



ESTABLISHED 1794

## **Successful Interviewing**

### **Before the Interview**

- Know yourself and your goals- communication of your skills, talents, interests, past successes and settings in which you thrive allows the interviewer to assess your overall communication abilities and suitability for the opening/company.
- Know the employer- knowledge of a company's corporate climate, financial stability, product/service, size and reputation allows you to present your compatibility for the position.
- Anticipate tough questions and have answers prepared- remaining cool under pressure is crucial in any work environment. Your ability to handle stress in the interview can demonstrate your ability to handle stress on the job.
- Dress appropriately- first impressions affect your chances of communicating effectively. A well-groomed, conservative appearance, consistent with the work environment, demonstrates your compatibility with the company and assists in developing a rapport with the interviewer.
- Arrive early- you will have the opportunity to get a small picture of the operation. You will appear eager and prepared!

### **During the Interview**

- Be yourself- compatibility is a two way street. If you feel you must put on an act to please the interviewer, it is unlikely that a good match exists.
- Be positive- you need not offer negative information. When it does come up, be factual and do not offer excuses. Relate lessons you learned as a result of past failures to demonstrate your maturity and judgment.
- Listen attentively- answering the interviewer's questions effectively depends entirely upon your ability to hear the question. You must be prepared to address the issues raised in your interview as well as specific questions.
- Speak clearly and make good eye contact- assessment of your composure, confidence, and oral communication skills is enhanced when you can meet the interviewer eye-to-eye and express yourself clearly in the interview.
- Stress your compatibility to the job/company and your ability to do well- the interviewer will be interested in concrete examples of specific strengths, skills or abilities you bring to the job. Relate past successes enthusiastically.
- Ask questions- you will be expected to seek information from the interviewer about the company, job responsibilities, work environment, competitors, corporate culture and standards of performance leading to growth within the company. Your questions should demonstrate your interest, sincerity, and

preparation. Allow the interviewer to bring up issues regarding salary and benefits.

- Remember proper etiquette- social skills demonstrated in an interview are an indicator of your ability to represent the employer in the workplace. Employers want to hire individuals who will fit in easily.

### **After the Interview**

- Follow up with a thank you letter- not only is it proper, it reminds the interviewer of your interest in the opening/company.