



## 2018 TWA Conference Preparation for Executive Interviews

### Executive Interviews Participant Readiness Recommendations:

As you prepare for your Executive Interview, the following is geared to prepare and help guide your conversations with Executives.

- Your Executive Interview is a 20-minute session.
- We recommend that TWA Members complete/update their Professional Profile and their talent profiles in GEMS before the meeting.

### Recommendations and questions to help guide your preparation?

- Research the Leader before the conference.
- Define your future personal and professional goals:
  - **Goals:** define your long-term vision for your career. Identify business challenges you are facing currently.
    - What are my future career aspirations at Xerox?
    - Do I have a Development Plan? If not, then start one.
    - Does anyone know what I want to do next? Identify who you want to share your career aspirations.
  - **Observe current reality:** what are the problematic facts and circumstance that you need to overcome? What's not working? What is working?
  - **Access:** what is missing? Look at your vision of the future and your current reality. Assess the gap and then discuss the items to overcome.
- Update resume/CV.
- **Develop Your Elevator Pitch (15 to 20 seconds):**
  - **Elevator Pitch Elements:** summary label, professional background, current position/situation, and where you want to go.
  - **Example:** Current position, overview of what you do, professional background, current situation, and where you want to go (big picture).
- Develop a list of questions for your Executive meeting.

2018 INTERNATIONAL TWA CONFERENCE

# UNLEASH YOUR Power

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### Meeting with Executives.

- Arrive on time, stay focused, and leave a good impression.
- Bring your resume/CV, elevator speech, and questions.
- Drive the conversation.
  - Introduction and background discussion.
  - Discuss the most important values that will drive the achievement of your personal or professional goals.
  - Ask the questions you developed during preparation around your long-term goals and objectives, your gaps, and ask for their insight on how to overcome these gaps.
- Thank the Executive for their time and ask if you can invite them on LinkedIn.

### Post-meeting follow-up.

- Establish rapport by reaching out via LinkedIn.
- Send a Thank-you note (via email or handwritten).
- Consider sending an interesting article or news item about a topic you discussed.

This is YOUR opportunity to represent yourself.