

A black and white photograph of two business women in suits shaking hands over a round table. On the table is a clipboard with a pen and a small electronic device. The text 'ANCILLA CORPORATION' is overlaid in a yellow-bordered box.

ANCILLA CORPORATION

# Job Offer Report & Toolkit

# SECURE THE OFFER REPORT & TOOLKIT

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Ancilla Corporation has coached top executive client candidates since we launched operations in 1999. Our team has had the privilege of helping thousands of people improve their careers. In the process of doing so, Ancilla has placed hundreds of elite executive candidates within some of the best companies in the United States. We have coached thousands of client candidates on proper interview preparation strategy, resulting in numerous accepted offers and many happy client candidates.

In this report and toolkit, you will be provided with a concentrated framework, which if followed, will lead to a much higher probability of interview success converting to offers extended. If you have ever gone on an interview and felt you could have done better, were not prepared, or just didn't have clear strategies to secure an offer- this report is for you.

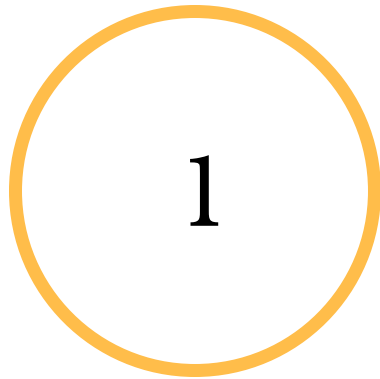
# 4 CRITICAL POINTS THAT WILL PRODUCE OFFERS IF EXECUTED PROPERLY:

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- 1) **Preparation:** Interviewing is a skill. Be properly prepared for your interview. Acclimate to the interview process before your next interview.
- 2) **Skills:** Match your skill set with the proper opportunities. This begins with an audit of your expertise and identifying appropriately matched opportunities.
- 3) **Communication:** Effectively communicating: ‘how I can help’ is essential; be 100% locked into how you can help and provide value. Nail the #1 asked interview question: “Tell me about yourself” with your significant career accomplishments.
- 4) **Presentation:** Be sharp & well put together. This includes all other factors related to how you present yourself: dress code, timeliness, personal hygiene, filling out an application properly, cover letter, LinkedIn profile, etc.

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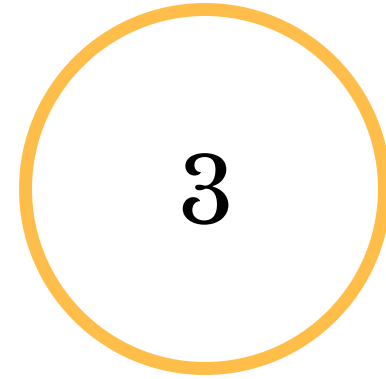
# Checklist: 3 key strategies to prepare for every interview



✓RESEARCH & STUDY  
COMPANY AND POSITION  
DESCRIPTION



✓BE CLEAR ON 5-10  
SIGNIFICANT CAREER  
ACHIEVEMENTS



✓BE PREPARED TO BE  
ENGAGED DURING THE  
INTERVIEW

# STEPS 1 & 2 EXPANDED

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## Step 1) Review company and position description.

Take notes: What experience(s) do I have that best align, or are most relevant, with the company and requirements. Answer: How can I best help them? Review these notes prior to the interview.

Step 2) Be clear on 5-10 key significant career achievements that set me apart from a counterpart at my exact level or title. Take notes and review prior to the interview.

**Hints:** Special Education. Certifications. Degrees. Awards. Reviews. Major Projects Completed. Great Reviews (what others have said about me). Work Samples. How I significantly impacted my company? How I helped and positively impacted my clients/boss/peers/co-workers? How I received raises? Great things that were said about my work ethic & character. Critical projects that were outside the norm. Overall significant career accomplishments that made me who I am today.

# STEP 3 EXPANDED

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## Step 3) Be prepared to be engaged during the interview:

A) **Prepare a list of relevant intelligent questions.** For example: I understand your need for (company technology or niche position need), my skills in (same) align with that. What can I do immediately with the group that would provide the most significant impact? (Intelligent pertinent questions say a lot about you. A few well thought out, pre-planned questions can direct the flow of communication during the interview and be a point of connection with the interviewing team.) In addition, getting a few important questions answered will help assess if this is a good fit for your career.

