



What it takes:

The Successful Interview & Self Evaluation Skills

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Aaron Weimer serves as VP Engineering & XOC Operations for Comcast's Central Division. In this role, he manages Engineering and Operations teams that maintain the regional area networks across the division, serving more than 22 million combined video, data and phone customers.

Under Aaron's leadership, a team of more than 400 leaders and engineers manage all network capacity augments, outside plant maintenance and all monitoring and break fix of these networks. They focus on maintaining sustainable results and network performance to enable the business to grow. Ensuring the delivery of Comcast services with flawless execution is the goal!

Aaron's career in the communications industry spans more than 20 years. He started his career in 1998 as an Installer in Ann Arbor, Michigan, and advanced through the ranks, holding various positions in Engineering, Construction and Technical Operations, including Sr. Director of XOC Operations.



How to prepare for the Technical Interview?



Prepare

- What is this position all about? Do I know anyone with comparable roles to talk to? Research!
 - Position "Does this position excite me?"
 - Company "Fly by night?, stable and long term?"
 - Company Culture "Will I fit in?"
- Think about questions you will be asked, and you want to ask of the interviewee. (We will talk more about this later)
 - Be prepared for the "Salary" discussion if it comes up. Do your research in the industry for averages.



Self – Assessment

Preparing for common interview questions.



- What are you good at? Why does this position interest you?
- What are your strengths in relation to this position? What do you bring to the table that makes you stand out among the competition?
- What do you need to improve on? Ask a current co-worker or your significant other this question? Everyone has room to grow!
- Be ready for the “Why are you the best candidate” you need to be ready with a 2-3 sentence answer!

Lets talk a bit about self-assessment starter questions.....

Self – Assessment

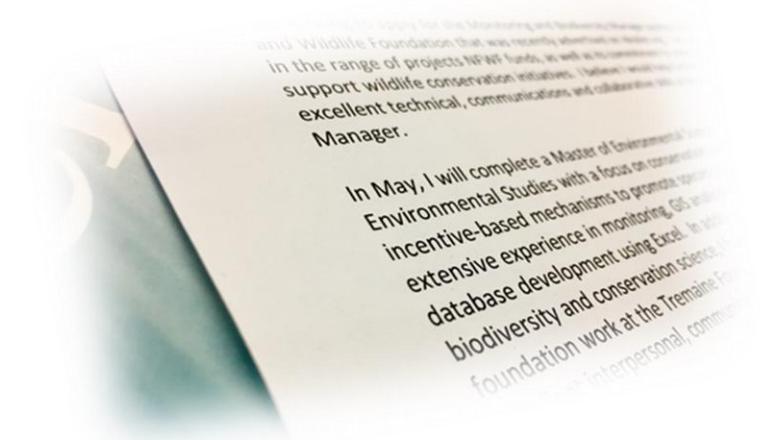
Helper Questions?



- What are your most significant accomplishments and contributions since your most recent performance evaluation? (**what do I do well?**)
- What goals do you wish you had accomplished since your last performance evaluation but did not? (**what can I improve on?**)
- What would have helped you to accomplish these goals? (**how can I improve on it?**)
- In what other major projects or initiatives did you participate and contribute since your most recent performance evaluation? (**how active am I outside of day to day duties?**)
- What work are you performing that is outside of the scope of your current job description? (**how do I go above and beyond?**)

The Cover Letter

Why?



Complete a cover letter? You may ask why?

This is the introduction to who you are, it's the first thing a hiring manager will look at when handling your resume.

What should you include in the cover letter?

The Cover Letter

What to include?

1. Each Cover letter should be in support of the position you are applying for.
2. Address the letter to the hiring manager or interviewee, **NEVER** use “to whom it may concern.” Make it personal!
3. Focus on making a killer opening statement. No need for names, they know who you are. You want to be unique and attention grabbing. This statement should **HIGHLIGHT** your excitement about this role!

The Cover Letter

What to include?

4. Body should be key highlights that you would bring to the role. What beyond the experience in your resume would you bring to the table? Why is this quality key?
 - a) Include details on your personality and passion about what you do.
 - b) Highlight your experience and how it would relate to this position!
 - c) Showcase your skills and how it would be great value to this role.
 - d) Don't over emphasize your education or certifications, this can be a common mistake. Keep it real! Plus, its already on your resume.
 - e) DO NOT apologize for missing experience or qualities.
5. Overall tone of the letter should be informal and relaxed!

The Cover Letter

Bring home the WIN!

6. Finish **STRONG**! It's easy to finish with "Look forward to hearing from you" but in fact you should finish strong with a final highlight on how your unique skills will excel you in this role.

Bring confidence and you will succeed!



FINISH
STRONG

The Resume

Simple History Lesson

1. Who are you, how do I get ahold of you? This is the heading. Simply put. Name, Address and Contact info!
2. Profile or Objective. This is a 3-4 sentence paragraph that says who you are, not the cover letter, but brief overview of your resume and experience.
3. Experience, Qualifications, Work Experience
4. Volunteer Work
5. Education
6. Certifications
7. Awards and Accomplishments.

Experience

Check Your Work



Day Of Planning!

