

DUE DILIGENCE FOR THE JOB SEEKER

Presented to:

**DANA-FARBER CANCER INSTITUTE CAREER MANAGEMENT SKILLS
WORKSHOP**

Wednesday, March 3, 2009

Presented by:

**Lois Lindauer, CEO and Jill Lasman, Vice President
LOIS L. LINDAUER SEARCHES, LLC**

Before the Interview:

Check the Internet – understand the mission

Google the institution – check out its reputation

Prepare three stories, rich in detail, which illustrate your strengths as they relate to the position and weave them into the interview

Understand how the position relates to your long-term goal

Show Time:

Appearance

- Sit straight in the chair

- Avoid nervous gestures

- Maintain good eye contact

Answer questions comprehensively – at the same time avoid rambling

Be prepared to answer questions regarding your strengths and weakness

Be clear as to how you can help the institution effect its goals.

Ask Important Questions:

Is there a strategic plan in place?

What has been the giving trend? Up – down – flat?

What is the reporting structure?

Is the institution/organization working under a strategic plan?

How involved is the board? What is its giving history?

- What is the position's relation to the board?

What are the goals for the department?

What are the goals for the position?

After the Interview:

Thank you notes are important – email is acceptable.

Did you feel comfortable with the hiring manager?

Is s/he someone from whom I can learn and for whom I want to work?

Are the goals realistic?

Is this a mission I can wholeheartedly support?

Did people on staff seem challenged and happy?

