

Interviewing: Set yourself apart from the start

Introduce yourself and be prepared to give your elevator speech

Be on time (which means early)

Speak in a positive manner. No 'uhmmms', 'soos' or likes, just pause

You can ask for a moment to consider the question

Take notes

Put your cell phone on vibrate/ silent mode

*Make eye contact
Shake hands firmly*

Dress professionally: clothes should be clean & fit well.

Be prepared with conversation starters



No chewing gum

Research the company beforehand

Bring several copies of your resume

Ask relevant questions related to both the company and the job you are seeking

You are the best representation of yourself - Be polished and professional all the time.

4 TRICKY INTERVIEW QUESTIONS

Tell me about yourself.

The interviewee is looking for how you will benefit their company.

Tip!

- 1) Keep your answers short & simple.
- 2) Elaborate on experiences & goals relating to the applied position.
- 3) Summarize your resume & talk about transitions in employment.

Why did you leave your previous job?

Understanding how & why you decided to move on from the previous company.

Tip!

- 1) If you have a job, say you're "seeking greater opportunity."
- 2) Got fired? Say that you "parted ways" & change the topic to your accomplishments.
- 3) Laid off? Then it's okay to say it's recession related.

What is your range of salary?

Making sure if you are selling yourself too high or selling yourself too short

Tip!

- 1) **ALWAYS SAY NEGOTIABLE!**
- 2) Find out what others are making w/ the same position in the area at www.salary.com
- 3) Research, Research, Research!.

What are your goals for the future?

Allows the interview to determine if you are a fit for their company.

Tip!

- 1) Explain that you want to excel and be known for your skills.
- 2) Mention how you see yourself having more responsibilities w/in the company.
- 3) Give examples of positive results that you will make.



Let's Ace Your Interview

- During an interview, keep in mind that this is your time to shine.
- You are also interviewing the company you want to work for.
- Preparation leads to confidence/ practice makes perfect
- Answers should be clear, concise and organized.
- Know your strength and the basic of your craft.
- When answering questions about past experience:
 - o State the situation.
 - o Describe the problem.
 - o What was the outcome / how did you solve the problem.

Expect Questions like....

- *What is the most innovative idea you have come up with?*
- *Describe a time when you failed to meet a deadline?*
- *When is a time you had to provide verbal information that was complex: how did you do so?*
- *Tell me about the most difficult task you have had to complete?*
- *Why do you want to work for _____ company?*