experience or I have experience but there are far more experienced candidates and the ones with better education.

I will explain to you step by step strategies to follow to enable you land the job of your dreams. I will teach you how to write a great CV, how to prepare for the interview, possible interview questions and answers and lastly how to be promoted at work in a short time.

The idea of writing this book came from me having to struggle for a long time to find work in the United Kingdom to no avail. For two years straight I was applying for different jobs and everytime I was getting the NO answer. I was really let down and at some point I felt like I was being denied opportunities because of the colour of my skin. Some friends encouraged me to just continue to work on low paid jobs because they seemed easier to get and that the jobs I was applying for were not meant for people like us and they are only meant for special people or the whites.

Because I'm a person who doesn't give up easily I started asking myself why am I always not successful?

What are others doing that i am not? What can i do so that i can succeed? That is when i had an idea of researching on how to land the job of your dreams.

It took me about six months to have a good understanding on ways which i can do to get my dream job. In this book, i have compiled everything you need to know to be able to win your dream job fast.





STRATEGIES THAT CAN HELP YOU LAND YOUR DREAM JOB

1. Set priorities

One of the main factors that sets those who achieve their dream job apart from those who simply carry on dreaming is priorities. High achievers define what they want to achieve and when and create a list of steps towards their goal. Here's how:

- Be specific – The more specific you are, the more likely you are to achieve what you set out to do. For example, rather than simply setting your sights on working in a particular industry, choose the role you want.
- Prioritise – Divide your main goal into smaller steps and prioritise them. Work out what needs to happen first and work on that before moving to the next step.
- Set deadlines – Work out when you would like to achieve each step along the way to your goal. Review your progress over time to ensure you have an accurate overview of where you are.

2. Choose a role model

Having a role model will help give your aims and ambitions solidity. After all, if someone else has achieved what you want, why shouldn't you? Role models can also be useful at times when you are not sure what to do next, as you can use their path to success as an inspiration for your own.

When choosing a role model, it's worth choosing someone who has:

- Achieved what you want to do
- Had a similar starting point

Try to learn as much as you can about:

- The educational choices they made
- The changes they made to achieve their goals
- Their attitude to failure, success and achievement
- How they dealt with adversity

These are all things you can learn from to help keep you on the path to achieving your own goals.

3. Learn a different language

It might not seem like the most obvious business skill, but learning a new language amplifies your appeal by widening the pool of jobs for which you are suitable and opening up opportunities for an international career. Top of the list of languages to learn is English, the preferred business language for many companies around the world, and one that will help propel you to the top of the candidate list.

Enroll yourself on short english courses, they are available everywhere. It will help you excel in the job market.

4. Dedicate time to your passion

Another source of setbacks for many professionals is a lack of time. If you really want to achieve your dream job you will have to find the time. Whether it's a spare evening for a business english class, study time for professional development courses or time to apply for new jobs, you may have to temporarily shift other things out of your schedule to find the time you need.

5. Don't stop trying

Remember that things don't always go precisely according to plan and be prepared for setbacks. Having a timeline in place and adjusting it when necessary will help you, as will having a network of supportive friends to discuss any disappointments and share successes with.

HOW TO GET A JOB WITHOUT EXPERIENCE



How to get a job without experience

Tired of being turned down by employers for not having any experience? For many new jobseekers, it can seem like a roller coaster because you're unable to get a job because you don't have the experience, but you can't get the experience without someone offering you a job.

Fortunately, experience isn't everything. Whilst it would seem that 90% of job ads state 'experience needed', many people make it through the net with no experience at all simply by finding other ways of proving that they have the skills and motivation. Here are just a few ways to break into your dream career field without experience.

1. Get educated

Qualifications can help you with everything . It may not always be necessary, but they can make you look smarter, which can make you a more appealing candidate to most employers.

Some jobs may require niche qualifications whilst others may simply require a degree of any kind. I have this friend of mine who has worked in her company for over 15 years straight in the same position and she was frustrated. Then a new Boss came to their company so she decided to go ask them for promotion. The new boss after analysing her CV advised her to better herself with more education and promised to promote her once she has completed her education.

