Communications Tips for C-level Job Hunters

Presented to DFW-TENG
Wed June 3, 2009

By Doug Matzke, Ph.D.
matzke@IEEE.org
Conscious and Subconscious
Internal Maps versus the External Territory
Communications Process

The Map is not The Territory
Communications Factors for Interviews

• **Ask what’s Important:**
  - Find out their needs/words
  - Associate needs with you

• **Awareness:**
  - Listening vs. talking (in/out)
  - Processing Modalities - VAK

• **Emotional State:**
  - Affects memories/words
  - i.e. Confidence vs. doubt

• **Getting Along:**
  - Permission to ask questions
  - Rapport and matching
  - Flexibility vs. opinions
Eye Accessing Cues

• Visual
  visualizing
  constructing or imagining visually lying

• Auditory
  auditory constructing sounds "Does it sound right"

• Kinesthetic
  kinesthetic checking out feelings

Eye positions as looking at another person
Words Match Internal Maps

• Match the interviewer by asking and then
  – Use his/her language and words
  – Use his/her submodalities VAK
  – Use tone, volume and speed

• Create rich internal maps
  – Associate you with his/her needs
  – Use resourceful emotional states
    • Passion, confidence, etc
  – Avoid unresourceful beliefs/states
  – Avoid words “try”, “but” and “not”
Communication Take Away

• These NLP ideas are natural to C-level people
  – Neuro-Linguistic Programming or NLP
  – Asking, listening, emotional weather
  – Rapport, matching, flexibility, anchors
  – Elicit their internal map and feed it back
• Stress causes poor states/performance
• Handout for eliciting during job interviews
• Great NLP training center resource in Addison
• Available for one-on-one review/coaching
  – Elevator speech, beliefs, language, resource states
Planning Sets Stage for Success

- Perfect Interview – Everything clicks
- Better Luck Next Time – Nothing clicks
**NLP TIPS FOR JOB INTERVIEWING**

The following elicitation questions will help you get the job once you’ve been granted an interview. You could also use them when interviewing for a promotion or looking for a job upgrade. Remember that rapport skills are very important for interviewing situations as well (and these skills are taught in the NLP Level ONE classes). The following questions combined with good rapport will increase your likelihood of getting the job.

1. **Before we start the interview, may I ask you some questions?** This question is very important! If you start asking questions without permission, it could break rapport. It’s also an easy question, because people just about always say yes to it.

2. **When you think about the best person that’s ever worked for you, what was it that made them so good?** This question causes the interviewer to think about their favorite employee while looking at and talking to you, so they begin to associate those good feelings with you!

3. **When you think about the ideal person for this position, what characteristics does this person have?** Remember these characteristics and emphasize them in the interview. For example, if they say they want someone with a lot of energy for the position, act energetic! Tell them about your experiences that reflect the characteristics they want in the person they’re going to hire. At this point you want to thank them and begin the interview. There is one more question that you want to ask at the end of the interview. When the interviewer asks you if you have any questions, ask any other questions you may have and save this one for last.

4. **What has to happen in order for you to hire me today?**
   The interviewer will then give you the steps that are required in the sequence they require them to happen! This is very valuable information that you might otherwise have difficulty getting. The word “today” at the end of the question is very important also, as you may actually get them to change their timetable for when they hire someone just by adding that one word at the end! If you are interviewing, use these questions because they work and remember to have fun!

Excerpted with permission from:

NLP Learning Systems Corporation

COACH