B) **Take notes and be interested/ engaged.** Many people don't get an offer because they act put-off or disengaged.

C) **Be on time and mentally ready to put yourself in their shoes.** Focus on their needs, and how you can help.

D) **Be ready to effectively communicate how you can help them.** Answer every question asked with experiences. Answering interview questions with specific and relevant experiences (projects/dates/times/history/a brief story) will provide evidence and instill confidence that you can come in, hit the ground running, and do the job well.

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# Granular Detail: 10 Critical Points on Interview Preparation and Success:



## 1. Establish Rapport with Hiring Authority

- Provide some background on Hiring Authority if known (e.g. what you may have in common)

## 2. Qualify the Hiring Authority on Required Qualifications

- Ask what he/she is looking for in a candidate for the role: What are the critical success factors for the position?
- Review background and match skills to qualifications required /desired

## 3. Ask Intelligent Questions

- What are the expectations for the role?
- How will success be measured?
- What are the potential obstacles?
- Leave the interview with all of your questions answered so that you are in a decision-making posture. Don't leave the interview without getting all of the information you need to make a decision.
- Intelligent pertinent questions during an interview build rapport, trust, and good communication.

## 4. Determine Hiring Authority's Concerns

- No concern with your background and experience may be a reason to be concerned
- Qualify Hiring Authority by repeating back stated concerns
- Address invalid concerns and get an agreement that it's not a concern
- If the concern is valid, minimize it and stress your strengths

## **5. Determine and Agree to Next Steps before Leaving the Interview**

- Get agreement that you will move forward in the process
- Probe for more concerns

## **6. Preparation is Critical**

- Our firm has repeatedly seen candidates that fit a position very well not get an offer and seen candidates that don't fit a position get an offer.
- Interviewing is a skill.
- Look at your resume and answer the question “What has made me one of the best \_\_\_\_ in the industry?’ Most people don't prepare and don't know what they truly have to offer.
- Prepare in relation to what the Hiring Authority is looking for. Take time to highlight your resume, make notes, and come up with a game plan / strategy to effectively communicate your positive assets in relation to the position.
- Candidates that succeed in interview situations are able to effectively communicate what they have to offer in relation to the needs of the Hiring Authority.

## **7. Don't assume the Hiring Authority has reviewed your resume thoroughly or understands your background.**

- The best way to answer any question is to relate the answer back to specific experiences in your background including dates, projects, and accomplishments. This will instill 100% confidence in the Hiring Authority that you can fulfill the needs of the position – nothing replaces experience.

# 8-10

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## **8. Never come across uninterested**

- You should always be engaged and interested during the interview. Eye contact is critical and sometimes smiling will make the difference.

## **9. Answer salary question correctly**

- You should never leave a job simply for money. If you are looking only for increased compensation you are leaving for the wrong reasons and your new job statistically will not last.
- Another way to answer the desired salary question: “I am at X amount (break down the exact base, then bonus, then other incentives) now. I am open and looking first at the whole opportunity.” If you mention the dollar offer you are looking for, realize a Hiring Authority will always use that feedback to construct an offer. It is much better to keep it open and have the Hiring Authority make an offer based upon other factors such as your merits and the level of fit.

## **10. At the end of an interview don't forget to show interest**

- Set up positive next steps and get feedback on the degree of fit.
- This will allow you to overcome any negatives and expand on the positives
- If applicable ask for the position in a way you feel comfortable with e.g. “I would like to come to work for you, I fully believe I can add a tremendous value to your team and company.”