There are now so many ways to get an education regardless of your age or commitments.

Online courses can allow you to study in your own time around other work or raising kids – whilst there may still be essays with deadlines and exams on certain dates, most of the work can be completed from home at any time rather than having to attend lectures and seminars on a college campus.

There are also accelerated courses that can be completed in two years or even one year to help speed up the education process, allowing you to pursue your dream more quickly.

2. Know the right people

Sometimes you can get a job with no experience simply by knowing the right people. The phrase 'it's not what you know, it's who you know' has some truth in it. An employer is more likely to look favourably upon your application if they know who you are or if you've been recommended by one of their employees. In order to know the right people, you'll need to network and there are plenty of ways to do this.

- i. First, consider your circle of friends and their friends. There may be someone who already works in your target career field who can put a good word into their employer or who may be an employer themselves. If anything, your friends may be able to offer advice on what employers may be looking for, allowing you to tailor your job application to what these employers are looking for.
- ii. Another way to meet the right people is to attend networking events within your target trade. These could be job fairs, trade fairs, conferences or conventions..
- iii. You may even be able to use online social networks to meet people. Facebook and LinkedIn is a great platform for connecting with people within a target trade.

3. Consider transferable skills

You may have had past jobs that are unrelated but still show evidence of certain skills required for your dream job.

For example, if you used to work as a Manager in the Supermarket and you are applying for a job in Telecommunication Company you can tell you new boss that you have excellent customer service and you can convince them to buy their products. And you can also solve customers problems in a professional manner.

Even if you've never had a job before, you may be able to draw evidence of soft skills from other life experience. If you're parent, there are plenty of skills that you can claim to possess including time management skills, events planning, negotiation skills and problem-solving.



HOW TO PREPARE A CURICULLUM VITAE



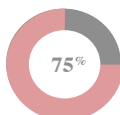
UNIVERSITY



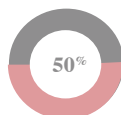
LANGUAGE



SWAHILI



ENGLISH



CHINESE

How to prepare a curriculum vitae

What is a CV?

Your CV, short for curriculum vitae, is a personal marketing document used to sell yourself to prospective employers.

It should tell them about you, your professional history and your skills, abilities and achievements. Ultimately, it should highlight why you're the best person for the job.

A CV is required when applying for a job. In addition to your CV, employers may also require a cover letter and a completed application form.

What to include in your CV

While the structure of a CV is flexible, bending to your unique skill set and experiences, there are particular sections that employers expect to see on your CV regardless.

Here are the sections you must include in your CV:

1. Name, professional title and contact details

The first part of your CV, positioned at the top of the page, should contain your name, professional title and contact details. Under no circumstances should you title your CV with 'curriculum vitae' or 'CV' as it's a waste of valuable space. Treat your name as the title instead.

Here is an example of how your name, professional title and contact details might look:

Forename Surname | Professional Title

Location: Town, County

Phone: 01234 567890

Email: name@example.com

It's a short paragraph that sits just underneath your name and contact details giving prospective employers an overview of who you are and what you're all about. You should tailor your profile to every job you apply for, highlighting specific qualities that match you to the role. Aim to keep your personal statement short and sweet, and no longer than a few sentences. To make the most of this section, you should try to address the following:

1. Who are you?
2. What can you offer the company?
3. What are your career goals?

List your experience in reverse chronological order as your recent role is the most relevant to the employer. It helps to choose the duties most relevant to the job you're applying for, especially if it's a long list. If you have many years' worth of experience, you can reduce the detail of old or irrelevant roles.

Here's an example of how to lay out each position of employment on your CV:

mmm yyyy – mmm yyyy

Company Name, Location

Role Title

Outline

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

LANGUAGE

SWAHILI

ENGLISH

CHINESE

Key responsibilities

XX

Key achievements/projects

XX

Education and qualifications

Like your experience section, your education should be listed in reverse chronological order. Include the name of the institutions and the dates you were there, followed by the qualifications and grades you achieved.

