

Interview Tips

- Be prepared: always arrive 15-20 minutes early, turn off cell phone, have professional briefcase or portfolio with extra resumes, notepad and a professional pen.
- Dress on the conservative, business formal side.
- Research the company (financials, locations, recent successes or highlights, news articles, issues that are impacting their business, etc.) and the interviewer (how long have they been with the company, their previous company or position, etc.), if possible.
- Have a 3-5 minute summary ready that reviews your resume and highlights your accomplishments.
- When the interviewer starts asking questions, take some time to formulate your answers before you speak. Answer all questions honestly, but in the best, most positive light. Most importantly do not bad mouth your old employers.
- Provide specific examples from your past experience. When answering a question describe the situation, talk about what you did and the specific accomplishment. Prepare to tell stories from your past experience that will help the hiring manager visualize you executing the desired behaviors needed for the position.

- Answer the questions briefly but also provide detail. Be conscious of the timeframe for the interview. Don't be afraid to clarify that you've answered their question. If you haven't then you can explain yourself further.
- Maintain professionalism, but show passion. Engage in small talk but don't get too comfortable with the interviewer. Refrain from discussing any topics which include current political headlines, religion, etc. Also be conscious of your use of slang or acronyms because you want the interviewer to listen and understand you with ease.
- Prepare to answer the questions: Why do you want the position? Why should we hire you? What are your strengths and weaknesses? A great way to prepare for either question is to list a couple adjectives both positive and negative and then list some of the job requirements that would describe the ideal candidate for the position. Understand where your strengths are and where you may need to reduce their risk in hiring you.
- Be aware of your body language and other non-verbal behaviors - fast talker, pen clicker, sweating, etc.
- Closing the interview: always have 8-10 questions prepared, but be conscious of time. Re-state why you want the job and why you are qualified.

