

Interview Tips.
Acing the Interview!



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TIP #1 **Resume** Take 2-3 copies of your resume (should be printed on better resume paper).

A good resume will make you stand out.

TIP #2 **Dress Appropriately** Always look your best for the position you are interviewing for.

Business Casual (slacks or cotton Dockers, a shirt with collar and nicer shoes)

Business Professional (slacks or skirt, button-up shirt and jacket with optional tie)

Never dress too casually. Even if the position is one that would allow casual dress, make yourself stand apart and show pride in yourself.

TIP #3 **Review the Company's Website** Become intimately familiar with the company, its products and history.

You should know what the company does, important key dates in its history, and the names of key business leaders including the CEO/President.

TIP #4 **Practice Your Answers** Be prepared for the questions you're most likely to be asked.

Saying your answers out loud over and over—or even writing them down, which might ingrain them more deeply in your brain—will significantly improve how well you perform when you're sitting in that interview chair.

Here are the 10 questions you're most likely to be asked in a job interview:

1. Tell me about yourself.
2. What interests you about this opening?
3. What do you know about our company so far?
4. Why did you leave your last job? (Or why are you thinking about leaving your current job?)
5. Tell me about your experience at _____. (Fill in past job.)
6. What experience do you have doing _____. (Fill in each of the major responsibilities of the job.)
7. Tell me about your strengths and weaknesses.
8. Tell me about a time when...(Fill in with situations relevant to the position. For instance: Tell me about when you had to take initiative...you had to deal with a difficult customer...you had to respond to a crisis...you had to give difficult feedback to an employee... You get the idea.)
9. What salary range are you looking for?
10. What questions do you have for me?

TIP #5 **Prepare Your Own 5-10 Good Questions** Interview the person interviewing you about the position.

The best job interviews aren't one-sided interrogations but rather two-way conversations designed to let both sides figure out if they'd be a good fit. Your goal shouldn't be just to get a job offer, but to land in a position in which you'll thrive and in an environment you won't dread as you come to work every day, so you should be interviewing the interviewer right back.

Yet many candidates don't have many—or even any—questions to ask the interviewer. While this isn't fatal, asking the right questions shows a level of thoughtfulness and engagement. After all, your interviewer wants to know that you're interested in the details of the job, the department you'll be working in, your prospective supervisor's management style, and the culture of the organization. Otherwise, you risk signaling that you're either not that interested or just haven't thought very much about it.

Here are 10 questions to consider asking:

1. Why is this position open?
2. What are the biggest challenges or obstacles the person in this position will face?
3. Can you describe a typical day or week in the position?
4. What would a successful first year in the position look like?

5. How will the success of the person in this position be measured?
6. Thinking back to the person who you've seen do this job best, what made their performance so outstanding?
7. How would you describe the culture here?
8. How would you describe your management style?
9. Are there reservations you have about my fit for the position? (This is a great way to give yourself the chance to tackle any doubts they might have about you—as well as for you to consider whether those doubts might be reasonable and point to a bad fit.)
10. When do you expect to make a hiring decision?

TIP #6 **Being Reviewed by a Panel of Interviewers?** Don't panic!

- Find out who the hiring manager is and be sure to make most eye contact with that person.
- If you are not clear about the question being asked, get clarity. Wrong or incomplete answers or examples will put you in a death spiral.
- Be upbeat and show enthusiasm—more than your answers, panels are evaluating your “likeability” and “fit with the team.”
- Ask for water if your throat tightens or if your mouth goes dry.
- If you are nervous, acknowledge it to the panel and then focus on giving relevant, real examples. Everyone knows panels are nerve-racking.
- Get business cards and emails from each interviewer and send a follow-up note to each.
- Think as if you are giving a presentation more than an interview. Stand up, move around, ask questions back. Take control of the room!

TIP #7 **Avoid Simple Yes or No Answers** Whenever possible, give real-world examples of your experience.

Examples include when you have dealt with an issue or handled a similar situation. Tell the truth, stay positive, and never speak badly about a previous employer.

TIP #8 **Don't Forget to Ask What the Next Steps Are** Don't leave the interview guessing what's coming next.

In a comfortable way, close for the next step: ***“Based on our conversation and what you know of my background, do you feel comfortable moving me to the next step in the process?”***

TIP #9 **Follow-Up Thank You Email** Ask for the interviewer's business card so you get their contact information.

You **WANT** to send a follow-up thank you email within 12 hours of the interview. The thank you email should be short and to the point.

Thank You Email Outline:

When writing a thank you letter, keep it simple and focused. Single space your letter and leave a space between each paragraph. Left-justify your thank you letter. Use a plain font like Arial, Times New Roman, or Verdana. Select a font size of 12 points.

Greeting: Dear Mr./Ms. Last Name,

First Paragraph: Thank the hiring manager for taking the time to interview you.

Second Paragraph: Include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

Third Paragraph (if necessary): If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, include those here.

Closing Paragraph: Reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Closing: Best Regards,

Signature: Your Name