If you have recently left education, you may write your degree, A-levels or GCSEs (or equivalents) like so:

Institution name – Dates attended (from – to)

Qualification/subject – Grade

If you have a degree, you could list a few of the most relevant modules, assignments or projects underneath.

Additional sections

This is a section that includes some of your hobbies directly not related to your work but can show the employer what type of a person you are. For example, if you are a leader of an Association, you can state here or if you love to exercise you can say as well. But don't put things that will alert your employer like being an Alcoholic or other unacceptable behaviours.

Referees

This is also an important segment where you are required to provide contact details of your previous employers. Make sure that you provide the most updated contacts to make it easier for your new employer to contact them. If you are currently in your other employment you can fill this space as Referees available on request to avoid your new employer to call your boss too soon before you get a job.

How to Prepare for an Interview (Job interview)



How to Prepare for an Interview (Job interview)

Preparing for an interview might seem intimidating, but there are several steps you can take to prepare yourself for a successful interview. I remember when i was living in the United Kingdom, i was used to working in warehouses and care homes. This is because it was safe and easy to get. Also i was made to believe that its the only way to live. But after a while i was so intrigued to finding other types of employment and i started going for different job interviews to no avail.

In the end i decided to research as to how you can succeed in the job marked. I will provide you with step by step guidance on what to follow to succeed in your interview.

Preparing for an interview primarily means taking time to thoughtfully consider your goals and qualifications relative to the position and employer.

To accomplish this, you should perform research on the company and carefully review the job description to understand why you would be a good fit.

Let's look at the steps to preparing for an interview.

1. Carefully examine the job description

During your prep work, you should use the employer's posted job description as a guide. The job description is a list of the qualifications, qualities and background the employer is looking for in an ideal candidate. The more you can align yourself with these details, the more the employer will be able to see that you are qualified. The job description may also give you ideas about questions the employer may ask throughout the interview. Before, when I was attending different interviews I never really took the time to analyse myself and whether I was fit for the role. In the end I was always getting a no.

2. Consider why you are interviewing and your qualifications

Before your interview, you should have a good understanding of why you want the job and why you're qualified. You should be prepared to explain your interest in the opportunity and why you're the best person for the role.

3. Perform research on the company and role

Researching the company you're applying to is an important part of preparing for an interview. Not only will it help provide context for your interview conversations, but it will also help you when preparing thoughtful questions for your interviewers.

Researching the company and role as much as possible will give you an edge over the competition. Not only that, but fully preparing for an interview will help you remain calm so that you can be at your best.

4. Practice your speaking voice and body language

It's important to make a positive and lasting impression during the interview process. You can do this by practicing a confident, strong speaking voice and friendly, open body language.

While these might come naturally to you, you might also want to spend time performing them with trusted friends or family or in front of a mirror. Pay special attention to your smile, handshake and stride.

They do say the first 5 -10 seconds of the interview does give your employer an overview of a type of a person that you are, so make a lasting great impression.

I remember there was a time when i had applied for British Gas Company for a Technical specialist role.

The Manager who interviewed me was so impressed with my ability and understanding of their company, their culture, the role and my dediction and experience that he offered me the job straight away. He didnt want to wait for other interviews

5. Prepare several thoughtful questions for the interviewer(s)

Many employers feel confident about candidates who ask thoughtful questions about the company and the position. You should take time before the interview to prepare several questions for your interviewer that show you've researched the company and are well versed about the position. Some examples of questions you could ask include:

- *What does a typical day look like for a person in this position?*
- *Why do you enjoy working here?*
- *What qualities do your most successful employees have?*
- *I've really enjoyed learning more about this opportunity. What are the next steps in the hiring process?*

6. Prepare your travel arrangements

Job interviews tend to be stressful for most people for many reasons, but getting to the interview can be a challenge in itself. If your interview is an unfamiliar area or even an entirely new city, it can be a source of anxiety to find your way around and make sure that you show up on time. To avoid becoming too anxious for your commute, prepare yourself to ensure everything goes smoothly on the day of the meeting. Here's how:

- **Leave early:**

This may seem obvious, but it's better to leave with plenty of time to get to your interview, even if it means arriving way too early. Even if you leave yourself a few extra minutes to get there, small obstacles can be enough to make you late, such as heavy traffic, accidents, no parking or trouble finding the building. If you arrive too early, just use the time to go over your notes and mentally prepare for your interview.

