

# INTERVIEWING

Master Every Angle



## THE JOB INTERVIEW

**Your resume may have gotten you the interview, but it can't get you the job. The interview is your chance to show who you are beyond what's on your resume. A meeting between you and a potential employer allows you both to assess your "fit" with the position and company. Keep in mind that an interviewer has a very short amount of time to assess job candidates. Likewise, you have the same amount of time to determine if the company environment is right for you.**

Recruiters and hiring managers are frequently surprised by how unprepared job candidates are when they come to an interview. For example, take extra copies of your resume and references in case you meet with more than one interviewer.

You only get one chance to make a great impression, so let the interviewer see you at your best. Remember, jobs are won or lost at the interview.

## 10 STEPS TO ACE THE INTERVIEW

**Use the following 10 steps as a guide to make a great first impression.**

### 1. Arrive Early

Employers look for people who are punctual and conscientious about appointments. Ten to 15 minutes early is an acceptable arrival time. Prepare for on-time arrival by knowing the location and exact address of the company. Know where to park and whether any parking fees are required. If you're uncertain about how far you must travel for the interview, you may want to consult online resources such as Google maps.

Don't forget your interview actually begins the moment you walk in the building!

### 2. Know Your Target

Knowing about the company and the position will prepare you for the interviewer's questions and give you insight about the company. Do your research by searching Google News and reading through the company's website. Prepared with this knowledge, you can focus on how your skills are a good fit for the position and how you can help the company solve challenges.

Be ready to ask questions about the company. Discuss its products and services, competitors, reputation, etc. Show an interest in the company, and study the qualifications given in the job description. Be specific about how your experience and skills meet those qualifications, and be ready to back up statements about yourself with examples. Refer to your accomplishment statements from the Making a Plan tip sheet. Avoid using generalities in your interview.

### 3. Know Yourself

Human resource professionals and hiring managers want to hire the best candidates for an open position. They look at hard skills (technical, business-related) and soft skills (communication, conflict resolution, team skills) needed to get the job done. It's not unusual to hire a person who may be lacking one or two of the listed requirements for a position. They also look for a candidate who exhibits confidence and a positive attitude. A hiring manager wants to know if you can do the job well and if you have the desire and ability to learn. Before the interview, reread your resume. Look at your skills and accomplishment statements. Practice your marketing profile. If you prepare before you go to the interview, you'll convey self-confidence when talking about yourself.

### 4. Be Yourself

Employers hire people who not only have the skills and abilities to do the job, but people who are a fit with the organization's culture. Job qualifications are important, but so are displaying a positive attitude, observing professionalism and dressing and grooming appropriately. Hiring managers like to hire people who are personable and interact well with other employees.