



Your Interview Is a Carefully Orchestrated Dance . . .

Preparing for Your Interview

Prior to the interview, research the company, and if possible, the individual with whom you are interviewing. Have as much information as possible about the industry, company and its structure and person interviewing you.

For the most part, most interviewers are searching for reasons why they should not hire you. Your focus during the first half of the interview is to share reasons why they should hire you.

When asked questions, remember to answer from the perspective of what you have to offer rather than what you are looking for.

The night before the interview, prepare by documenting the skills, abilities and experience that the successful candidate would possess.

In a notebook, write down in list form on the left, what these skills, abilities and experiences are.

On the right side of the paper, bring to mind stories of examples which highlight these skills, abilities and experiences.

Review this list as often as possible before your interview

During Your Interview

When asked for "strongest skills, talents, or abilities," it is sometimes easier to answer: "Many people have said, that I am . . ."

When asked "Do you have any questions?" never ask about benefits or salary. This is only relevant once you know there is interest in your candidacy.

When asked, "Do you have any questions?" a great answer, if you don't really have any questions, is: "Thank you. No, I don't have any questions now. May I call you if any questions arise after I leave?"

As you are leaving, if you are very interested in the job, it is important to look right in the eyes of the interviewer, and tell him/her that you have a strong interest in taking the next step. "Based on everything you have told me, I want you to know that this appears to be a great match for my skills, abilities, and experience. I know that if hired, I would make a significant contribution to the company (or to you).

Enthusiasm is a significant factor in people getting hired for jobs they want. I have often seen people with far less experience get a great job based solely on their enthusiasm, energy, and "can do" attitude

Remember that an interview is not a chat with a potential friend. It is a carefully orchestrated dance where the interviewer must be allowed to lead. Although the interviewer must be allowed much of the lead, a good dancer "listens" carefully as she follows the subtle lead of her partner. Listen to the questions carefully, take a good long moment before you answer, and always answer by way of what you have to offer.

After All Interviews

Always write a thank you note, preferably handwritten, but email is increasingly more acceptable.