- **Save the interview contact information:**

Even with plenty of time for your commute, sometimes situations out of your control can still cause you to be late. If something happens and you know you'll be a little late, call your interview coordinator and make them aware of the situation. Most people are empathetic to these situations and understand that some things just can't be helped, especially if you're letting them know in advance and have a reasonable explanation. In this situation, the worst thing you could do is show up late without any notice and try to explain yourself.

- **Search the location in advance:**

Most interviews are scheduled days or weeks in advance, so you have time to research the location. If your interview is close enough, you can take a day to go to the location and check out the parking, take note of the traffic and find the suite or office where your interview will be.

If you're anxious about parking or any other aspect of the location, contact your interviewer to ask them for more information.

7. Sell yourself

One of the biggest challenges in an interview is selling yourself. Most people are uncomfortable with this idea, but presenting yourself accurately and positively doesn't have to feel like a sale. The truth is that you do have professional skills and experiences that may set you apart from other applicants, so it's acceptable and expected for you to acknowledge them to your potential employer.

When you prepare for a job interview, make note of your skills that relate to the role and think of how your experiences and abilities can contribute to the overall goals of the department and company. Your answers will be somewhat short, so you want to choose the most positive and relevant information to share during the interview.

If you have metrics or stats to show your accomplishments or growth during your previous roles, they're a great help in selling yourself during the interview. For example, you may have increased sales by a certain percentage or increased social media engagement in your last position.

When i was interviewed for a job i applied at Hewlet Packard, i was very optimistic because i had done a tharal research about the company and i explained to them my experience and enthusiasm about the role and how fit i will be to that role. The truth is i didnt have the experience they needed, but because i was so good at explaining, they forgot to ask me about related experience and in the end i got the job.

Whatever accomplishments you have, don't be modest about sharing them during your interview. Your potential employer wants to know that you'll be the right fit and that you can deliver something to the company, so they need to know all the reasons that you can provide that for them.



8. Get ready to follow up after the interview

After your interview, you should prepare to follow up with the employer. Doing so reminds the employer of your conversation, shows them you are genuinely interested in the position and gives you the opportunity to bring up points you forgot to mention.

Here are a few steps you can follow when crafting a follow-up note:

- In the first paragraph, mention the specific job title and thank your interviewer.
- In the second paragraph, note the company's name as well as a conversation point and/or goal that seemed especially important to the person you spoke with. Connect that point to your experience and interests.
- In the final paragraph, invite them to ask you any additional questions and close by saying you're looking forward to hearing back.



INTERVIEW QUESTIONS AND POSSIBLE ANSWERS

INTERVIEW QUESTIONS AND POSSIBLE ANSWERS

1. Tell Me About Yourself..

This question seems simple, so many people fail to prepare for it, but it's crucial. Here's the deal, Don't give your complete employment or personal history.

Instead give a pitch, one that's concise and compelling and that shows exactly why you're the right fit for the job. Talk a little bit about your current role (including the scope and perhaps one big accomplishment), then give some background as to how you got there and experience you have that's relevant. Finally, dive into why you want and would be perfect for this role.

2. Why Do You Want to Work at This Company?

Beware of generic answers. Do your research and point to something that makes the company unique that really appeals to you. Talk about how you've watched the company grow and change since you first heard of it; focus on the organization's opportunities for future growth and how you can contribute to it.

This will show your new Manager you are serious about the role you are applying for.

3. Why Do You Want This Job?

Again, companies want to hire people who are passionate about the job, so you should have a great answer about why you want the position.

First, identify a couple of key factors that make the role a great fit for you. E.g i have seen your company has great plans and i would love to be part of the people that can better your plans. Never say you want the job because nobody else is hiring you.

4. Why Should We Hire You?

This interview question seems forward (not to mention intimidating!), but if you're asked it, you're in luck: There's no better setup for you to sell yourself and your skills to the hiring manager. Your job here is to craft an answer that covers three things: that you can not only do the work, but also deliver great results; that you'll really fit in with the team and culture; and that you'd be a better hire than any of the other candidates.

5. What Are Your Greatest Strengths?

Here's an opening to talk about something that makes you great and a great fit for this role. When you're answering this question, think quality, not quantity. Pick one or a few depending on the question, specific qualities that are relevant to this position and illustrate them with examples. Stories are always more memorable than generalizations. And if there's something you were hoping to mention because it makes you a great candidate, but you haven't had a chance yet, this would be the perfect time.

6. What Do You Consider to Be Your Weaknesses?

What your interviewer is really trying to do with this question beyond identifying any major red flags is to gauge your self-awareness and honesty. So never say something that is too alarming but also never say i dont have a weakness. I remember once i was interviewed and this question came up. I responded that my weakness is that i am overly sensitive. The next day i receive a letter saying i didnt get the job. Always be honest but try to explain what you are doing to overcome your weakness. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you get more comfortable when addressing a crowd.

7. Tell Me About a Challenge or Conflict You've Faced at Work, and How You Dealt With It.

You're probably not eager to talk about conflicts you've had at work during a job interview.

But if you're asked directly, don't pretend you've never had one. Be honest about a difficult situation you've faced but without going into the kind of detail you'd share venting to a friend. Most people who ask are only looking for evidence that you're willing to face these kinds of issues head-on and make a sincere attempt at coming to a resolution.

8. Tell Me About a Time You Demonstrated Leadership Skills.

You don't have to have a fancy title to act like a leader or demonstrate leadership skills. Think about a time when you headed up a project, took the initiative to propose an alternate process, or helped motivate your team to get something done. In other words, be clear about why you're telling this particular story and connect all the dots for the interviewer.

9. Tell Me About a Time You Failed.

Make sure you pick a real, actual failure you can speak honestly about. Start by making it clear to the interviewer how you define failure. For example: "As a manager, I consider it a failure whenever I'm caught by surprise. I strive to know what's going on with my team and their work." Then situate the example in relation to that definition and explain what happened. Finally, don't forget to share what you learned. It's OK to fail everyone does sometimes but it's important to show that you took something from the experience.

10. Why Are You Leaving Your Current Job?

This is a toughie, but one you can be sure you'll be asked. Definitely keep things positive. You have nothing to gain by being negative about your current or previous employer. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you. And if you were let go from your most recent job? Keep it simple: "Unfortunately, I was let go," is a totally acceptable answer.



11. Why Was There a Gap in Your Employment?

Maybe you were taking care of children or aging parents, dealing with health issues, or traveling the world. Maybe it just took you a long time to land the right job. Whatever the reason, you should be prepared to discuss the gap (or gaps) on your resume. Seriously, practice saying your answer out loud. The key is to be honest, though that doesn't mean you have to share more details than you're comfortable with. If there are skills or qualities you gained in your time away from the workforce whether through volunteer work, running a home, or responding to a personal crisis, you can also talk about how those would help you excel in this role.

12. Can You Explain Why You Changed Career Paths?

Don't be thrown off by this question. Just take a deep breath and explain to the hiring manager why you've made the career decisions you have. More importantly, give a few examples of how your past experience is transferable to the new role. This doesn't have to be a direct connection; in fact, it's often more impressive when a candidate can show how seemingly irrelevant experience is very relevant to the role.

