



Interview Tips:

- Know where you are going and how long it will take you to get there. Arrive there 15 minutes early (feeling rushed will only add stress and you want to be relaxed, and confident)
- Bring a few copies of your reformatted resume with you. Review your resume before the interview. Know highlights from your skills and work history that make you a fit for the job. Also note dates and companies, it is important that what you say is consistent with your resume.
- If given an application fill it out completely and don't leave any blanks!
- Dress professionally, first impressions are lasting! For an interview, it is recommended that you wear a solid black suit and white collared shirt, close toe shoes, conservative make-up. Even if the interviewer is in jeans or the workplace is very casual – dress for success!
- The right mental attitude is important!! (Go for the offer at the end of the interview, what are the next steps? Don't be afraid to be bold! Make sure the interviewer knows you want to be there and want the opportunity to work with them! Show your personality, do the best you can, if you get the offer you have control!)
- Review the job description and the company website, nothing is more impressive than a candidate who knows what he wants to do and how he fits into the structure of a company.
- Try to make the interview structure 50/50 you want to learn as much about them and the position as they learn about your background and skills.
- Make your answers concise, use examples, but don't be excessive. If they didn't have something left to ask at the end of the interview, it wasn't a good interview.
- Make sure your body language conveys your enthusiasm for the position, good firm handshake, sit up straight, smile, make good eye contact and be attentive to what they have to say.
- Relax; let your personality and professionalism shine!
- Sell yourself positively--No Negatives! (Avoid discussing unpleasant experiences or negative comments) know what your strengths are a feed off of them.
- Don't discuss vacation, bonuses, retirement, etc. (if you have questions about this please let me know).
- Always ask questions about the job and company, this shows your knowledge of the company.
- Answer all questions honestly and to the best of your ability.
- Call me as soon as you are done with your interview and let me know how it went and how you want to proceed!

Sample Questions to Ask The Interviewer: (put in your own words and ask at the end of the interview or when they ask if you have any questions! Be sure they havent covered in the interview, have about 5 prepared and ask 2-3)

- What are the responsibilities of this position? And which are the most important? What are the most critical aspects of this position?
- What are the most important objectives for the person filling the position? What results are expected of this position?
- What problems and opportunities are associated with this position?
- What characteristics – personal and technical – must an individual possess to be successful in this position? In your opinion, what specific aspects of my background make me right or wrong for this position?
- What support is available to help me fulfill my position here? What are the people and financial resources available for this position?
- Who will be my superior and what are his or her strengths and weaknesses?
- Are there any projects in motion for which I will inherit responsibility? What are their history and status?
- How is my position and/or department function viewed by management? How important a role does it play in the management of the company?
- What are the goals of this company and department? How does this position relate to the rest of the organization, and how important is it to the company's objectives?
- Could you describe the general corporate policies and goals, or "mission", and how does this position affect this objective?
- How would you describe your personal management style? Is this consistent with the corporate approach?
- What criteria will be used to evaluate my performance?
- What can you tell me about my peers in this position?
- Why did you come to work here, and why do you stay?

Sample Questions to Be Prepared to Answer:

- Why Do You Believe You Are Qualified For This Position?
- Have You Ever Accomplished Something You Didn't Think You Could? (Examples! Be clear and concise, not long-winded)
- What Do You Like/Dislike Most About Your Current Position?
- How Do You Handle Pressure? Do You Like Or Dislike These Situations?
- The Sign Of A Good Employee Is The Ability To Take The Initiative. Can You Describe Situations Like This About Yourself?
- What's The Worst Of More Embarrassing Aspect Of Your Business Career? How Would You Have Done Things Differently Now With 20/20 Hindsight?
- How Have You Grown Or Changed Over The Past Few Years?
- What Do You Consider Your Most Significant Strengths?
- What Do You Consider Your Most Significant Weaknesses?
- Deadlines, Frustrations, Difficult People, And Silly Rules Can Make A Job Difficult. How Do You Handle These Types Of Situations?
- One Of Our Biggest Problems Is... What Has Been Your Experience With This? How Would You Deal With It?
- How have your abilities (specific skills: technical or soft skills) been important in accomplishing results?
- How Would You Handle A Situation With Tight Deadlines, Low Employee Morale, And Inadequate Resources?
- Are You Satisfied With Your Career To Date? What Would You Change If You Could? Be Specific!
- What Are Your Career Goals? Where Do You See Yourself Five Years From Now? Ten Years?
- Why Should We Hire You For This Position? What Kind Of Contribution Would You Make?