# CRITICAL POINTS:

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- **Conduct research on the company** (e.g. take a look at website, etc.) Be prepared for the question “what do you know about us?”
- **Look your best.** If it’s a casual environment, look sharp and dress business casual.
- **Be 5-10 minutes early.** Make sure you know the exact location before departure and confirm time/date.
- **Bring copies of resume.** Optional: (and only if excellent) bring beneficial material: special awards, samples of work, excellent reviews or recommendation letters, etc. Bring something professional to take notes, however, don't take notes to sacrifice engagement.
- **Remember it is your job to effectively communicate how you can help.** Don’t assume a hiring manager has read your resume or understands your background thoroughly, usually they don't.
- **Do not discuss your desired compensation.** It is fine and expected, however, to let them know what your current compensation picture is. If pushed on desired compensation, a good answer is: “I am open commensurate to my experiences and what I can bring to the position/team.”
- **Stay away from negativity towards your current employer and position.** If you are negative that will reflect poorly on you and not your current job/company.
- **Build the intangibles and chemistry.** One reason why candidates receive an offer is that they did an effective job making the Hiring Authority like him or her. Smiling, firm handshake, and eye contact are intangibles that get the offer.
- **At the end, let them know you want the job** (if you do). Be clear on your interest level.
- **Send a thank you email to the Hiring Authority after the first interview** (templates enclosed).

A black and white photograph of a hand holding a dark glass bottle on a wooden table. In the background, there is a laptop and two salt/pepper shakers. The image is framed by a yellow border.

*"THE BEST WAY TO FIND  
YOURSELF IS TO LOSE  
YOURSELF IN THE SERVICE  
OF OTHERS"*

*GANDHI*

# INTERVIEW TO OFFER

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- When you are in an interview, the best way to rid yourself of any fear is to focus on how you can help or provide significant value.
- Have confidence in yourself based on your ability to provide a needed service.
- Complete initial research on the job / company and have a good understanding of requirements. This can be further refined during the interview process with intelligent pertinent questions.
- Be clear on your significant career accomplishments and how those fit into the needs of the requirements of the position. Lock in on how you can provide value. This should be your mindset and focus during the interview: "how can I help you?"

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Too often a candidate is focused on what they are looking for in a job: title, commute, income, benefits, responsibilities, and culture. Hiring executives, however, have an entirely different set of priorities for what they are seeking in a candidate. If you fail to recognize the difference, you will not secure an offer.

Don't lose sight of the objective: an offer. Therefore, focus on hiring executive's priorities. When you focus your search on Employer Priorities through your resume, LinkedIn profile, and interview strategy; you have a much higher probability of an offer.

# EMPLOYER PRIORITIES

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## 1. Fits requirements

Before the employer schedules an interview, it must be a solid fit. Establish your technical skills and accomplishments through your resume and LinkedIn profile. Emphasizing your significant career achievements based on the job requirements and what is hot in your industry niche.

## 2. Hits the ground running

Employers don't want a long learning curve that requires costly training or a hire that cannot produce results quickly. In the interview, demonstrate how you quickly identified a challenge, took action, and produced results.

## 3. Is responsible

Employers look for a hire that goes beyond their defined job description. Show you are a leader willing to take on additional responsibility and do extra to achieve success. You don't want to be perceived as someone who won't take on additional responsibilities or do what is needed.



# EMPLOYER PRIORITIES

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## 4. Is trustworthy

Employers want to see that they can trust you to perform and produce the desired results. They develop this trust by seeing evidence based on your track record of achievement and communication skills.

A) Show your track record of ongoing success relevant to their specific needs.

B) Use positive language: don't say "In my opinion," "I think," "I believe" or "I feel that." Instead say: "I can," "I will," and "I know."

C) Develop trust through your posture: appearance, eye contact, smiling, firm handshake, and body language.

## 5. Takes initiative

An employee can show initiative by finding a better way to do the job, setting an example for the team, and identifying the ability to make processes better. Show your willingness to take initiative by communicating a relevant project or history that provides an example of improvement.

## 6. Is a team player

During the interview, avoid criticizing your current company, former employers, or placing blame on current/past team for why things didn't get done. Employers look for the ability to play with others.

## 7. Has a positive mindset

A positive mindset is infectious. It is motivating to the team and drives others to higher levels of success. Show your positivity and confidence to dramatically increase your chances of an offer.

# EMPLOYER PRIORITIES

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## 8. Shows professionalism

Professionalism is important. Be mindful of communicating your current or past team's contribution, if relevant. Say thank you. Give credit and praise to others. Show your interest in what others are working on and how you are willing to help. Show your involvement in organization activities, both on the job and outside of work.

