

Resume & Interview Discovery for the Military Leader

Getting to know yourself is the first step in preparing for a successful interview. Your Personal Talent Report is a powerful tool that puts into words, your unique set of behaviors, values, and personal talents, that have helped you achieve where you are today. This same set of behaviors, values and talents will take you to any level of achievement you desire in life if understood and applied properly.

Interview Discovery will help you prepare for an interview by finding new ways and words to describe your personal talents and past success. Your Personal Talent Report is the closest thing to an owner's manual on you. A combination of nature (the environment) and nurture (your genes and upbringing) have formed in you the behaviors, values, and talents described in your talent report. No one else has this same unique combination of talents that you have. Your success depends on how and if you apply your talents and how you communicate them to others.

When you understand these basic building blocks about yourself, you can then apply them to bigger career and life questions such as: "What career opportunities best compliment my behavior and talents? What do I really want to do, if I could do anything? What is most important to me in life?"

What you are about to experience is a process that will give you priceless insight into yourself. This insight will help you to know when and where to use your talents. Knowing this information will become one of your most valuable assets.

Throughout this process there will be many questions to ask yourself as well as memories that come back to you. Take your time and do some soul searching. This is a time to reflect on your success up to this point in life and where you can take it from here.

Good luck and enjoy the journey!

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Resume & Interview Discovery

An investment of just 60 minutes will bring you a career of unlimited success

You will need the following to begin:

- a. Your Personal Talent Report
- b. A pen or highlighter

Discovering & Using your Talents

Please turn to the “General Characteristics” section of your report.

From paragraph 1, list three statements that describe *talents* that you want your next employer to know about you.

- 1.
- 2.
- 3.

Give an example of how you have used each of these talents during your military career.

- 1.
- 2.
- 3.

Give one example of how you have applied one of your talents outside your military experience (personal, sports, college, extra curricular)

- 1.

From paragraph 2, list three statements that *describe problem solving and decision making talents* you would like your next employer to know about you.

- 1.
- 2.
- 3.

Give an example of how you have used each decision making and problem solving talents in your military experience:

- 1.
- 2.
- 3.

Describe or highlight one of your decision-making talents as you explain your reason for leaving the military:

- 1.

From paragraph 3, list three statements that describe *communication talents* you would like your next employer to know about you.

- 1.
- 2.
- 3.

Give three examples of how you have used your communication talents in your military experience

- 1.
- 2.
- 3.

Identify a communication weakness that is described in paragraph 3. Turn that weakness into a strength by answering the interview question, “Tell me about one of your weaknesses”

- 1.

Value to the Organization

Please turn to the “VALUE TO THE ORGANIZATION” section of your Talent Report.

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- a. Read through the points of value that you bring to an organization.
 - b. Circle the four that you think will bring the greatest value to your next organization.
 - c. Use references in this section to answer the interview question, “How will you bring value to our organization?” Begin your answers with “I am...” or “I will...”
-

Example: I am always looking for a better and faster way of doing things, therefore I will act as a change agent in the organization to challenge the status quo.

- 1.
- 2.
- 3.

Give 3 examples of how you brought value to your current organization using these three talents.

- 1.
 - 2.
 - 3.
-

Communication Tips

You are selling yourself in an interview. Whether you are interviewing for a sales position, production supervisor, or engineer, you are in the selling mode during an interview and you will be judged on your communication skills. The best communicators adjust their presentation to the behavioral style of the person they are speaking with. You will likely interview with a variety of people who can broadly be grouped into the 4 quadrants on the “Communication Tips” page.

In the quadrants below list some of the people in your life who can be described as having characteristics of each of the 4 primary Behavioral Styles:

<p>Analyzer – Dependent, neat, conservative, perfectionist, careful and compliant:</p> <ol style="list-style-type: none">1.2.3.4.	<p>Conductor – ambitious, forceful, decisive, strong-willed, independent, goal-oriented:</p> <ol style="list-style-type: none">1.2.3.4.
<p>Supporter – patient, predictable, reliable, steady, relaxed and modest.</p> <ol style="list-style-type: none">1.2.3.4.	<p>Promoter – magnetic, enthusiastic, friendly, demonstrative and political</p> <ol style="list-style-type: none">1.2.3.4.

Remember people tend to LIKE people who are LIKE themselves and to NOT LIKE people who are NOT LIKE themselves.

