Recruitment and Hiring: “I” is for...
Introduction

Hello

My name is

Moderator: Jonathan Ocana
Presenters
- Yvette Rivera
- Stan Hammonds
Overview

During this session, participants will learn that organizational and individual success are bolstered by a diverse and inclusive environment, which is enhanced through

• Intense Leadership Commitment;
• Improved Policies, Programs, and Techniques; and
• Individual Interview Skills.
INTENSE LEADERSHIP COMMITMENT

Setting the Vision, Encouraging Buy In, and Initiating Action
Setting the Vision

• See it

• Say it

• Sell it
Encouraging Buy In

• Initiate change

• Frequent communication (progress updates)

• Maintain momentum
Initiating Action

• Empower key players

• Recognize success

• Accountability (organizational and individual)
IMPROVED POLICIES, PROGRAMS, AND TECHNIQUES

Building a Framework for Success
Policies

• Further clarify the vision

• Establish fundamental principles

• Compel action
Programs

• Give life to the policy
• Set expectations
• Define roles
• Identify tasks
Techniques

• Empower those with responsibility

• Support implementation

• Ways around, over, and/or through roadblocks
INDIVIDUAL INTERVIEW SKILLS

Making the Most of the Opportunity
Activity #1
Taking Control

“Control your destiny, or someone else will.”

Jack Welch
So I did my homework…

And researched theories of successful techniques
What The Experts Say

• Review your Career—Pre-application & Pre-Interview
• What are your top accomplishments?
• Know the common themes in your accomplishments.
• What values drove the hard work?
• How did you personal goals get you there.
An Examined Career: Marketing Yourself & Creating Your Brand Image

• Determine what are you selling.
• What differentiates you? What is unique about you?
• What is the implied promise with your brand?
• How does it reflect your values and personal mission
• Does your brand elicit positive emotions in others?
How is this done?
The Challenge-Context-Action-Result (CCAR) Model

• Challenge/Problem

• Context

• Action

• Result
Activity #2
Pre-Interview Keys

• Do your research: What does this employer do?
• Develop your stories to address behavioral questions, situational questions, pressure questions, and hypothetical questions
• Prepare your questions
• Practice, practice, practice
A Note On Your Responses

• Pace yourself

• Pause, when appropriate
Interviewing Pitfalls

• Lack of context: not showing how accomplishments reflect top skills and talents

• Time management: forgetting important details or cramming accomplishments to “beat the clock”

• Focused on Tasks: failing to showcase outcomes

• Telling the interview panel how good you are rather than having stories that demonstrate your top skills
Other Keys To Success

• Be Positive

• Be willing to share experiences and ideas
Activity #3
Interview Preparation Resources

- Georgetown University’s Cawley Career Education Center
- George Washington University Career Center
- University of Maryland Interviewing Guide
- OPM SES Reference Materials
"LUCK OCCURS WHEN PREPARATION MEETS OPPORTUNITY"

Vince Lombardi
Questions
Thank you very much!

Request additional information or pose questions to the following:

Departmental Office of Civil Rights
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