

OUR SERVICES

Small business

We produce an original strategic plan focusing on creating solutions for your business. We plan out a social media calendar, create your content, and with your approval, execute the content in all of your social media outlets. We also offer monitoring services on your posted content.

Marchan Group produces websites with your vision and brand in mind.

Career development

Allow us to help you achieve your career goals. Through interview practice, realigning your passion with your career, and resume writing.

- Identify your transferable skills
- Combine your personal interests with your career
- Identify personal performance goals
- Establish career highlights

ABOUT US

Marchan Group is a virtual company equipped to meet your professional resume, interview, and small business needs.

We aim to deliver outstanding service.

Contact Us

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www.marchangroup.com



MARCHAN GROUP

INVEST IN YOUR BRAND.

INTERVIEW CHECKLIST

Career Development &
Small Business Branding
www.marchangroup.com

Before the Interview

- Dress professionally
- Have your resume on hand
- Make a checklist of items you want to highlight/speak about
- Have strong and short statements on your "Why?"
- Why do you want to work here?
- Align up your transferable skills, experience, and education to the job role
- Prepare for difficult questions
- Research the company, your interviewer, leadership team, and mission/values
 - Use the company website, LinkedIn, Glassdoor.com, and any other resources
- Research the company culture on social media (Facebook, Instagram, etc.)
- Hype yourself up
 - Creating a successful mindset is powerful and uplifting.
 - Positive affirmations, interview practice, dance party, 5-minute meditation, etc.

During the Interview



- Make eye contact
- Take your time, do not rush
- Ask Open-Ended Questions
 - Questions that require more than a yes/no reply
- Master transitions
 - Use questions to guide conversations when in a tough spot
- Use storytelling techniques to give full answers
- Engage the listener by asking about their experience
- Keep it short and to the point, do not overshare
- Keep your tone upbeat, don't lose your energy
- Do not speak negatively about your previous employer
 - Describe your growth there and why you are seeking new opportunities

- When asked about mistakes you committed always give solutions as well
- Use this formula: Problem + Solution = Impact
- Give 2-3 examples of actions you took, their process, and overall outcome
- When faced with difficult questions
 - Organize your thoughts around "what do they really want to know?"
 - Explain the situation and give context for your answer
- Redirect attention to the skills and experience when unsure of what to say
- Give only necessary backstory
- Ask about the next steps at the very end
- Thank your interviewer

After the Interview

- Send a "thank you" email within 48 hour
- Give yourself kudos, preparing for an interview is hard work
- Apply to other positions/roles. Don't set your heart on only one position
- Follow-up in 2 weeks if you have not heard back