

MELISSA LLARENA

CAREER OUTCOMES MATTER



My Signature Power Hour Interview Intensive

The program is an intensive, one-on-one, no-holds-barred interview-preparation process using live sessions with me as your guide. It is designed so that you can take control of your job hunt, demystify any interview format, and accelerate your job search by focusing on one specific interview opportunity.

How the program works

Interviewers will be judging you against a group of your peers. The most proactive interviewees win when it comes to shaping perceptions of what they truly can do for an employer.

Step 1: You will know how you compare against your peers and what hiring managers are looking for

I will personally review your complete candidacy profile: your target-job description, your résumé, your cover letter, your LinkedIn profile and the profile of anyone you've interviewed with before.

The goal of this step is to help me understand exactly how you have already marketed yourself to your prospective employer so that I can ascertain their perception of what you can do for them.

The benefits behind this stage include:

You will walk into that interview room with a greater understanding of the types of candidates that you are competing against

You will hear an unfiltered, third-party expert viewpoint on what your real strengths and weaknesses are

You will understand how to prioritize the content of your pitch

You will know how best to position your biggest weaknesses

It's important to engage interviewers in conversations and be able to tell succinct stories that capture your best wins. An interview is also the best time to prove that you know how to prioritize what matters, so you have to go in knowing what you should and shouldn't share

Step 2: You will have 15-plus questions carefully tailored for you based on your strengths, weaknesses and greatest concerns so that you get those cobwebs out of your head

I craft custom questions that you must be prepared to answer, usually rounding out to about 15 questions. However, I never put a cap on this exercise because I aim to draft as many questions as it takes so that you will not be blindsided in either a one-on-one or panel interview

The power behind this program rests in the fact that you will get a list of thought-provoking questions that are written with two proven goals in mind: I want to prepare you not only to address head-on the toughest questions you may be asked, but also to be a step ahead of the interviewers and address their greatest concerns around your candidacy

I send this list to you so that you can draft your responses and email them to me before your mock interview session

The benefits behind this step include:

You will feel secure knowing that you've already been asked the toughest questions

You will have modular frameworks to use for any interview question that you are asked

You will have access to examples of interview answers that have worked for others

You will know what business stories to feature and which to deprioritize

You will undeniably better understand the value that you can and will bring to the table so that when you negotiate a salary, you will have specifics to back up your ask

Interviewing is a skill that must be practiced. You can greatly influence your candidacy by how you express yourself—sometimes the content matters, but sometimes the tone matters more

Step 3: Conduct a recorded power hour Skype mock interview

We jump on a one-hour Skype call for a real mock interview where I ask you fresh questions based on what I perceive to be your strengths and weaknesses

I also review your draft answers to those key 15-questions and probe further around any question that you struggled with the most

The conversation is recorded so that you can easily (and on your time) review what you said, along with my feedback. This also helps prevent any distractions on the call so that we can focus on refining your best answers

The goal during this live Skyped session is to prepare you for the most likely questions you'll be asked during your interviews, together with some derivations

The benefits behind this step include:

You will hear concrete feedback regarding all of your interview-question answers and you'll know how they compare to what your peers are saying based on my years of leading interview preparations

You will have a competitive advantage over all other external hires in that you will not only be prepared for the interview phase where you are being asked the questions, but you'll also be prepared during the time when you will be asking the questions

You will gain a sense of confidence around your interview answers and your actual accomplishments, and that will come through

You will know the difference between what human-resources professionals are looking to gauge compared to hiring managers and the myriad of influencers behind all hiring decisions in your target organization

Interviewing preparation is an ongoing process. Companies update job descriptions continuously. There are oftentimes last-minute changes. You should be able to contact an expert following any update so that your efforts are still relevant when they count.

