

Top Ten Interview Tips!

Great interviews arise from careful groundwork. Here are 10 tips to promote success!!!

- 1. The Interview starts before the interview room.** Be aware that you are being assessed on arrival, not just in the interview room. If the receptionist asks "did you find us ok?" answer politely and positively, this is often a loaded question asked to all interviewee's.
- 2. Enter into a state of relaxed concentration.** You'll focus on the present moment and be less likely to experience lapses in concentration, nervousness, self-doubt and self-condemnation.
- 3. Act spontaneous, but be well prepared.** Be your authentic self, professional yet real. Engage in true conversation with your interviewer, resting on the preparation you did prior to coming to the meeting. Its also a good idea to ring ahead and find out the names of the individuals who will be interviewing you, so that you can rehearse their names beforehand and use them throughout the interview.
- 4. Set goals for the interview.** It is your job to leave the meeting feeling secure that the interviewer knows as much as he or she possibly can about your skills, abilities, experience and achievements.
- 5. Know the question behind the question.** Ultimately, every interview question boils down to, "Why should we hire you?" Be sure you answer that completely.
- 6. Follow up with an effective "thank you" letter or email.** Don't write this lightly. It is another opportunity to market yourself. Find some areas discussed in the meeting and expand upon them in your letter.
- 7. Consider the interviewer's agenda.** Much is on the shoulders of the interviewer. He or she has the responsibility of hiring the right candidate. Your ability to do the job will need to be justified.
- 8. Expect to answer the question, "Tell me about yourself."** This is a pet question of prepared and even unprepared interviewers. Everything you include should answer the question, "Why should we hire you?"
- 9. Watch those nonverbal clues.** Experts estimate that words express only 7% of what people actually communicate; facial expressions, body movements and actions convey the rest.
- 10. Don't hang out your dirty laundry.** Be careful not to bare your soul and tell tales that are inappropriate or beyond the scope of the interview. State your previous experience in the most positive terms.