13. What's Your Current Salary?

It can be stressful to hear this question. Don't panic. There are several possible strategies you can turn to. For example, you can say "Before discussing any salary, I'd really like to learn more about what this role entails. I've done a lot of research on [Company] and I am certain if it's the right fit, we'll be able to agree on a number that's fair and competitive to both parties." You can also reframe the question around your salary expectations or requirements or choose to share the number if you think it will work in your favor especially if they have revealed the salary in the job advert.

14. What Are You Looking for in a New Position?

Ideally talk about the same things that this position has to offer. Be specific and don't try to talk about other things outside the job position .

15.What's Your Management Style?

The best managers are strong but flexible, and that's exactly what you want to show off in your answer. Think something like, "While every situation and every team member requires a bit of a different strategy, I tend to approach my employee relationships as a coach. Then share a couple of your best managerial moments, like when you grew your team from five to 15 or coached an underperforming employee to become the company's top salesperson.

16.How Would Your Boss and Coworkers Describe You?

First of all, be honest. Remember, if you make it to the final round, the hiring manager will be calling your former bosses and coworkers for references. Then try to pull out strengths and traits you haven't discussed in other aspects of the interview, such as your strong work ethic or your willingness to pitch in on other projects when needed.

17.How Do You Deal With Pressure or Stressful Situations?

Here's another question you may feel the urge to sidestep in an effort to prove you're the perfect candidate who can handle anything. talk about your go-to strategies for dealing with stress and how you communicate and otherwise proactively try to mitigate pressure. If you can give a real example of a stressful situation you navigated successfully, all the better. E.g. you can say im like a diamond because i work well under pressure.

18. What Do You Like to Do Outside of Work?

Interviewers will sometimes ask about your hobbies or interests outside of work in order to get to know you a little better. Be honest, but keep it professional and be mindful of answers that might put off your employer. So you can say that you like to meet with friends to discuss various things that will grow you or you like excercise to keep fit.

19. How Do You Prioritize Your Work?

Your interviewers want to know that you can manage your time, exercise judgement, communicate, and shift gears when needed. Start by talking about whatever system you've found works for you to plan your day or week, whether it's a to do list app you swear by or a colorcoded spreadsheet. This is one where you'll definitely want to lean on a real-life example. So go on to describe how you've reacted to a last-minute request or another unexpected shift in priorities in the past, incorporating how you evaluated and decided what to do and how you communicated with your manager and/or teammates about it.

20. What Motivates You?

Before you panic about answering what feels like a probing existential question, consider that the interviewer wants to make sure you're excited about this role at that company, and that you'll be motivated to succeed if they pick you. So think back to what has energized you in previous roles and pinpoint what made your eyes light up when you read this job description. Pick one thing, make sure it's relevant to the role and company you're interviewing for, and try to weave in a story to help illustrate your point. If you're honest, which you should be, your enthusiasm will be palpable.

21. How Do You Like to Be Managed?

This is another one of those questions that's about finding the right fit, both from the company's perspective and your own. Think back on what worked well for you in the past and what didn't. What did previous bosses do that motivated you and helped you succeed and grow? Pick one or two things to focus on and always articulate them with a positive framing. You can also tell them that you are very good at working on your own.

22. Where Do You See Yourself in Five Years?

If asked this question, be honest and specific about your future goals, but consider this: A hiring manager wants to know

- a) if you've set realistic expectations for your career,
- b) if you have ambition and
- c) if the position aligns with your goals and growth.

Your best bet is to think realistically about where this position could take you and answer along those lines. So you can say that you can see yourself developing along the areas of your role and probably taking on a department or regional manager role within the organisation.

23. What Other Companies Are You Interviewing With?

Companies might ask you who else you're interviewing with for a few reasons. Maybe they want to see how serious you are about this role and team or even this field, or they're trying to find out who they're competing with to hire you. On one hand, you want to express your enthusiasm for this job, but at the same time, you don't want to give the company any more leverage than it already has by telling them there's no one else in the running. Depending on where you are in your search, you can talk about applying to or interviewing for a few roles that have XYZ in common, then mention how and why this role seems like a particularly good fit.

