

HOW TO PREPARE FOR THE INTERVIEW

Pre-Interview Tasks

Preparing for the interview will not guarantee that you will get the job; however it will definitely increase your chances against other candidates who don't prepare properly.

- Gas - Make sure that the car has plenty of fuel, you don't want to stop and get gas and smell like fuel when you go into the interview.
- Clothes- this needs to be checked several days before the interview and not the night before.
- Directions – I would recommend driving the day before the interview to make sure you know where it is, where you are parking and where the office is located.
- Resume- Get this printed the day before on resume paper - professionalism.
- Notebook and pen ready to take notes.
- Shoes shined and ready to go- First impressions are important.

Research

- Research the company and the position.
- Learn about the company's culture.
- What are the products and services?
- How well are they doing financially?
- Who is the competition?
- Review your work experiences. Be ready to support past career accomplishments.
- Review your resume -You need to be able to answer in detail any questions about the information that is on your resume.

Practice Interviewing

- Take the time to review typical interview questions you will probably be asked during a job interview. This can help with your responses and will help calm your nerves.
- If you are going to tell a story make sure you tailor it so that it is relevant to the job interview?
- A success story should have the following format: describe a situation or opportunity, explain what you did, and then talk about the specific results achieved.
- Know the interviewer's name.
- Bring extra copies of your resume, cover letter and references. (3-5 copies)

Body Language

Know that your body language can say a lot more about you than your words during a job interview.

- Focus on speaking through your appearance and body language.
- You want to create a positive impression so that you land the job.
- Words account for 7%, Tone of voice accounts for 38% and your body language accounts for 55% of the message.
- Dress professionally; this is where a lot of candidates don't make the cut.
- Stay relaxed and show your personality but don't overdo it.
- Relax and lean forward so you seem interested and engaged

<p>Review the Typical Questions</p>	<p>Name of previous employer, position title and description, dates of employment. What were your responsibilities? Try to focus on the responsibilities that match the ones that the new company is asking for. What did you like or dislike about your previous job? What were the biggest accomplishment / failure in this position? Who was your best boss and who was the worst? Why are you leaving your job/resign/quit? Make sure you have responses ready for this question, it will come up. What is your greatest strength? What is your greatest weakness?</p>	<input type="checkbox"/>
<p>Sample Questions to ask</p>	<p>Asking thoughtful questions will set you apart from the competition. By asking questions you can also influence the flow of the interview.</p> <ul style="list-style-type: none"> • The people who do well at your company: what skills and attributes do they usually have? • What do you like best about working at _____? • What results are expected? • What happened to the person who had this job before? • What is your philosophy regarding on-the-job growth and development? • What are your goals for this department? 	<input type="checkbox"/>
<p>Thank You Cards</p>	<p>Taking the time to say thank you after a job interview is not only good interview etiquette, it reinforces your interest in the position. You can use your thank you letter to address any of the following issues and concerns:</p> <ul style="list-style-type: none"> • You can also consider your thank you as a follow-up sales pitch. • Restate why you want the job. • What your qualifications are and how you might make contributions to the organization. • Your thank you letter is also the perfect opportunity to discuss anything of importance that you didn't answer as thoroughly as you would have liked during the job interview. • Must be brief and to the point. • No more than 2 paragraphs. 	<input type="checkbox"/>