

**WORST-CASE  
SCENARIO.**

# HOW TO GET A JOB YOU'RE NOT QUALIFIED FOR

## FANCY RESTAURANT

Restaurant interviews focus on your service experience, knowledge of standard service customs and procedures, and familiarity with a wide range of food items. You also are judged on your overall appearance and general demeanor.

### ATTIRE

#### **Wear:**

- Tuxedo
- or
- White blouse with black skirt (below the knee)

#### **Do Not Wear:**

- Ripped jeans
- Facial hair (except a groomed mustache)
- Dark-colored nail polish
- Lots of jewelry (limit is a watch, a wedding band and/or engagement ring, and a pair of stud earrings)

### PARAPHERNALIA TO BRING

- Table crumber
- Worm (waiter's corkscrew)
- Matches or a lighter

### BUZZWORDS TO USE

- Cover (one person's dinner—derives from a single dinner plate with metal cover)
- Gooseneck (gravy boat)
- Eighty-sixed (the item is gone/finished)
- Bring-back (an unsatisfactory dish returned to the kitchen)
- Weeded (when you are attempting to serve too many tables at once)
- One fancy French wine appellation, perfectly pronounced

### CRITICAL KNOWLEDGE

- American banquet trays should be carried in the left hand, leaving the right hand free to pick up service items and open doors. (Doors in restaurants in the United States swing out and have hinges on the right.) Your left hand should be flat, palm up, thumb toward your body, under the center of the bus tray, with the tray resting on your shoulder.
- You should be able to carry 10 covers at once.
- Stack the covers on the banquet tray as follows: One stack of two plates at each oblong end of the tray, one stack of three plates directly over your left shoulder, and one stack of three plates just beyond it.
- Hold cocktail trays at waist level, for beverages.
- Never put empty dishes and glassware together on the same banquet tray.

### INSIDER TIPS

- Serve food from the left, drinks from the right. In the United States, all food items should be served from the left, using the left hand, left foot in toward the table. Drinks should be poured and items cleared from the right, using the right hand, right foot in. (French restaurants and exclusive hotels may use “modern French service,” with all items served and cleared from the right.)
- Do not look at drinks as you carry them on a tray—it is easier to maintain a steady hand if you are not watching the liquids shift.
- Offer job references from out-of-town restaurants. Say, “I worked for years at Chez Louis in Chicago.” If pressed for the name of a person, add, “Unfortunately, the restaurant never reopened after the fire and I don't know how to reach the owner/manager anymore.”

### CEO

---

Applying for a CEO job is a lengthy process and will require multiple interviews. Be prepared for several face-to-face meetings with the human resources department, senior management, and board members.

### ATTIRE

#### **Wear:**

- Navy or beige suit, white shirt, and a solid or wide-striped tie
- or

- Navy or beige jacket and skirt or a pantsuit or dress (for less conservative companies)
- Expensive-looking watch
- Shined shoes

**Do Not Wear:**

- Bow tie or clip-on necktie
- Loud-print blouse
- Open-toed shoes
- Pastels

**Do Not:**

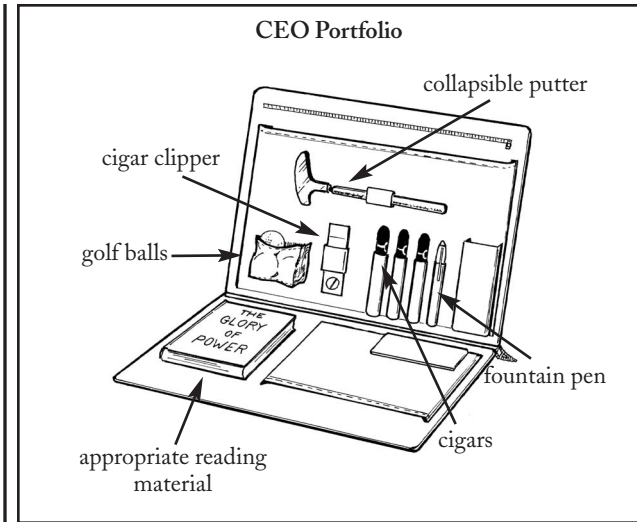
- Remove your jacket during the interview
- Have dirty fingernails

**PARAPHERNALIA TO BRING**

- Leather portfolio
- Ultra-expensive fountain pen
- Cigar clipper
- Putter (collapsible)
- Credit cards and large bills—no coins or bills smaller than \$20

**BUZZWORDS TO USE**

- Gross margin (the difference between sales revenue and the cost of the goods sold)
- Book value (the value of all the assets)
- EBITDA (earnings before interest, taxes, depreciation, and amortization)
- Buy-in
- Buy-out



- Re-conceptualize
- Re-energize
- Right-size

**CRITICAL KNOWLEDGE**

- Ask about the company's challenges over the next 6 to 12 months, its business plan or model, and whether it is in "growth" mode.
- Focus your questions on the business as a whole, the marketplace, or the global economy rather than on the details of the job.
- To prepare, read books on good grammar and writing style rather than business books. People are always more impressed with someone who communicates clearly, effectively, and correctly.