## 9. Has integrity

Demonstrate your uncompromising integrity, professional ethics, and morals. Always be honest.

## 10. Exhibits good communication

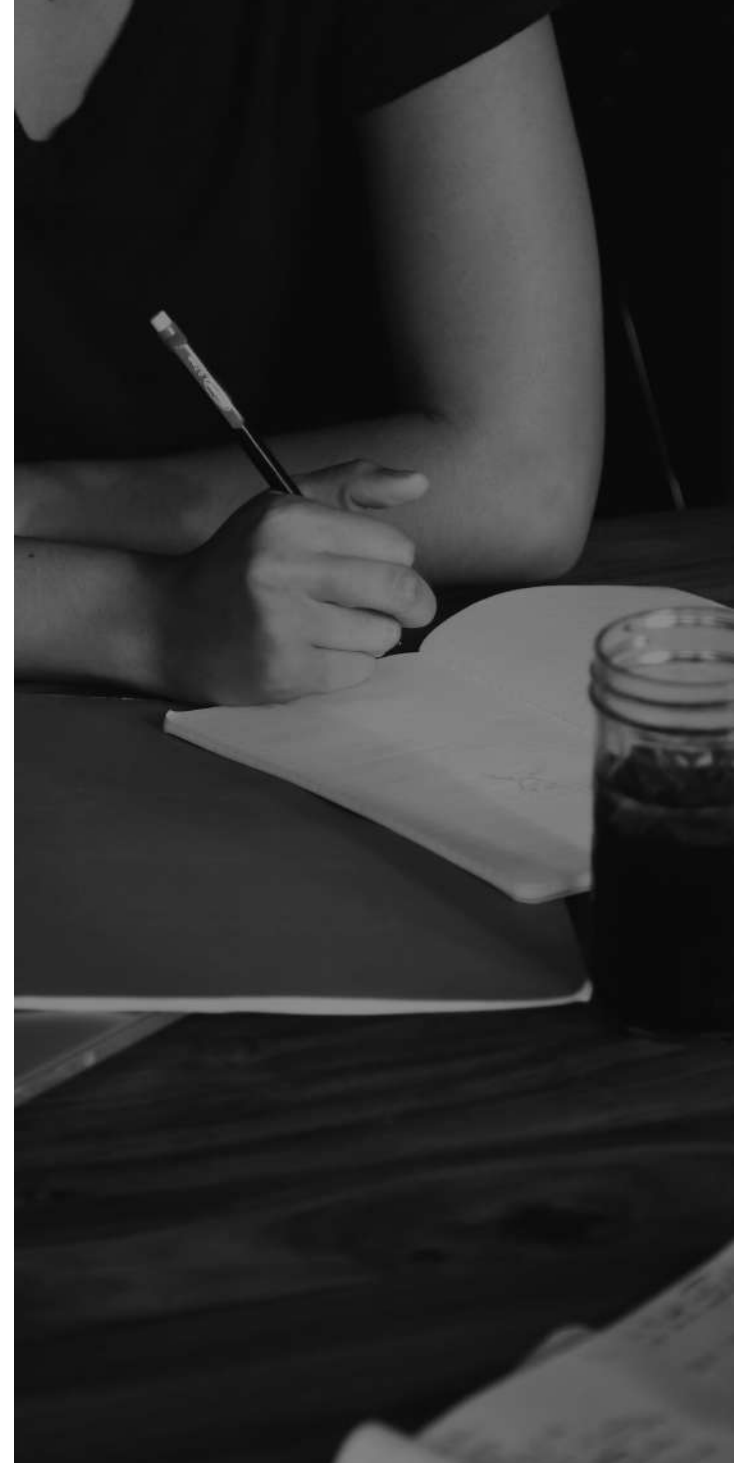
A skilled communicator has excellent written and oral skills. Provide evidence to the employer on how you use communication skills to accomplish your objectives at work. Write a great thank you note (Ancilla's template is enclosed).

