

## Effective Interviewing: Candidates

A successful interview is a vital component of getting any job. It is your chance to describe your qualifications and relate them to the particular job requirements; as well as to determine if the organization and position are consistent with your professional objectives. Here are some points to consider:

- 1) **Research the company** before the interview, and be knowledgeable about their focus and objectives.
- 2) **Know what you are seeking in your work life:** listen for and appropriately inquire about issues of importance such as travel and schedule expectations, development opportunities and benefit options.
- 3) **Know where you are going, a telephone number, room number, where to park, who to ask for and arrive 10 minutes early.** Late arrival is viewed negatively. Call the interviewer if an emergency delays you in any way. Arriving a few minutes early will allow you to gain your composure; and mentally prepare for the interview.
- 4) **Offer a firm handshake to the interviewer** at the **beginning** and at the **end** of the interview.
- 5) **Dress appropriately** to make a good first impression. Work environment should dictate your attire. Always make certain what you wear is professional, clean and appropriate.
- 6) **Maintain eye contact** with the interviewer throughout the interview.
- 7) **Be proactive** and **discuss your qualifications fully.** **Stress your key accomplishments** that relate to this particular job in a manner that demonstrates your pride in them.
- 8) **Maintain a professional and courteous** demeanor throughout the interview day. This includes your interactions with everyone. (i.e. be respectful and aware: to all receptionists, employees you pass in the hallways, waiters at lunch, etc.) Your behavior will be observed. During the formal interview session, don't be too casual. Interviewers are not your friends. Be aware of what your body language is saying. Smile, sit up straight and don't fidget.
- 9) **Listen First.** This is a difficult skill to master, but essential. Focus on what is being said, as well as the tone and speed of the presentation. Observe the interviewer's body language. Once you understand a hiring authority's presentation style. You can enhance your compatibility by presenting your answers and style accordingly.
- 10) **Stay on track during the interview,** and be sure you answer the questions the employer is really asking. If unsure, ask the interviewer to clarify any question.
- 11) **When asked "Tell me about yourself."** **spend five minutes describing your career background,** not your personal life.
- 12) **Take** extra original **copies of your resume** and present one to each person you meet.
- 13) **Always impress** upon the interviewer **why you are interested in their organization,** their job, their location, etc.
- 14) **Maintain energy & involvement** throughout the interview. Display interest and enthusiasm in the job opportunity.
- 15) **Be able to state your short and long term goals,** and describe how this position fits neatly into them.
- 16) **Ask for the job if you want it,** or for the next-step interview, if it is a multi-interview process. Don't leave the employer unsure about your level of interest in their opportunity.

- 17) **Send a Thank You Note** after the interview to each key person you met. If there were areas of questioning left incomplete, write a Thank You Letter, and reiterate key points you want a second chance to cover.
- 18) **Be sure not to interrupt the interviewer.** Don't anticipate. Let the interviewer complete the question before giving your answer.
- 19) **Never smoke or chew gum. Don't order alcoholic beverages** at a business lunch.
- 20) **Be careful not to ramble.**
- 21) **Avoid wearing heavy fragrances.**
- 22) **Never tell a lie.** Respond to all questions honestly.
- 23) **Be positive** in a job interview, especially when discussing previous positions. Never speak negatively about your present or former employers, companies, or supervisors.
- 24) **End the interview in a positive, upbeat manner.** Don't show disappointment if an immediate job offer is not made, or a specific salary level is not identified.