Outline a two minute answer to the interview question “Tell me about yourself” if you are communicating most effectively with a Conductor, Promoter, Analyzer, and Supporter. Use the communication tips in your report.

1. A Conductor says to you “Tell me about yourself” – How do you respond most effectively?

2. A Promoter says to you “Tell me about yourself” – How do you respond most effectively?

3. An Analyzer says to you “Tell me about yourself” – How do respond most effectively?

4. A Supporter says to you “Tell me about yourself” – How do you repond most effectively?

Interview Questions

Please turn to the “Ideal Environment” section of your Talent Report.

- a. Read and reflect on the bullet points in this section that describe your ideal environment.
 - b. When you have the opportunity to ask questions in an interview, you must ask the right questions to find out if they provide the ideal environment to reinforce your motivations and talents.
 - c. Write out 3 question to your interviewer using the bullet points, to determine if they offer the ideal environment for you.
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Example: Would you consider your company innovative and futuristic-oriented?
Does this position offer a variety of work with challenge and opportunity?

- 1.
- 2.
- 3.

Please turn to the “Keys to Motivating” section of your report.

- a. Read through the bullet points and choose three points that are particularly motivating to you.
 - b. Write out three questions to your interviewer using the bullet points, to determine if they offer the ideal motivating environment for you
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- 1.
- 2.
- 3.

Now turn to the “Keys to Managing” section of the report.

- a. Read through the bullet points and choose three points that are most important to you.
 - b. Write out three questions to your interviewer using the bullet points, to determine if their management structure and support is aligned with your needs.
-

- 1.
 - 2.
 - 3.
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Descriptors

Now turn to the “Descriptors” section of your report.

Circle three Descriptors in each of the 4 behavior categories that you want your next employer to know about you.

Give a recent example of how you have demonstrated each behavior in your current organization:

Dominance

- 1.
- 2.
- 3.

Influencing

- 1.
- 2.
- 3.

Steadiness

- 1.
- 2.
- 3.

Compliance

- 1.
 - 2.
 - 3.
-

My Greatest Weakness

Please turn to the “Areas for Improvement” section of your report.

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- a. Read through the bullet points and choose the points that could be true about you, but that may also be viewed as a strength.
 - b. Answer the interview questions “what is your greatest weakness?” using the bullet point you think can also be turned into one of your greatest strengths. Answer with candor knowing it is sometime a negative trait, but more often they will benefit from this behavior or characteristic about you.
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Example: Sometimes I can be impulsive and seek change for changes sake. I know this can be stressful to some who prefer the status quo, but I believe there is always a better or more efficient way of doing things, so I push people to be creative and more resourceful.

1.

-
- c. Choose two more bullets points to answer in the same way if your interviewer asks “what is another weakness of yours?” and “give me one more weakness?”
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1.

2.

Your Personal Talents

Please turn to the “External Description” section of your report

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- a. Read through the first paragraph which describes your talents regarding people, tasks, and systems.
 - b. Underline the points in the first paragraph that you want your next employer to know about you.
 - c. Give two examples using your experience in the military, and one personal example that demonstrate the talents you underlined.
-

1.

2

3.

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- d. Read the second paragraph describing your Strengths.
 - e. Use the words and references in this paragraph to help answer the interview question “What is your greatest strength”.
-

1.

f. Give two examples from your military experience and one personal example that demonstrate your greatest strength.

1.

2.

3.

g. List at least 5 other strengths you have using the same paragraph on strengths and the “Summary of Strengths and Weaknesses” section of your report. A paragraph on each of 5 strengths and weaknesses follows the summary page.

1.

Example:

2.

Example:

3.

Example:

4.

Example:

5.

Example:

Summary

If you took this Interview preparation process seriously, you are now extremely well prepared and equipped for your first interview. Knowing yourself is very important, but communicating it to your prospective employer is what really counts. If your behaviors and values are in alignment with the organization, your passion and excitement for the opportunity will flow naturally. Your familiarity of your strengths and weaknesses and how to present them with powerful examples provides the substance of your interview.

Write out your answers in more detail if it helps you to recall them better, and practice out loud in front of the mirror so you can see, hear, and critique yourself before you have to go live.

Remember the interviewing process is also your opportunity to evaluate the people and company you may be working with. Ask meaningful and sincere questions, and listen for answers that support your values and behavioral style. You will recognize the right opportunity when you see it.

Good Luck in your interviews! You will do well.
