



Interview Preparation

I. Preparation

- A. Goal of interview – get them interested in you. How? ***Sell yourself!***
- B. Company information – address, phone numbers, line-up, products, revenue, etc.
- C. Knowing your resume – a good exercise is to make a 3-columned spreadsheet:
 1. List your skills/personal assets in one column
 2. List a corresponding specific time where you demonstrated the skill/asset from the first column
 3. List any specific net results or accomplishments from the corresponding confirming examples from the second column
- D. Practicing/role playing
- E. Looking good

II. The Interview

- A. Be early/on time
- B. Wear a suit
- C. Eye contact/body language/firm handshake
- D. Find out what their hot buttons are before you talk about your background by asking important questions:
 1. ***“What are you looking for in regard to your ideal candidate for this role?”*** or
 2. ***“What kind of personality or skill set will fit in well here?”***
- F. Make sure to hit upon all of their hot buttons and integrate them into your background when discussing your skills
- G. When asking or answering questions make sure you are implying: ***“This is what I can do for you.”*** or ***“This is how I can make your company better.”*** NOT ***“What can you do for me?”*** or ***“Why should I work here?”***
- H. Be brief and concise when discussing your experience
- I. Be direct when answering questions and provide confirming examples
- J. Be an active listener
- K. Energy and enthusiasm go a long way – great selling points
- L. Be prepared to answer tough questions and turn any potential negatives into positives
 1. ***What are your strengths and weaknesses?***
Give an example of a weakness that can be considered a strength
 2. ***Where do you see yourself in three, five or ten years?*** or ***What are your long-term goals?***
Sell yourself by giving general positives; **DO NOT USE TITLES**
 3. ***Money/Compensation?***
 - Be vague/general but still selling self
 - Open-minded, flexible, more concerned with opportunity

- Don't throw out a dollar figure – if it's too high, it might scare them away; if it's too low, it may hurt your negotiating ability
- M. Ask good questions:
1. Company strengths/weaknesses
 2. Person's background/experience whom you're meeting with
 3. Their opinion on company, i.e. likes/dislikes, etc.

III. Closing / Wrap-Up

- A. Try to uncover any concerns
- B. Reiterate/express interest
- C. Next step?
- D. Thank you
- E. Get business card
- F. If working with a recruiter, call him or her