Use spell-checking software whenever you draft a cover letter or resume.

#### **INSIDER TIP**

- Be sure to ask about the number of stock options available to you, as well as their “strike price” (the price at which you can exercise them).
- When asked about your hiring strategy, say, “To hire people smarter than I am.” Presidents like hearing this—it makes them trust you.
- Always negotiate for a higher salary and better benefits than offered—presidents will be more comfortable placing the business in the hands of a bulldog.

### **FORKLIFT OPERATOR**

---

Driving a forklift requires specialized skills and lots of practice, so mention that you have operated a “fork” or “stacker” at many previous job sites.

#### **ATTIRE**

##### **Wear:**

- Clean T-shirt
- Work boots
- Baseball cap

##### **Do Not Wear:**

- Loafers or flip-flops
- Necktie
- Collared shirts other than flannel
- Short pants

#### **PARAPHERNALIA TO BRING**

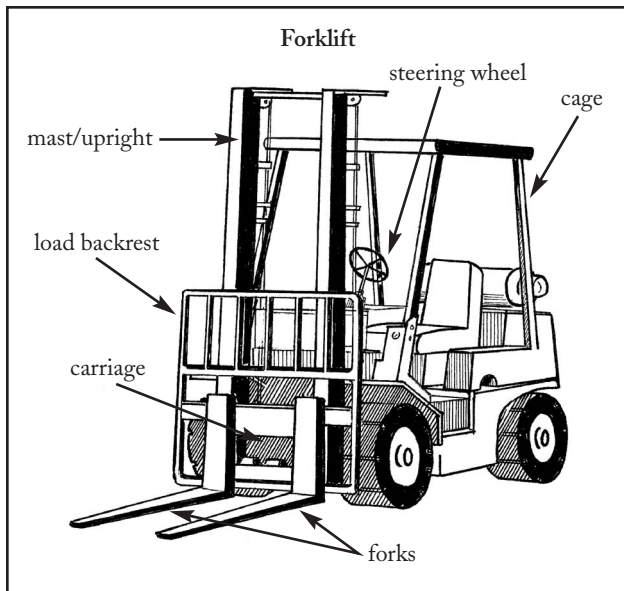
- Lunch box/cooler
- Work gloves
- Cigarettes or chew
- Multi-purpose tool on belt

#### **BUZZWORDS TO USE**

- Towmotor, high-low, stacker, truck (slang forklift names)
- Forks, carriage, mast/upright, load backrest (important parts of the forklift)
- Cage/DOG (for Driver’s Overhead Guard)/ROPS (pronounced “ropes,” Roll-Over Protection Structure)

#### **CRITICAL KNOWLEDGE**

- The primary fork controls on a forklift are the lift-lower, the tilt forward-back, and the side shifter.
- A fork has a transmission selector (forward, reverse, neutral), steering wheel, parking brake, and accelerator and brake pedals. Most units are now automatic, and these may also have a separate inching pedal to the left of the brake pedal that slips the transmission and moves the forklift very slowly. The inching pedal may also be built into the brake pedal itself: Depress it slowly for inching, fully for braking.



#### INSIDER TIP

- Mention that you have handled concrete blocks and paper rolls. Add that you have used 2,000- to 10,000-pound units (these refer to the forklift's lifting capacity, not the weight of the unit itself), as well as units equipped with paper-roll clamps. You might also say that you've handled "your fair share" of four-wheel sit-downs, walk-behinds, and pallet trucks.
- Ask about the number of trailers and the number of pallets you will be expected to handle per day (fewer is better).
- Since most people who operate forklifts are not licensed to do so, don't worry that you do not have a license to show.

## BRAIN SURGEON

Brain surgeons train for as long as eight years after medical school, so you should be, or appear to be, at least 34.