Step 4: You will have an all-access pass to me through up-to-the-last-minute email support

It's inevitable that you will do the most thinking about your interview the night before showtime, meaning you will likely have one or two thoughts that pop up where you'd value a sounding board

As a result, from the time we partner up until 9 pm EST the night before your interview, I will be available specifically via email to address any doubts that pop up

Additionally, you can also request additional sessions to complement that last-minute email support, as you may have complex questions better discussed through a one-on-one than through the back-and-forth of emails

The benefits behind this VIP access to expert guidance include:

You can take comfort in that you'll be able to email me those last-minute points that tend to pop up the evening before an interview

You will rest assured that you will have access to me from the moment we start working together until the day before the interview, and then again right afterwards, via email

You will also have a recording of your session so that you can focus less on whether you caught what we both said and more on how to improve your strategy and content so that you land that job

You will have access to someone who is available to provide you with white-glove customer service

You will have more opportunities to tweak, refine, and gain full clarity and confidence in your interviewing strategies and the content of your answers

And now the ultimate difference between this interview preparation program and all others

Post-interview follow-up and assessment is as important as the pre-interview preparation. You have the power to address lingering concerns even after your interview(s). My most ambitious clients have used that time to further strengthen their candidacies and cover all of their bases.

Step 5: Immediately following your real interview(s), we will debrief on your winning follow-up strategy and finalize the thank you notes that will help you stand head and shoulders above internal (as well as external) job candidates

We will debrief for 30 minutes via Skype soon after your interview and we will discuss a follow-up strategy and tips for thank you notes

You will better understand how your answers could have been perceived

You will have options in terms of what you can do to follow up with your interviewers (as well as internal networks)

You will know precisely what content you should include (as well as exclude) in your thank you notes

You will have a system that you can use during any subsequent interview to help you write effective and proven thank you notes

By the end of this all-inclusive program, you will:

- Regain a sense of confidence in knowing that your professional stories are your most compelling ones to the decision-makers and the influencers who will evaluate your job candidacy
- Have a better sense of what your peers are saying versus what you intend to say to gain an edge over both internal and external job candidates
- Have a process to help you prepare with greater confidence to tackle any job interview opportunities so that you are not starting from scratch every time an interview pops up
- Figure out how to continue to leverage your network throughout the interview process so that they are continuing to endorse you, even through the long procedure
- Uncover your blind spots and prepare for them so that when you walk into that interview, you will know what you will say when you are asked the hardest questions. Those will be just for you, and specifically based on your experiences
- Know how to show that despite your gaps, you are the most enthusiastic person who will hit the ground running
- Know that you did everything in your power to prepare for an interview, bringing that sense of trust in your commitment to the job search with you into any interview setting
- Stay calm and try to experience less anxiety in a situation where you are being evaluated and you will feel cool and collected in an interview
- Be the strongest candidate and return to the driver's seat so that you can overcome this career hump

This program is high touch and incredibly intensive. As a result, rather than assume that this is the best program for you, I want to speak with you. I want to understand if you've gone on any interviews during the last six months. I want to understand your level of commitment to investing in this process because there is necessary pre-work. I want you to know definitively whether or not my style and approach is the right fit given your personality, interview concerns, and specific situation.

As a result, the first step begins with an assessment of your situation.

I want to help you regain control of the interview process so that you can replace any feelings of fear or anxiety with feelings calmness and reassurance during any interview, whether it's your first or twelfth, as you try to enter an organization that will value and leverage your skills, relationships, and experiences.

I want to assist you in moving on to something better—but I will need your help first. Before I can get to the root of what's got you with low confidence, I have to hear the situation. Then I can listen and tell you what I can do for you and talk about pricing.

