

Successful Interviewing

How to land a position

Five Stages

1. Preparation
2. Ice Breaker
3. Interview
4. Post Interview Questions
5. Follow-up

Preparation

- 1) Document Information (directions, day, time, place, names, what to bring)
- 2) Dry Run
- 3) Update Resume
- 4) Research Company and Position
- 5) Prepare Professional Clothing
- 6) Extra Copies of Resume
- 7) Portfolio
- 8) Talk to People in Field
- 9) Informational Interview

Day Before Interview

- Review Notes on Position
- Prepare Post Interview Questions
- Telephone Numbers
- Prepare Clothing to Wear
- Gather Things to Take (extra copies of resume, portfolio, etc...)
- Secure Transportation
- Gas
- Alternative Routes
- Practice Interviewing
- Good Night's Sleep
- Think Positive

Day of the Interview

- Eat Breakfast
- Checklist
- Arrive Early
- Interview Process Commences w/ Arrival
- Professional Behavior While Waiting
- Positive, Friendly, Upbeat, Conservative
(less is better)

Ice Breaker

- Purpose – To Make You Relax
- Interviewer
 1. Introduction
 2. Welcome
 3. Opening Comment
 4. Smile
 5. Shakes Hand
 6. Goes to Interview Area

The Interview

- ❖ Series of Questions
- ❖ Listen Carefully
- ❖ Never Interrupt
- ❖ Mindful of Non-Verbal Behaviors
- ❖ Let Interviewer Take Lead
- ❖ Think Before Responding
- ❖ Ask for Clarification If Needed
- ❖ Answer Only What Is Asked
- ❖ Stick to the Point
- ❖ Maintain Professionalism From Start to Finish
- ❖ Be Honest

Post Interview Questions

- Prepared With Post Interview Questions
- Never Ask About Benefits, Salary, Vacation, Time Off, Etc...
- Appropriate Questions
 1. Research
 2. What happens next...
 3. Notification
 4. Future Projections of Company or Position

Before Leaving

1. Shake Hand
2. Thank You
3. Reiterate Sincere Desire In Position
4. Leave on Positive Note
5. Thank You Card (if ready and with you.
If not, forward later.)

Follow-Up

- Forward Thank You Card or Letter
- Use Name
- KISS (keep it short and simple)
- Grammatically Correct
- Time Sensitive