**Instead of focusing on what you want, focus on what the employer wants and you will secure an offer.**

# THANK YOU EMAIL (TEMPLATES NEXT PAGE)

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- Gratitude can make the difference
- Keep it genuine and to the point
- Send an email with 24-48 hours after first interview
- Thank all those involved. If you don't have all emails, ask your contact to pass it to the interview team



## Ancilla Thank You Template:

1. Carefully proofread before you hit send. Make sure it is polished.
2. If possible, have someone else review prior to sending or have it professionally written.
3. Choose an appropriate length. Better to keep it simple, not too wordy. At your discretion, it may be appropriate to use a shortened version of templates.
4. Be professional. Don't use emojis like :) ;) or informal texts such as LOL, NP, etc.
5. Email within 24 hours, no later than 48.
6. Show that you care about the details. Show gratitude for their time and opportunity.
7. Match the formality of hiring manager. A thank you note for a Bank may not be the same as a Graphic Design Shop.

## Thank you Template #1

(Name),

Thank you for meeting with me (yesterday). I appreciated learning about (company/team) and excited about the possibilities of working with you. (optional: personal reference "I was glad to connect with a fellow Illini today" Or "It's great to meet a team with the same passion for the field.")

I am looking forward to potentially contributing. The following accomplishments will meet (the needs of the position requirements OR meet your needs):

[list 3-5 impactful accomplishments that match the requirements in the job description and interview notes]

My proven track record of (summarize skills most emphasized) will provide immediate and long-term (results or contribution).

(if you want the job tell them:)

I am sincerely interested in working for (Company). The environment seems to provide the challenges I am seeking and in which I have successfully resolved in the past. I look forward to (meeting or speaking) with you again on (name date of next step or further).

Best,

(Name & your contact information)

## Thank you Template #2

Hello (Name),

Thank (you & interview team names) for your time (yesterday or today). I enjoyed meeting (you & interview team names). It was nice to meet a team (of committed professionals OR say something positive about the people such as “committed”, “pleasant”, “professional”). I appreciate the opportunity to learn more about (position title details) and (company).

Use this paragraph to talk about:

1) **Industry requirements/challenges of job & how you can help:** Technical details (speaking language of your niche) of job requirements and how you look forward, with your past accomplishments, to help. For example: “As we discussed, the challenges the team faces in deploying EMC VNX unified storage would be a top priority of your hire. I look forward to future discussions on how to roll-out the appropriate architecture based on your needs and my experience with VNX deployments at ABC company”

2) **Find common ground:** Make a personal reference to anything you found common ground on, such as both attending the same universities, common hobbies, people connections, or other common interests. For example: “It was refreshing Peter attended KU, Rock Chalk Jayhawks in March!”

(As we talked about), I have (x) of experience with (niche technical requirements). With my background and experience, I could become a contributor within your team immediately. I am excited about this opportunity to join (company). Please do not hesitate to contact me if you have any questions or need any additional information.

I look forward to hearing from you (x timeframe that was communicated to the next step).

Best regards,

(Name & your contact information)



*"To improve is to change;  
to be perfect is to change often."*

WINSTON CHURCHILL

# I NEED MORE HELP!

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Ancilla's Career Coaching methodologies have been refined by 20 years of experience into what works very well for our clients. The best Career Coach you can engage is an elite executive search consultancy currently operating in top senior-level executive placement, actively working in today's marketplace.

Our team actively works with elite executive client candidates daily on real-time career challenges: job search, interview strategy, constructing a winning resume/ LinkedIn profile, identifying the right job, career growth, and many other essential career topics. Our team understands the challenges of today's marketplace and is concurrently working with multiple Hiring Managers, Heads of HR, and C-levels. This provides sharp real-time insight into constantly changing industry trends. Please contact our team for help:

[Contact Us](#)

[Testimonials](#)

[Complimentary Resume Review](#)

# ANCILLA CAREER COACHING

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Ancilla's master coaching team are experts in auditing, consulting, and strategy on exactly what is needed to grow and succeed in your career. Each service is taught by a master coach with many years of experience in career consultancy. We work very closely with each individual client to address their specific needs and challenges. We derive great satisfaction from helping our clients succeed and look forward to helping you:

Contact Us

Testimonials

Ancilla Career Coaching  
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Complimentary Resume  
Review