



INTERVIEW TIPS

The goal of most interviews is to get another interview. That's right, you'll have to go through the interview torture all over again. With this in mind, it's important to understand that each interviewer will ask different questions and look for any 'red flags' that pertain to their area of influence.

You'll need to adapt to the various styles and personalities you meet during the interview process. If you can adapt well, you'll improve your chances of getting an offer.

Here are some additional tips, which may simply seem like common sense. Nevertheless, they are very important and critical for a successful interview.

Do your homework

With our ability to access information, there's no excuse not to gather company intelligence in advance of the interview. Be prepared when the interviewer asks the question "so what do you know about us?"

Get clarity

When an interviewer asks you the all-too-familiar first question, "tell me about yourself," what would you say? Take a moment and think about that question as if you were in an interview right now.

You have to be very careful with how you answer this question. If you start telling the interviewer about your past, you're *ASSUMING* that he/she wants to hear about that portion of your past.

The right answer is to get clarification. Respond with a question like this:

"Are there any specific areas you'd like me to start with?" This way you can answer that very vague question with clarity. Your interviewer will either point you in a certain direction or keep it wide open. You can then respond accordingly.

Relax

Remember that most interviewers are just as nervous as you are.

Be honest

If you don't know the answer, don't pretend that you do. If the interviewer asks if you have a certain skill that you don't have, be honest but show them that you have something similar.

Remember, your interviewer will likely be very good at reading body language.

Don't talk too much

Keep your responses between 30 seconds and 2 minutes.

Don't be late but don't show up too early

Know in advance where you're going and how long it's going to take you to get there. The ideal time to arrive is 5 minutes before the interview. Most interviewers don't appreciate it if you get there too early.

Show confidence and enthusiasm

Not too much and not too little of either. Many interviewees have a hard time pulling this off. Some people think they have to show so much confidence that they forget that they need to show enthusiasm for the role. Others show so much enthusiasm, they reveal a sense of desperation. A balance of both will leave a lasting impression on the interviewer.

Dress smart

You'll need to find out what the proper attire is for the interview and then dress accordingly. Use tip #1 to help you with this.

Always be positive about past and current employers.

You might have issues with past or current employers, but sharing that with strangers in an interview is not an appropriate thing to do. Discover and share the positive experiences. No one wants to hire a pessimist.

Be careful with questions about compensation or benefits.

In most cases, this should only be discussed with HR. If you're being represented by an agency, let them deal with these types of questions on your behalf.

Listen

Listen – plain and simple; it's harder to do than you think.

When you're done with your interview, review these tips again and see where you could have improved. Remember, the goal of most interviews is to get another interview. Good luck! We wish you all the success with your interviews.