24. What Makes You Unique?

"They genuinely want to know the answer. Give them a reason to pick you over other similar candidates. The key is to keep your answer relevant to the role you're applying to. You can say i am a perfectionist, that means i take time to ensure the work is done the right way. This gives me a great bonus and pride in my work because it provided great results.

25. What Should I Know That's Not on Your Resume?

It's a good sign if a recruiter or hiring manager is interested in more than just what's on your resume. It probably means they looked at your resume, think you might be a good fit for the role, and want to know more about you.



To make this wide-open question a little more manageable, try talking about a positive trait, a story or detail that reveals a little more about you and your experience, or a mission or goal that makes you excited about this role or company.

26. What Do You Think We Could Do Better or Differently?

This question can really do a number on you. How do you give a meaty answer without insulting the company or, worse, the person you're speaking with? Well first, take a deep breath. Then start your response with something positive about the company or specific product you've been asked to discuss. When you're ready to give your constructive feedback, give some background on the perspective you're bringing to the table and explain why you'd make the change you're suggesting (ideally based on some past experience or other evidence).

27. When Can You Start?

Your goal here should be to set realistic expectations that will work for both you and the company. What exactly that sounds like will depend on your specific situation. If you're ready to start immediately and if you're unemployed, for example, you could offer to start within the week. But if you need to give notice to your current employer, don't be afraid to say so. People will understand and respect that you plan to wrap things up right. It's also legitimate to want to take a break between jobs, though you might want to say you have "previously scheduled commitments to attend to" and try to be flexible if they really need someone to start a bit sooner.

28. Are You Willing to Relocate?

While this may sound like a simple yes-or-no question, it's often a little bit more complicated than that. The simplest scenario is one where you're totally open to moving and would be willing to do so for this opportunity. But if the answer is no, or at least not right now,

you can reiterate your enthusiasm for the role, briefly explain why you can't move at this time, and offer an alternative, like working remotely or out of a local office. Sometimes it's not as clear-cut, and that's OK. You can say you prefer to stay put for xyz reasons, but would be willing to consider relocating for the right opportunity.

29. Is There Anything Else You'd Like Us to Know?

Just when you thought you were done, your interviewer asks you this open-ended question. Don't panic, it's not a trick question! You can use this as an opportunity to close out the meeting on a high note in one of two ways, First, if there really is something relevant that you haven't had a chance to mention, do it now. Otherwise, you can briefly summarize your qualifications, you could say: "I think we've covered most of it, but just to summarize, it sounds like you're looking for someone who can really hit the ground running. And with my previous experience of xxxxx I think I'd be a great fit."

30. Are You Planning on Having Children?

Questions about your family status can be a very sensitive subject. Most employers will ask you this question simply to see how committed you will be even after having a family. Or they are asking because that certain role requires you to relocate or travel frequently. Do not take offense or even evade the question completely. Just say you are very committed in doing your job well and if you do manage to get your own family, you will still be very much involved in the company because you are well aware of the commitment you are taking when you get the job



HOW TO GET PROMOTED AT WORK

If you've been at the same job for some time, it's all too easy to just assume that a promotion will come along every year, like a bonus for time served. But you have to do more than log hours to make it to the next level.

Below, I will show you what you need to do to get that promotion you have been waiting for;

1. Make you Boss's Job easier

It's ironic, but the best way to get promoted is to make your boss's job easier. And the best way to do that is to make his or her job obsolete. You're not really putting your manager out of a job, you're allowing him or her to trust your work. In turn, he or she can focus on new areas that the higher-ups have needed to address for some time. Strong work goes up the chain, improves the company, and gets you noticed.

2. Summarize Work Visually

When talking about your work, give your boss something to look at. When you answer the question, 'Why are people buying?' show a chart of the top responses as well as how many people gave each response. It makes everyone a believer when they can see a quick visual snapshot that backs up what you're saying.

3. Own Projects From Start to Finish

Organizations place a premium on individuals who follow through on tasks. If you can prove that you can consistently own projects from start to finish, you will not only get promoted, but you'll also make yourself indispensable.

