

## **SUCCESSFUL JOB INTERVIEWING TIPS**

### **When the interview is scheduled:**

- **Important!** *Write down and keep for later follow-up:*
  - Name, phone number, title and the role of the person who called to set up the interview
  - Interviewer names (pronunciation and spelling)
  - Interviewer titles and roles
  - Hiring manager's name (if different than the Interviewer)
  - Directions to Company and pertinent information for access (e.g., parking, are visitors required to enter through a receptionist / lobby? and location / directions to interview area)
  - Ask for a copy of the job description (if you don't have it already)

### **Prior to the interview:**

- *Review your research on the company:*
  - Corporate structure, culture, annual growth
  - Their vision, mission and goals, product lines, needs, customers
  - The requirements of the position (job description)
  - Prepare your own list of questions that you want to ask about their company and the job; this is your opportunity to interview them to see if this is the right fit
  - Use the job description to prepare examples of how you have successfully performed similar work in the past
  
- *Select What to Wear:*
  - Dress appropriately for the type of position and company culture (approximately 10% more professional than an ordinary workday; For example, at Microsoft the average employee dresses quite casual; a suit and tie may be

inappropriate for that environment but shorts, sandals and T-Shirt is definitely not okay)

- Choose clothes in which you feel most successful and professional, again, pay attention to what is appropriate for the work culture.

## **SUCCESSFUL INTERVIEWING TIPS**

### **On Interview Day:**

- *Be on time!* This cannot be stressed enough! On the other hand, do not be too early. The rule of thumb is to show up 10-15 min. before the scheduled time.

- *Be alert, notice the environment and the interpersonal dynamics:*
  - Do you have a positive or negative feeling here?
  - Is this an environment where you would like to spend your time and talent?
  - Are these the people you want to work with?
  - What is your first impression?
- *Take care to present a positive, professional, confident image*
- *Be aware that you are observable long before the interview begins, for example: be aware of your behavior in the waiting area*
- *Remember that you are a strong candidate for the position – they are interested in you*
- *Always respond from a positive perspective*
- *Remember you are the Subject Matter Expert on You – Each question they ask is an opportunity to tell them how your qualifications match their requirements*
- *Use examples from your past successes*
- *Ask questions to find out if the position meets your criteria*
- *Relax and enjoy the interview*

## **INTERVIEW AGENDA**

### **INTRODUCTION (1-2 minutes)**

Interviewer takes the lead, sets the tone of the interview. Includes any combination: Greeting, handshake, exchange of names, icebreakers, seating, brief small talk, outline of the structure or format of the interview.

**TIPS:**

Remember, they have a strong interest in you. Relax and enjoy the process. Ask for business cards. Give them your resume.

**QUESTIONS FROM INTERVIEWER (5-10 minutes)**

Remember: The interview is a fifty-fifty exchange to mutually discover if this position is a good match.

**TIPS:**

Concentrate on what you have especially enjoyed and felt proud about. Communicate specific key accomplishments in which you have demonstrated your strongest skills, highest level of expertise and pertinent qualities. Tell vivid stories that emphasize tangible, measurable results (e.g., saved \$\$ or reduced time, streamlined system, or improved quality or delivery of product).

**INTERVIEWING: WHAT TO EXPECT and TIPS FOR SUCCESS**

Page four

**1. DESCRIPTION OF THE POSITION (5 - 10 minutes)**

Use active listening skills as the interviewer describes the position. You may jot down a few notes.

**2. YOUR TURN FOR QUESTIONS (5-10 minutes)**

Ask any questions which have been left unanswered. Examples of key topics for questions: the vision, mission and goals of the organization, organization structure, customer base, their perceived challenges for the next six months and five years, the tasks, responsibilities and authority in the position, performance

expectations, and questions on your highest prioritized values.

**TIP:**

Use open-ended questions which elicit more information than a “yes” or a “no” response.

**3. CLOSING** (2 minutes)

The interviewer will signal the end of the interview. Thank them for their time. Communicate again your interest and key qualifications for the position. Indicate you are looking forward to their decision. Clarify their time frame for a decision and ask how you will be notified.

**AFTTER THE INTERVIEW:** Send a thank-you note within 24 hours.