

INTERVIEWING FOR SUCCESS

INTERVIEWING TIPS

1. Interviewing is a selling situation; the most qualified candidates don't always get the job. It is the person who interviews the best.
2. Address any of your negatives or weaknesses, but always end by restating one of your positives.
3. Relate your skills and experiences as benefits for the new job. Be able to demonstrate what value you could bring to their organization.
4. Ask for an offer. As a professional, you deserve candid feedback.

IMPRESSION MAKERS

1. Get a good night's sleep before an interview
2. Make certain you have the interviewer's correct name, and use it during the interview.
3. Know the company. Find out as much as you can about the company prior to the interview.
4. Wear appropriate attire. Dress for the interview. Make certain your clothes are clean and pressed. If your interview clothing is outdated or no longer fits correctly, invest in your future, purchase new clothing. As the saying goes, you only have one chance to make a first impression.
5. Practice personal hygiene. Your hands should be clean with trimmed nails. Your hair should be clean, and well groomed. For men, facial hair should be trimmed and neat.
6. Pay attention to your use of fragrances. Perfumes and colognes can be offensive. Go light on the cologne or perfume, or wear none at all to the interview.
7. Reduce distractions. Before entering the office, turn off any pagers, cellular phones and/or other devices that may prove distracting during the interview.
8. Arrive 10-15 minutes earlier than your scheduled appointment. This gives you an opportunity to go to the restroom and do a check on your appearance.
9. Remove outer garments, such as overcoats and weather boots. Leave them in the lobby before going into the interview.
10. Have cash with you in the event the interview is conducted over lunch, paid parking is required or some other situation arises.

DURING THE INTERVIEW

1. Offer a firm, brief handshake with a smile. Non-verbal communication skills speak loudly. Maintain a professional posture. Do not slouch in the chair. Maintain eye contact with the interviewer, but do not stare them down. Avoid behaviors such as swinging legs, cracking knuckles and twirling hair.
2. If another person enters the room during the interview, you do not need to stand. However, it is appropriate to stand if introduced to the person.
3. The interviewer should set the pace of the interview and decide when the interview is over. Allow the interviewer to lead with their questions. Do remember however that not everyone enjoys or is good at interviewing. If you find yourself faced with such a situation, it may become necessary, but only then, to help along the information exchange. Be prepared for various types of questions from the interviewer. Have questions of your own, designed to gain a better understanding as to what the interviewer feels is important for a person to bring to the table in order to be successful in their opening. This could be skill sets, education or personality characteristics. By extracting this information, you will be in a better position to be able to bring out these things about yourself that they feel are important, in the interview.
4. Be prepared with other types of questions as well, to demonstrate your knowledge of the company and your interest in their company and the type of work performed in that particular department.
5. Prepare yourself prior to the interview as to how you would handle a question regarding salary. The interviewer may ask you what your salary expectations are, or what it would take for you to consider the position. Don't be caught off guard by such a line of questioning. If it's your first interview it's not likely to come up, but it's always better to be prepared. Often times the best way to handle such a question is simply to respond with something along these lines; "I'm currently at a base of \$_____, certainly like anyone else, I would like to see an increase in making a move, but just as important is the opportunity. If at the very end of the interview process you feel I'm the right person and I feel this is the right opportunity for me, I would entertain your very best offer." Or you could use a similar approach such as; "I'm here speaking with you for a couple reasons, one certainly is financial, but also the opportunity. I'd like to discuss the opportunity to be certain it's right for me and that I'm the right person for you. If we both agree we want to move forward at the end of the interview process, I would entertain your very best offer."
6. At the end of the interview, if you are interested, ask when you can expect to hear from someone. And let them know you are interested in being considered.

IMPRESSION BREAKERS

1. Do not bring anyone with you on an interview.
2. Do not sit until offered a seat.
3. It is important not to initiate the conversation. Allow the interviewer to set the tone for the interview.
4. Do not give one or two word answers to questions. Provide thorough answers so the interviewer can get to know you.
5. Do not smoke, chew gum, eat candy or have anything else in your mouth.

6. Do not lean your elbows on the interviewer's desk. Sit back in the chair in a straight, but natural position.
7. Sunglasses are strictly forbidden in an interview. If you wear glasses do not rest them on your head.
8. Do not carry an over-sized handbag. Purses should be small and manageable and put on the floor during the interview or held on your lap.
9. Fingernails should not be unusually long or elaborately polished.
10. Nothing should be picked up or taken from the interviewer's desk during the interview, unless you are invited to do so.
11. Do not listen to phone calls an interviewer may receive during the interview. Ask the interviewer if you should leave the room.
12. Be pleasant but serious. An overly lighthearted approach will cause an interviewer to question your credibility.
13. Never interrupt. It is inexcusable during an interview.
14. Never ask, "Will I get the job?" Instead say, "I hope you will consider me for the position." Or "I am very interested in working for your company."
15. Do not bring up salary or benefits until later in the hiring process. If the subject is brought up by the interviewer, be prepared.
16. Never speak negatively about your current supervisor, employees or company former or current. Never reveal confidential information about former or current employers.
17. Never have a "what can you do for me" attitude. Be ready to show what you can do for the company instead. Be prepared with examples of success stories with former or current employers on how you improved a process or added value.