4. Keep a Positive Attitude

The people who typically get promoted keep their cool under stress. They also act as a role model to everyone around them. They meet deadlines and ask relevant, intelligent questions that help clients be happier with our services. When an issue arises, they want to solve it and work to avoid future problems by learning from their mistakes.

5. Raise Other Team Members' Performance

People who are completing their assignments and asking what that next task is going to be and help their colleagues instead of stepping on them in their climb up the ladder, are the best candidates for a promotion. I remember when i was first hired by Hewlett Packard as aWarranty Coordinator, after 3 months of learning i started finishing my work before time and i was helping my team to finish their work in time.

Every week when my Manager runs a Pie chart workload, i was doing half of all the work in the department of 6 staff. After only 6 months after startng my work, i was awarder a Silver Award of Excellence together with a good amount of money to congratulate me for my great hardwork. There hasnt been any staff in that company to receive such award for the past 10 years. After one month, i was promoted to another role in a different department as Logistics Specialist and my salary was doubled.

6. Make Your Boss Aware You Want the Promotion

It seems quite simple, but expressing your desire for a particular promotion is very helpful. Sometimes management may not know you want it, or has not thought of you as a candidate, especially if it's outside of your current department. Often management will tell you what you need to do to get the position if they know you want it. Be humble, inquisitive, passionate, and hungry.

7. Show Pride in Your Work

Competence, diligence, intelligence, loyalty, these all matter, but what matters most is the inherent will to do the best work possible. The work is what matters, and employees who take it personally, who own their work as a reflection of their values and take pride in doing good work, are the employees who are the ones to be trusted with positions of responsibility. Be the person who arrives early and leaves late not the other way round.

8. Avoid Office Politics and Gossip

The qualities that are considered most were those that demonstrate integrity and trustworthiness, which are measured by looking at who chose not to participate in office politics and gossip. While it's important to understand the balance of office politics, individuals who are able to rise above the temptations stand out most for management roles.

9. Demonstrate That You Can Solve Client Problems

To get promoted, you have to show that you can take the initiative and help their clients solve their problems. This also means being able to work independently, without having to be told what to do every step of the way.

10. Make Money

If someone is making money, they'll be promoted. Making money is the ultimate internal currency. All other internal performance metrics can be translated into the money-making metric. And yes, saving money is making money, too. Ensure wherever you are in the department ensure your company does not incur losses because of you.

CONCLUSION

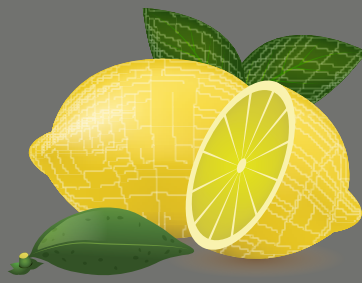
In order to get the job of your dreams you must work hard, willing to learn, persevering when you fail, someone who doesn't give up and knows what you need. Make every effort to prepare your Curriculum (CV) in a manner that your new employer can see you stand out from the rest. Remember an employer may receive over 300 Curriculums. What will set you apart from others?

Remember also during the interview you must make sure that you have done enough research on the relevant companies and responsibilities, ensure you are enthusiastic, willing to work hard and do not forget to sell yourself well.

When you get a job do not forget to make sure you become a good employee and follow all the principles of hard work including helping your bosses, collaborating with your colleagues to complete departmental work, avoiding politics in the office and always having a positive attitude.

By doing this you will be able to work and be the best at whatever company you choose.





LIMAO

In a snapshot, you might think Limao (Lemon) is just a fruit. But in actual sense, Limao has a lot of functions especially in Employment.

The Author of this book is trying to take Limao and explain an easier way to get the Job of your dreams easily.

The Author will explain to you step by step strategies to follow to enable you land the job of your dreams. You will also learn how to write a great CV, how to prepare for the interview, possible interview questions and answers and lastly how to be promoted at work in a short time.



**Published & Distributed By:
CS Limited**