

# Job Interviewing Tips

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Before you have your interview, realize this: The company most likely has reviewed your resume (in most cases you are qualified or have most of the skill sets or experience they are looking for). The Job Interview is the stage where the potential employer is able to evaluate your experience, industry knowledge, determine how well you fit into the company culture, and most importantly how you can add value to their organization.



## Steps to Having a Better Interview

- Preparation and Agenda of the Interview
  - Show Interest in the Opportunity and Company
  - Accurate Explanation of your Experience and Industry Knowledge
  - Professional Demeanor and Personality
  - Asking the Right Questions
  - Relax, Be Yourself - You are not the only one being interviewed
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## Preparation and Agenda of the Interview

### PREPARATION

Only Rule you Need to Consider - You Can Never Be Over Prepared!

Know the job description and always ask for additional background information from your recruiter.

Review the company's web-site to get background information about the company. If you are interviewing with a publicly traded company you will be able to find additional financial information from their 10Ks and 10Qs, (look under the investment relations tab on their web-site).

Have an understanding of the company's culture. Ask your recruiter or look on the company's web-site (Check the following tabs: About Us, Careers, or Job Opportunities).

Be able to discuss your Personal Background.

Be able to explain your Career Goals & Plans (have a 5 and/or 10 year plan).

Be able to describe your successes and accomplishments. (See Paraphrase Help Tip - Below )

Why you are interested in the Opportunity & Company. Why you are considering a career move.

Formulate Questions to ask the interviewer and/or interview panel.

### AGENDA OF THE INTERVIEW

Ask your recruiter about the interview process. Each company is different, but the preparation is always the same.

Most companies have a two (2) part interview process: Initial and Final. Sometimes there is a third depending on the candidate pool. Most first interviews will start with a phone interview unless you are local you may start with a face to face. No matter which interview you are on realize in most cases there are no second chances or “do-overs” so be prepared.

## Show Interest in the Opportunity and Company

Good preparation will help with your involvement during the interview process which will show how interested you are in the opportunity & company.

Relate to the interviewer and/or interview panel by engaging in communication not conversation.

An interview is like a game – Time spent Answering Questions (Defense) & Asking Questions (Offense)... You vs. the Interviewer. Perfect Score is 50/50.

Think before you speak and ask if you don't understand the question in its entirety.

Make sure you answer the question and don't get off on a tangent.

Eye Contact and Body Language – (Good Posture and Don't Fold Your Arms).

Ask Questions about your potential co-workers I.E. “What is the team like and where have most of the individuals come from? What is the average tenure of everyone in the department? How many individuals have been promoted within the department? “

Overall Be Confident and Not Cocky.

## Accurate Explanation of your Experience and Industry Knowledge

Remember it is a lot harder to act like you know something rather than to have learned it yourself. So don't try to be someone you are not.

Be able to paraphrase your previous roles and job duties. Know the timeframe you spent with each company and position.

Talk about your successes and accomplishments (We always recommend a minimum of (3) three). See Paraphrase Help Tip.

### Paraphrase Help Tip:

Answer questions completely by using this format - Past; Present; Future. Ask your recruiter for help with this.

**PAST** = the problem      **PRESENT** = what you did to solve the problem      **FUTURE** = what were the benefits

I.E. “In my last position I recognized we were taking three (3) hours to produce a report for Senior Management, by developing a pivot table and linking spreadsheets we started to produce the reports in about one (1) hour, which allowed our team to spend more time on other process improvement projects.“

## Professional Demeanor and Personality

Remember one of the major reasons for an interview is to see how well you fit in with the company's culture; both professionally and personally.

Dress appropriate - Business Formal is always recommended; or at a minimum Business Semi-Formal. Ask your recruiter.

It is very important to be yourself. If you get a job because you were successful in the interview, but you really don't fit in with the company culture you will not be happy in the long run.

Have good eye contact and body language.

## Asking the Right Questions

Asking questions is the best way to interview the company you are interviewing with. We recommend asking questions in the following three (3) topic areas: Company Goals; Company Culture; and Personal Questions.

It is always best to formulate questions in your own words; below are some basic sample questions to get you started. Consult your recruiter for further advise and coaching.

Company Goals: What are the immediate goals of the position/department/company? What are the long term goals of the position/department/company?

Company Culture: How does the interviewer like working for the company? What is the day to day atmosphere or normal work week consist of?

Personal Goals: What is the next step in your interview process? How soon are you looking to fill the position? Is there anything you want me to elaborate on? Additional example questions are under the Show Interest in Opportunity and Company section.

## Relax, Be Yourself - You are Not the Only One Being Interviewed

If you have prepared for the interview you should be relaxed and not come across as nervous or stumble over easy questions. Interviews are basically a conversation between two (2) professionals about an opportunity to work together...approach it with confidence, curiosity, and intelligently.

It is always recommended to practice a mock interview with a recruiter or other professional before you go to your interview.

Enjoy the experience, smile, and be professional.

**[ALWAYS SEND A THANK YOU CARD OR EMAIL AFTER YOU COMPLETE YOUR INTERVIEW]**