

## Tips for the Interview

It's the opportunity of a lifetime with the ultimate company and you have an interview. We are here to help ensure that you're a hit! *The goals of an interview are twofold. The company needs to gather enough information to determine if they'd like to hire you, and you need to gather enough details to decide if that's where you want to work. **You are checking each other out!***

- Be prepared - do your homework. Research the company; read articles and check out their website. Try to gather information about the person you will be meeting with, and remember the better prepared you are the better you'll do. We will help you with the research.
- Arrive early, dress professionally, and keep in mind "**you never get a second chance to make a first impression.**" A firm handshake goes a long way. When you shake hands, extend your hand with your palm up. It makes it almost impossible to experience a "limp" response.
- While in the interview listen carefully, maintain eye contact, and think before you answer. Be familiar with your resume and respond with highlights.
- Know your strengths and accomplishments, and back them up with examples. Also, remember that no one's perfect. Be prepared to talk about areas of improvement and address these with actions that you are doing to overcome.

### Sample Interview Questions

*Tell me what you know about our company and the position.*

*Tell me about yourself.*

*How would your current boss describe you?*

*What are you looking for in your next position and career move?*

*Use ten adjectives to describe yourself.*

*Why do you want to work for us?*

*If you take a position with our company, what do you hope to accomplish in the first three months?*

*Are you considering other opportunities?*

*Describe your greatest strength--your greatest weakness.*

*Describe your management style.*

*Tell me about a decision you made that was wrong and how you made it better.*

*Where do you see yourself in five years?*

*Do you have any questions?*

- Have some questions prepared to ask during the interview. This shows that you have done your homework and that you have an interest in the position and the company.

### Sample Questions for the Company

*How long and why is the position available?*

*What are the top three things you would like to see the person accomplish in the first year?*

*If you could change anything, what would you like to see this person do that has not been done in the past?*

*What's the interviewing process?*

*What type of resources does the person in the position have available?*

*How is someone evaluated in this position?*

*What direction do you see the company heading in the next three to five years?*

*What sets your company apart from the competition?*

*What is your time frame for hiring this position?*

- Be polite, use manners and treat everyone in the company with respect; you never know who impacts the hiring process.
- In concluding the interview, be sure to ask about the next step letting them know that you have an interest in the position. When you leave, "thank" the interviewer for their time and collect business cards for follow-up notes.
- Follow-up all interviews with a "thank you" note. In your note highlight a portion of the interview and mention a skill or strength that directly ties to the position they have to offer.