

What's Your Preference?

Directions: Read each row. Put a check in the Box in Column A if that sounds like you, in Column B if that sounds like you. If they both sound like you, no problem, check both boxes.

What Recharges Your Batteries?

A	B
<input type="checkbox"/> Talking things over with a group	<input type="checkbox"/> Taking time alone to collect your thoughts
<input type="checkbox"/> Saying things out loud so that you can figure out what you think	<input type="checkbox"/> Getting information ahead of time so that you can think things through before you speak
<input type="checkbox"/> Meeting new people	<input type="checkbox"/> Spending time with 1 or 2 friends
<input type="checkbox"/> Working with others, not alone	<input type="checkbox"/> Having some quiet time alone after going to a meeting

Which Best Describes Your Behavior?

A	B
<input type="checkbox"/> You tend to find being in a group energizing.	<input type="checkbox"/> You like people, but after a while being with a group is draining.
<input type="checkbox"/> You tend to "think out loud."	<input type="checkbox"/> You think before you speak and use few words.
<input type="checkbox"/> You prefer to bounce ideas off other people instead of thinking in your office alone.	<input type="checkbox"/> You would speak up more often in meetings if you felt like you could "get a word in edgewise."
<input type="checkbox"/> You tend to think that silence means agreement.	<input type="checkbox"/> You believe that silence can mean many things.
<input type="checkbox"/> In a group, you tend to speak to fill the silence.	<input type="checkbox"/> Being alone, after being with a group, recharges your batteries.
<input type="checkbox"/> You tend to speak off the cuff.	<input type="checkbox"/> You like to get information ahead of time so that you can think about it before you have to talk about it.

TOTAL: A= Extraverted Preference ____ **B= Introverted Preference** ____

It's OK if you're a "mixed bag." We're complex beings, not a toggle switch.

Interview Tips for Introverts



Challenges	Recommendations
Avoid the “deer in the headlights” experience as much as possible.	<ul style="list-style-type: none"> • Prepare, prepare, prepare. The more prepared you are, the fewer “deer in the headlights” experiences you’ll have. • Prepare answers for “Behavioral Questions.” Google “64 Toughest Interview Questions”. • Research the company on the Internet. • Research the HR rep and hiring manager on LinkedIn.
What to do when you need time to think before replying.	<ul style="list-style-type: none"> • If you are not answering because you are mulling, then just say that – out loud. • Especially if the interviewer is extraverted in preference, they need to know “what you’re doing” when you’re silent.
Silence	<ul style="list-style-type: none"> • Ask, “Does that answer your question?”
Chit-Chat	<ul style="list-style-type: none"> • Realize that it’s not bad so participate; then bring it back to the job
Inexperienced interviewer	<ul style="list-style-type: none"> • Bring the topic back to your accomplishments. • Put unskilled interviewers at ease.
“What have you been doing since you were laid off?”	<ul style="list-style-type: none"> • Do some volunteer work. • Make a list of things you can say you were doing rather than just saying, “Looking for a job is a full-time job.” We know that that’s true, but still, you need to be able to point to productive things you’ve done.
Difficulty singing your own praises?	<ul style="list-style-type: none"> • Sometimes people with clear introverted preferences have a hard time praising themselves. Take a deep breath. You can do this. Practice with a friend until you can say positive things about yourself with ease. • Make a list of your positive achievements that would be relevant in an interview. You’re <i>not bragging</i>; you’re <i>sharing information</i> that can help them decide to hire you so that you can do good work for their company, too.
Why do people say that I look intense and serious?	<ul style="list-style-type: none"> • A simple smile can remove barriers. Smiling is an extraverted expression. Smiling requires that you come out of your usually internal focus and use an extraverted gesture--a smile. An introverted client taught me this. He said that always looking serious had been a barrier between himself and coworkers. His smile is working for him now.

Interview Tips for Extraverts



Challenges	Recommendations
Think before you speak. (What a concept. ;-)	<ul style="list-style-type: none"> Do not get into your normal “thinking out loud” processing style during an interview. It can have dire consequences, especially if the interviewer does not share your processing style.
Avoid the “winging it on a prayer and a promise” technique as much as possible.	<ul style="list-style-type: none"> Prepare and practice beforehand. Even if you tend to be good “off the cuff,” you can still benefit from preparation. (It will make your “off the cuff” even better.) Prepare answers for “Behavioral Questions.” Google “64 Toughest Interview Questions.” Research the company on the Internet. Research the HR rep and hiring manager on Linked In.
Silence	<ul style="list-style-type: none"> Ask, “Does that answer your question?” Wait patiently.
Avoid the tendency to “fill in the silences.”	<ul style="list-style-type: none"> You can talk yourself right out of a job that way. ;-> Introverts seem to understand that silences are ok; extraverts tend to feel uncomfortable in them and attempt to fill them up with talking.
You might need to slow down. Pace yourself in tune with the interviewer.	<ul style="list-style-type: none"> Extraverts tend to speak more quickly than introverts. Stay in tune with the interviewer. If he/she speaks more slowly than you do, then slow down as you reply. Introverts need more processing time than you do because they do more internal processing naturally. Remember, for introverts, “It’s all happening on the inside.”
Do not interrupt or talk over the interviewer.	<ul style="list-style-type: none"> Sometimes extraverts jump in very quickly, even overlapping the interviewer slightly. Even though it can be from enthusiasm instead of rudeness, it can come across as rude.
Do not open your mouth and set your face, like you’re about to dive into the answer any second.	<ul style="list-style-type: none"> Again, this can look like you’re not polite enough to listen long enough to let the interviewer finish his/her thought. I know you may be doing this because you’re fully engaged, but it can be misinterpreted as impatient or impolite.
Inexperienced interviewer	<ul style="list-style-type: none"> Bring the topic back to your accomplishments. Put unskilled interviewers at ease.
“What have you been doing since you were laid off?”	<ul style="list-style-type: none"> Do some volunteer work. Make a list of things you can say you were doing rather than just saying, “Looking for a job is a full-time job.” We know that that’s true, but still, you need to be able to point to productive things you’ve done.