

INTERVIEWING TIPS

Before your interview...

- Do your homework! Learn as much about the job and the employer as possible. Your recruiter will be able to provide some information for you but you should also conduct your own research on the Web, visit the library, or through industry contacts. After you have studied the company, make a list of questions to ask the employer.
- Your recruiter should be able to give you a good idea of the hiring authority's personality, his or her typical interview style.

Some questions that you may want to ask...

- Why is this position available?
- What training programs are available to the person in this position?
- What are your goals for this position?
- What obstacles must be overcome for the person in this position to succeed?
- How will my performance be evaluated?
- What opportunities are there for growth in the next 12 months? Two years? Five years?
- What growth do you anticipate for your firm in the next 12 months?

Some questions that you may be asked...

- Tell me about yourself. *Keep your answer in the professional realm only. Review your past positions, education and other strengths.*
- Why are you interested in this position? *Relate how you feel your qualifications match the job requirements. This is also an opportunity for you to express your desire to work for the employer.*
- What are the most significant accomplishments in your career? *Identify recent accomplishments that relate to the position and its requirements.*
- Describe a situation in which your work was criticized. *Focus on how you resolved the situation and became a better person because of the experience.*
- What do you know about our organization?
- How would you describe your personality?
- How do you perform under pressure?
- What have you done to improve yourself over the past year?
- What did you like least about your last position?
- Are you leaving (did you leave) your present (last) company?
- What is your ideal working environment?
- How would your co-workers describe you?
- What do you think of your boss?
- Have you ever fired anyone?
- What was the situation and how did you handle it?
- Are you creative?
- What are your goals in your career?
- Where do you see yourself in two years?
- Why should we hire you?
- What kind of salary are you looking for?
- What other types of jobs/companies are you considering?

After your interview...

- Follow-up with your recruiter immediately, he/she needs to hear from you prior to speaking to the client and it is best to get the details of your interview while they are fresh in your mind.
- Send a follow-up letter (mail or email is appropriate) to everyone that you met with. Be aware that your recruiter may want you to review your letter prior to you sending it.