



Mastering the Art of Interviewing

Making the interview a win/win



What's the point?



Viewpoints:



Employer: *“My career rides on hiring the right person.”*

Candidate: *“My career depends on joining the right company.”*



Preparing for the Interview

- Research the company – key facts, results, current events
- Review the job description
- Prepare a list of your professional accomplishments
- Prepare a list of questions about the job and company
- Research the interviewers on LinkedIn or Facebook



Most Common Interview Settings

- Telephone
- Personal, face-to-face



Tips for The Phone Interview





- Make sure you're in a quiet and comfortable location
- Use a land line if available. If not, make sure you are in a location where your cell phone gets good reception.
- Have your resume and the job description in front of you.
- Have list of professional accomplishments in front of you.
- Have a glass of water handy to prevent a dry mouth.
- Smile, be enthusiastic and project good energy.



Tips for the Face to Face Interview



Be Prepared :

- Research the company and the people you will be meeting
- Take multiple copies of your resume so you can give one to each person you interview with.
- Bring proof of past success: reference letters; copies of performance reviews; etc.
- Bring summaries of projects you've successfully completed.
NOTE: Avoid sharing proprietary information.
- Bring a list of questions.



During the Interview:

- Stand up and shake hands when introduced.
- Smile and look into the eyes of the people you're meeting.
- Be dressed for a professional meeting – wear a conservative suit. *If you're 'overdressed' you can always take off your jacket.*



Interview “Rules:” *applicable to all interview settings:*

- Ask questions about the job – problems, challenges, why job is available, etc.
- Follow the “Question Answering Rule” – Answer question in terms of how it qualifies you for the job.
- Avoid “Yes” and “No” answers. Treat each question like a Table Topic and weave a little story around it.
- Use “STAR” technique to illustrate your experience:
Situation, **T**ask, **A**ction and **R**esult.



Answering the tough questions:

- Never apologize. You owe the interviewer an explanation, but never an apology.



Concluding the interview:

- Ask for the job
- Get a commitment
- Be sure that they know your level of interest