**Your next step is to email me with two days and times that work for a brief conversation regarding fit and details:
Melissa@MelissaLlarena.com**

A FEW WORDS FROM SOME OF MY CLIENTS:



Melissa is very focused on developing applicable skill sets that people can immediately and effectively put to use in landing their next role. She is a great partner for executives who have commonly gone lengthy periods in their careers with one or a few companies and can benefit from polishing their approach to job search, digital networking and interviewing. I worked with Melissa through five well-orchestrated sessions using time between to engage with the material and apply learning's. As a result of our time together, I've raised my confidence and competency in networking and developed an effective approach to both screening and final interviews to land the next role. Melissa clearly explained the critical aspects of a truly effective LinkedIn profile including how to measure, monitor and maintain the information for best results. What I really valued was her well-planned calls with agenda and expectations; her candid, direct and actionable feedback also was useful and clear and thus able to be put to practical use in working on the job search and prepare for the interview process. Finally, the development and critique of go-forward game plans was also very helpful for me to keep the job search work organized and on-track. I would gladly refer others in career transition to hire Melissa.

— Jess Wilson Operations Leader | January 13, 2015



Melissa means business! She brings a 'no nonsense' approach, like you'd expect from a New Yorker, and it was exactly what I needed. Melissa's originality in approaching interview questions and thank you notes – highlighting my skills or an interviewer's viewpoint on the issue — made me stand apart from other candidates to land my dream job. After working with Melissa, I have an increased sense of confidence in interviews and better insight into the questions I ask each interviewer. I would definitely recommend Melissa to any professional looking to accelerate their job search.

— Kris Neely business consultant | January 13, 2015



Melissa is a fantastic career coach! I utilized her career coaching services for my most recent job search and found her input to be highly valuable. She helped me create the right approach by understanding the mindset of the hiring manager and tailoring my resume and cover letter to each position. I recommend her not only for seasoned professionals but also current MBA students. Thanks to Melissa I obtained two great job offers!

— Andrea McNeal, Executive Lead - Strategic Accounts | July 15, 2013



I have thoroughly enjoyed working with you. I felt at our first conversation our goals were aligned, and from then on - you were extremely dependable, professional, and structured in your approach to this project. While I always like to think that folks do what they say, I am usually disappointed in some aspect in customer service. Being in a professional services organization, I know your job is probably a balancing act, and you do it very well. Thank you, and I look forward to working with you again when the opportunity arises

— Cari Thomas, CFO at HealthCo Information Systems | December 12, 2013

Please visit my [testimonials](#) page for more client feedback.

ABOUT MELISSA LLARENA:



Melissa Llarena is an employee-transition expert with 10-plus years of experience in career development. She is the president of Career Outcomes Matter. She has transitioned across 16 different business units throughout her career and has coached professionals since 1997.

Melissa began her career at JPMorgan Chase as a generalist in HR, where she focused on performance management and high-potential career-development programs. Later, she transitioned into the bank's Internet-marketing unit, where she worked on competitive intelligence. She then left the bank to join Reuters, where she was the lead trainer for Fidelity Investments. These experiences positioned her well for later roles marketing brands across sectors, including in consumer product goods, financial services, and technology. After 10 years as a marketer of products and services for brands including AmEx and P&G, she decided to help top talent market themselves.

Today, Melissa is an adjunct instructor for NYU and lends her expertise as a volunteer interviewer for not-for-profit, career-development organizations in the US. She also delivers transition strategy talks at Harvard, NYU, Dartmouth, Bloomberg, the NYC LGBT Community Center, Ivy League Alumni LinkedIn Group, and other organizations.

Melissa authored a widely viral eBook, [The Mommy Shift: A Reentry Strategy](#). [Fox Business News](#), [American Express Open Forum](#), [Financial Times](#), [US News & World Report](#), [Social Media Week](#), [WSJ](#), [TheLadders](#) and [Technorati](#) have turned to her for insights. She has authored articles for [Forbes](#), [The Huffington Post](#), and [Women 2.0](#) focused on career transitions, and has recently published [How to Avoid Being Dumped by Your Best Employees](#).

Melissa earned an undergraduate psychology degree from NYU. She earned an MBA from the Tuck School of Business at Dartmouth.