#### ATTIRE

##### Wear:

- Suit and tie
- or
- Blouse and skirt

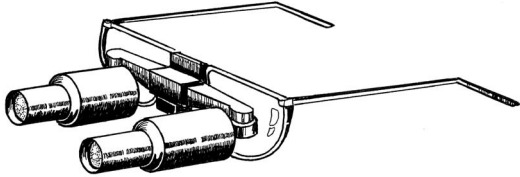
##### DO NOT WEAR:

- White lab coat or scrubs
- Stethoscope around your neck

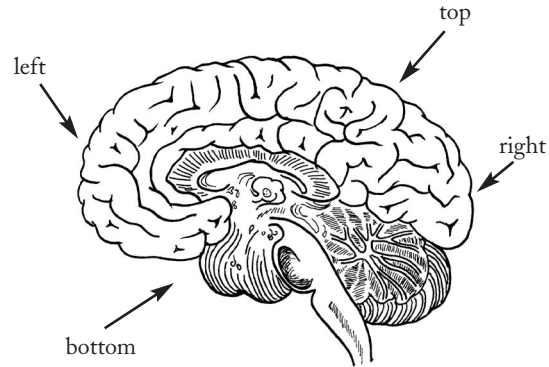
#### PARAPHERNALIA TO BRING

- Surgical loupe. Loupes are worn like glasses or over glasses and provide strong magnification during surgery. They are custom-fitted and all brain surgeons have them. Borrow a pair, or carry an empty loupe case. The case should be wooden with a surgeon's name engraved on a metal template. Keep the name on the template obscured. If you cannot borrow an actual loupe or case, substitute a wood case about 10 inches long by 5 inches wide. Do not wear surgical loupes on a chain around your neck, as you would reading glasses or sunglasses.
- Do not carry other surgical instruments.
- Do not carry medical charts.

Surgical Loupe



Human Brain



#### BUZZWORDS TO USE

- Surgical drill (for drilling into bone)
- Deep brain stimulation (abbreviated DBS, targets particular areas of the brain with electrical pulses)
- Spinal instrumentation (implantation of permanent therapeutic devices in the spine)

#### CRITICAL KNOWLEDGE

- Ask about the hospital's type of operating microscope and its image-guidance system. Also ask about the strength of the magnet in the hospital's MRI (magnetic resonance imager).
- All brain surgery begins with either drilling or sawing through the cranium.

#### INSIDER TIP

- Interviewers will want to know about papers you have published in well-known medical journals. Mention that you are awaiting publication in *Neurosurgery* (frequently called the “red journal”), the *Journal of Neurosurgery* (known as the “white journal”), and are expecting a book contract.

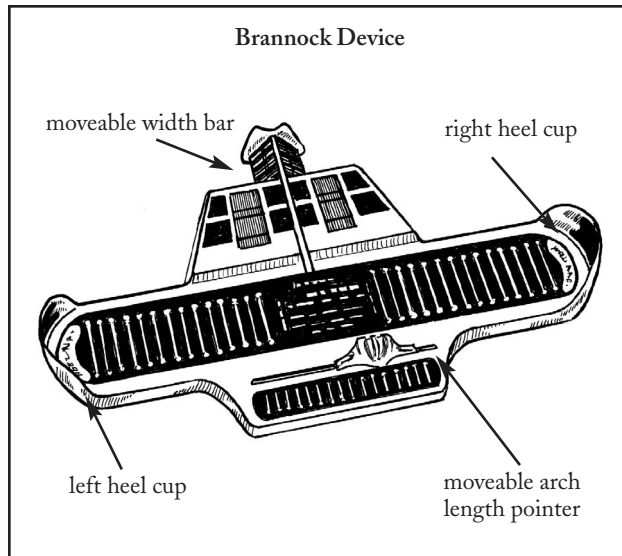
#### SHOE SALESPERSON

Shoe sales has become a much less service-oriented business in recent years, so involved and caring salespeople are hard to find. Make sure you appear to be friendly with a ready smile and that you are well dressed.

#### ATTIRE

##### Wear:

- Conservative suit and tie  
or
- Tasteful blouse and skirt
- Socks
- Clean, shined shoes, without scuffs



#### **Do Not Wear:**

- Sneakers
- Flip-flops
- Heavy cologne or perfume

#### **BUZZWORDS TO USE**

- Brannock Device (the metal foot measurer)
- Slippage (either toe or heel)
- Trees (short for “shoe trees”)

#### **CRITICAL KNOWLEDGE**

- A good fit should leave  $\frac{1}{4}$ -inch of room between the big toe and the tip of the shoe. There should be no slippage.

- Shoes with four or five eyelets will take a 36-inch lace, while athletic shoes will generally take a 40- to 45-inch lace.

#### **INSIDER TIP**

- If the patron needs a half-size larger but it is not available, substitute a “wide” style of the lower full size (i.e., a 7 wide for a  $7\frac{1}{2}$ ).
- Shoes that will be worn on a daily basis should be fitted at the end of the day, when the feet have expanded.
- “Toe length” refers to the total length of the foot.