

Interview Preparation

- I. Your mission is to get an offer:
 - a. Until you have an offer, they're in control – there is no decision for you to make.
 - b. Start the interview on a positive note (“I’ve really been looking forward to...”)
 - c. Don’t analyze the job while you’re in the interview. Concentrate on selling the interviewer on your background and experience. Analyze the pros and cons later. Otherwise you won’t do your best job of selling them on your experience and you will provide reasons for them to rule you out.
 - d. We can help you evaluate the position and company throughout the process.

- II. Listen to what they are looking for (if they don’t tell, ask): “We are looking for...”

- a.
- b.
- c.

Tell them afterward: “That definitely sounds like the kind of opportunity I’m looking for.”

- III. You should highlight 2-3 bullets from your resume/background that align with what they want (see II above). “I have...” (but be honest)

- a.
- b.
- c.

- IV. Questions to be prepared for:

- a. Tell me about yourself
- b. What are your strengths
- c. What are your weaknesses
 - Only give one
 - Never give a killer
 - Turn into a positive, tell how you’ve improved on it.
- d. Likes/dislikes (always be positive)
- e. Why are you looking?
- f. Goals

- g. Behavioral questions. Ex: “Tell me about a time when you disagreed with your boss. What was the outcome?”
- h. Salary (“how much money are you looking for?”):
 - I’m more concerned with finding the right opportunity
 - I know you’ll make me a reasonable offer. I’m flexible
 - If they press for your salary, say I’m currently making \$____, plus ____% bonus, plus a car allowance.

V. Questions to ask:

- a. Work environment
- b. Qualities it takes to succeed
- c. Company growth plans
- d. Responsibilities
- e. Future of the position
- f. What made you (the interviewer) decide to go to work at the company?

VI. Questions to avoid asking:

- a. Compensation of any kind (base, bonus, stock, etc.)
- b. Vacation policy
- c. Amount of overtime you will work
- d. Benefits (medical, dental, vision, 401k, paid CPE, etc.)
- e. Questions that reflect badly on your flexibility, work ethic, attitude, etc..

VII. Positive close

- a. “Based on your discussion I feel qualified”
- b. “Is there anything else about my background or experience that you would like to discuss further?”
- c. “I am interested/excited”
- d. Display a sense of urgency (“where do we go from here”)
- e. “What do you think are my strengths and weaknesses for this position”? (careful)

VIII. Other

- a. Be on time (5-10 minutes early)
- b. Bring copies of your resume
- c. Wear a suit
- d. Follow up with a thank you note with good grammar
- e. Be prepared, research the company
- f. Please call us immediately after the interview