

# Preparation for the Interview

**Objective:** To get to the next interview / Get the offer!!!

**Prepare:** Research the organization. Visit their website. Talk to insiders.

**Intro:** Be brief with small talk. Do not express negative feelings about weather, traffic encountered, anything. If in a face-to-face meeting offer a firm, brief handshake and a smile. Always wear a suit. Have a pen, paper and written questions to ask. Observe the 12/12 Rule.... you are judged 12 feet away when you walk in the room...you are judged 12 inches away when you shake someone's hand (smile during both).

**Responses:** When asked a question, answer it specifically - - Do not ramble. Answers to entry questions should only take fifteen seconds. Answers to follow-up questions will take longer, stay on topic and don't ramble. It is okay to ask for clarification by saying, "I'm sorry, I'm not sure I understand the question?" or "Does that answer your question?" Of course, limit these clarifications.

**Signals:** Throughout the interview, maintain good eye contact. Lean slightly forward, remain attentive. Give the impression you are enjoying yourself, and that you like to talk about and share experiences. Show obvious interest in the position and what the interviewer has to say.

**Questions:** Have AT LEAST five questions prepared. Only ask questions which indicate your desire to benefit the company. Questions such as "Who will I report to? What growth opportunities are there? Where can I be in three years?" are inappropriate, as are any questions regarding money, benefits or work schedules. Instead, ask, "What major challenges does your company face in the next twelve months? How can I best help your company achieve its objectives? What will be my challenges and objectives in the first six months? How do you measure performance? What is most important to you about the person you hire for this position?"

**Anecdotes:** Use "stories" from your recent past to support answers you give to questions and be brief. Make certain your "story" is directly in line with the question asked. Don't tell more than two "stories" per interviewer.

**Closing:** Ask what the next step is. Ask the interviewer how they see you fitting this position. Express your continued interest, keeping any concerns you have between you and your recruiter. Thank the interviewer for their time and information. Close the interview (if interested I could start... date)

**ABOVE ALL, EXPECT TO HAVE A SUCCESSFUL INTERVIEW, AND YOU WILL!**

