

Tips for The Interview

BEFORE

Find out all you can about the company such as:

- Locations of the company's offices, plants, stores, etc.
- Products or services offered by the company.
- Past performances and future plans for the company.

This information can be gathered by going to the public library and reading articles about the company, or, if it is a public company (i.e. listed on the stock market), you can get the company's annual report from any stock brokerage firm. It is also possible to call the company and ask the receptionist to tell you something about the company. Be creative!

During the interview, mention some of these facts you have learned about the company. This will show the interviewer that you cared enough about the position and the company to prepare yourself and to take an interest in what you are interviewing for. This could set you above and beyond your competition for the job.

DURING

- Be a minimum of 5-10 minutes early.
- Dress very professionally, regardless of what position you are applying for.
- Address the interviewer as Mr. or Ms.
- Greet your interviewer with a firm handshake. If it is a committee interview, go to each member individually.
- Present your resume to the interviewer even if you have already sent one.
- Do not sit until either your interviewer sits or you are invited to do so.
- Have direct eye contact with your interviewer. If it is a committee interview, talk to the group as a whole with emphasis on the person asking the question.
- Smile and try to convey that you are relaxed.
- Do not talk negatively about past employers, instead tell about what you learned from the experience.
- Do not ask about salary or benefits, but be prepared for them to ask you. If they ask you what salary you require, give a realistic range then ask if that was within their salary range.
- Do not mention any personal problems of yourself or your family.
- Interview them as much about their company as they are interviewing you.
- Convey to the interviewer that you want to stay and grow with the company.
- GIVE THE INTERVIEWER A REASON TO HIRE YOU!!

AFTER

- Wait for the interviewer to stand before you do.
- Shake hands and thank the interviewer for granting you an interview.
- Ask if they have any idea when a decision on the position might be made.
- Let the interviewer know that you are very interested in the position (if you really are).
- Tell the interviewer that you look forward to hearing from them.
- Follow the interview up with a thank you letter typed on the same type of paper as your resume and mention again how interested you are in the position.
- If you were told, for instance, that a decision would be made by Friday, call Friday afternoon to find out what the status of the position is.
- You want them to know you want the position, but you do not want to be a pest. Persistence can definitely pay off. The applicant who wants the position the most can sometimes beat out other applicants who are just as qualified, or possibly even more qualified.