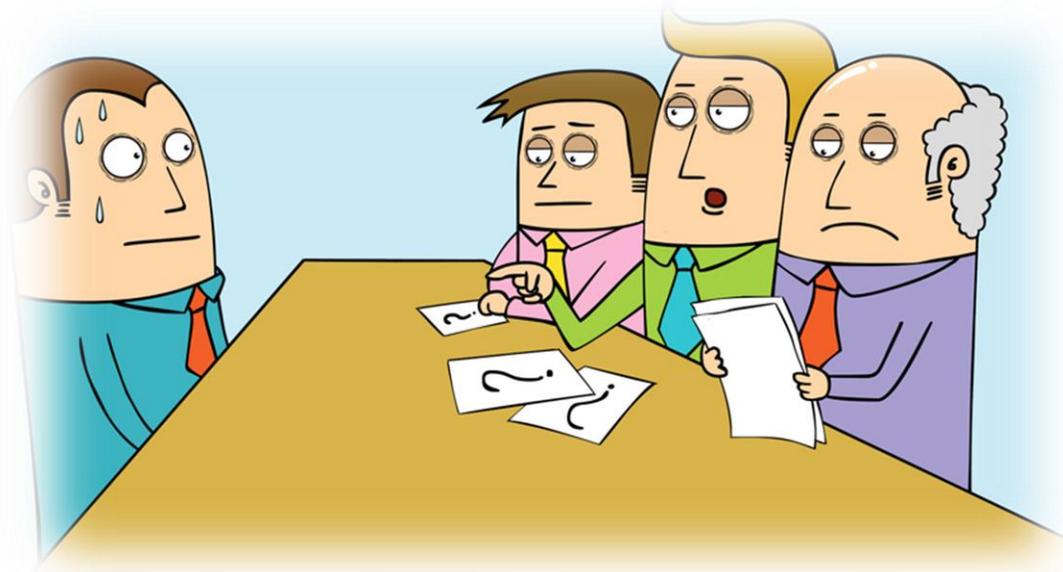
- Plan your attire ahead of time, dress for success but do not over dress.
- How do you determine this? What is common attire for this position? You typically should dress above this. Example: if shirt and tie are typical, you should wear a suit. Steer clear of the Tuxedo!
- Bring copies of your Resume and Cover letter. Assume 2-3 copies of each depending on how many interviews are scheduled.
- Plan to arrive 10-15min early to check in. **DO NOT BE LATE!**

The Interview!

- First Impression is the **MOST** important.
- Treat everyone you meet with respect!
- Practice good manners and body language.

DO NOT DISCUSS
Religion
Politics
Gender
THE RPG OF AN INTERVIEW

RELAX!



Prepare Questions?

- Think through common questions? Team size? Hours? Travel?
- What do you want to know about next steps?
- Salary? Be prepared for this and do your research on salary averages for this role in the industry.
- Your questions may depend on the role, be prepared ahead of time....



Get the job

Stand OUT





Time for
a BREAK



← Transitioning →

Technical to Leadership

So, you finally earned the promotion you dreamed about. Because of your technical expertise and your ability to reach performance goals consistently, your organization made you a manager.

Congratulations Right? Now what do I do? All I see is “Office Politics” and “People Problems!”

Skills to Focus On.....

- **Delegation** – As a manager the skill of delegation is critical. You must empower your team to support you as their leader.
- **Briefing** – You need to keep your team up to date on their progress and performance. You don't know where you're going unless you know where you've been.
- **Motivation** – Your team is now your responsibility. Focusing on how to motivate the team is key.
- **Communication** – Simply put, a critical skill. As a manager the ability to deliver clear verbal and written communication is critical to your success.
- **Discipline** – At some point you will have to deal with performance issues. Failure here results in poor moral for all team members.
- **Recruitment** – In any team you have to develop and hire new team members. Good recruitment skills are critical to bringing the right talent to the team.

Delegation...



- Delegation starts with Trust! It's a two way street, you have to trust your team and they must trust you as a leader. Set clear expectations of what you need and the results you are looking for.
- Understand as you delegate there are more ways to do a task than you think. It doesn't need to be "Your Way", you must trust!
- Delegation allows you to make the best use of your time and skills. It also helps others on the team grow and develop to reach their full potential!
- Why some leaders FAIL at delegation? Quite simply, people don't delegate because it takes a lot of up-front effort. Its easier to do it yourself. Sounds good right? WRONG. Empower your team. Ask for help. Get the energy of the group focused on the task and this allows you as a leader to adjust, strategize and lead! It also builds confidence in your team members!

Briefing...

- Simply put team briefings or meetings are critical to all team members. This brings you as the manager and your team together face-to-face so that information can be shared.
- This enables two way communication to and from the team on the status of projects or tasks being worked.
- A GREAT way to get updates on tasks that are delegated!
- A key time to get items your team needs your help with.
- Key in flowing information from your leadership to your team and beyond that to all team members in the company.

Motivation...

- Energize your team to do good things!
- Your team can have all the knowledge and skill in the world but if they are not motivated its unlikely they will achieve their true potential.
- Two Types – Extrinsic (external) and Intrinsic (Internal or Desire)
- Every person is different, as a leader learning how to motivate each is key.
- Create an environment that helps team members have the “desire” or Intrinsically motivated.



Communication...

- Conveying a message to other people clearly might sound simple, but it's a process fraught with error. Good communication requires practice!
- Many leaders struggle with effective communication, verbally and in writing. In today's world this is mostly caused by our instant communication with technology.
- Communication is a skill that is learned, but remember to TAKE YOUR TIME. Rushing to communicate and respond leads to errors.
- Good communication is a “Soft” skill and is something that you must practice.

Discipline...

- The first time as a leader will be the hardest.....
- Focus on facts.
- Talk about corrective action to repair the behavior.
- After reviewing with your employee, LISTEN.
- Be supportive!

Recruitment...

- You as a leader were recognized and promoted. Think back to our first discussion today. What would you look for in a new employee?
- When selecting a new team member its important to also ensure they will be a good fit to the team. Its not just Skill and Ability, but attitude of the group and will the new collective team work well together?
- If you are a new leader, ask a peer to review candidates. Peer reviews are good, and you too can learn from them?
- Call references!! Even if they are internal, check....



Thank You!