

NEED-BASED INTERVIEW SCRIPT

Purpose:

To enable potential candidates to voice out their discontent threat in their current job and the key attributes they look for in an ideal career so that leaders can identify and link them to their hot button while doing career presentation.

Scenario:

Candidate has been working for a few years. His friend connects him to one of the leaders from AIA. He decided to meet up with the leader and explore the career in AIA.

<p>Step 1: Key Attributes of Ideal Career</p>	<p>As I explained over the phone, I would like to share with you the AIA Career Transformation Process. This will take about 30 minutes. Shall we begin?</p> <p>_____, when I mention the word 'Ideal Career', what comes to your mind?</p> <p><u>In other words, what are the key attributes of an ideal career to you?</u></p> <p><i>(As the candidate answers, write the attributes on the left side of A4 paper. List a minimum of five to eight attributes. No number labeling is required beside the listed attributes.)</i></p> <p><u>Sample</u></p> <ul style="list-style-type: none"> Pay Job Satisfaction Career Prospects Boss Company Well-respected Recognition Meaningful Freedom Opportunity to Travel
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<p>Step 2: Top 3 Attributes</p>	<p><u>What are the three most important attributes to you, starting from the most important one?</u></p> <p><i>(As the candidate answers, label the number at the left side of the listed attributes according to the ranking.)</i></p> <p><i>(Example: candidate chooses Pay, Job Satisfaction, Recognition)</i></p> <p><u>Sample</u></p> <p>(1) Pay</p> <p>(2) Job Satisfaction</p> <p style="padding-left: 20px;">Career Prospects</p> <p style="padding-left: 20px;">Boss</p> <p style="padding-left: 20px;">Company</p> <p style="padding-left: 20px;">Well-respected</p> <p>(3) Recognition</p> <p style="padding-left: 20px;">Meaningful</p> <p style="padding-left: 20px;">Freedom</p> <p style="padding-left: 20px;">Opportunity to Travel</p>
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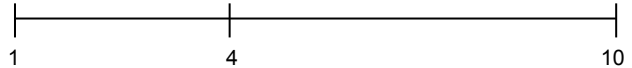
Step 3:
Scale of
1 to 10

Let's start with your No. 1 attribute, 'Pay'. So from a scale of 1 to 10, 10 being you're very happy with the pay that you're getting, based on the amount of work and the effort that you put in; and 1 is the complete opposite, not happy at all. Where would you put yourself based on your current job?

(As you speak, draw a horizontal line across; write '1' on the far left and '10' on the far right.)

Sample

(1) Pay



(2) Job Satisfaction

Career Prospects

Boss

(3) Recognition

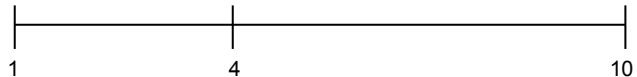
Well-respected

(Let's say candidate replies 4)

(As you speak, write '4' somewhere near the mid-point of the horizontal line.)

Sample

(1) Pay



(2) Job Satisfaction

Career Prospects

Boss

(3) Recognition

Well-respected

Reason: not
getting the pay
as expected

(As you listen, take notes of the answer as the candidate speaks)

So where do you want it to be instead?

(Let's say candidate replies 7)

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Step 3:

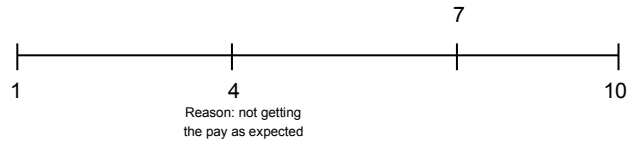
Scale of
1 to 10

Ok, and how realistic is that?

(As you speak, write '7' somewhere near the end of the horizontal line.)

Sample

- (1) Pay
- (2) Job Satisfaction
 - Career Prospects
 - Boss
- (3) Recognition
 - Well-respected



(Await candidate to respond)

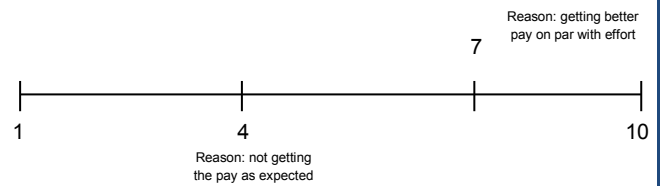
What would 7 mean to you?

(Await candidate to respond)

(As you listen, take note of the answer as the candidate speaks)

Sample

- (1) Pay
- (2) Job Satisfaction
 - Career Prospects
 - Boss
- (3) Recognition
 - Well-respected



(Continue the same process as illustrated for the remaining 2 attributes)

Thank you for sharing with me about your current job situation. Do you think you can achieve what you want with your current job in the next three years?

If you can follow my success formula strictly, I am absolutely certain that you can achieve what you want in the next three years. With this, can we exchange 30 minutes to explore the business opportunity we have at the moment?

**Upon completion, you may now proceed to Step 2 of the Selection Process—
Career Presentation (BOP)**

Initial Interview Form

Name: _____	Date: _____
Introducer: _____	Interviewer: _____

Top 3 attributes of Ideal Career identified:

Top 3 Attributes	Cur- rent Rating	Reason (s)	Ideal Rating	Ideal Scenario
1)				
2)				
3)				

Punctuality:

 Late

 On Time

Abilities	Poor	Below Average	Average	Above Average	Out stand-
Able to express self through words and gestures					
Able to summarize thoughts in a direct and concise manner					
Personal appearance and first impression					
Expression of confidence during the interview					
Seriousness about making a career change					

Interviewer Remarks: