

10 TIPS FROM CORPORATE EXPERTS ON INTERVIEW SUCCESS



Here are 10 tips to help better prepare yourself for interviews. You can either scroll down the page or click the different topics located below to read each question and get valuable advice.

1. Questions to Ask the Interviewer

2. Taking Notes in an Interview

3. Identify Your Strengths

4. Know Yourself

5. First Impression

6. Develop a Strategy

7. Firm Handshake

8. Table Manners

9. Being Too Nervous

10. Answering Honestly and Completely

1. Questions to Ask the Interviewer

Sample questions for the interviewee to ask during the interview:

1. What are some of the more difficult problems facing someone in this position? How do you think these could best be handled?
2. Where could a person go who is successful in this position and within what time frame? What would be a typical career path?
3. In what ways has this organization been most successful in terms of products and services over the years?
4. What significant changes do you foresee in the near future?
5. How is one judged? How is success measured and determined?

2. Taking Notes in an Interview

Interviews are not closed book exams. Bring a "crib sheet" written on the back of your resume. Highlight three key points. Cite three STAR (Situation, Task, Actions, Results) examples. Write three questions to ask. Ask, "What are the next steps and when might I hear?" at the end of each interview. Always state "I want this job!"

3. Identify Your Strengths

Before an interview, identify your four or five most valuable strengths, along with an example of how you've demonstrated each. In the interview, be sure to convey these four to five strengths, no matter what questions you're asked.

4. Know Yourself

Research the company you are interviewing with and know yourself...your strengths and interests. Be prepared to discuss what value you would add towards achieving the purpose of the job.

5. First Impression

Establish the tone of the interview when introductions are made. Candidates should offer a firm but not overwhelming handshake and make direct eye contact with the interviewer. This will establish you as equals. Practice your handshake it could be the beginning of a new opportunity.

6. Develop a Strategy

Unless you are the last person to be interviewed, the impression you make will fade with each subsequent interview the interviewer undertakes. And if you are not remembered, you will not be offered the job. You must develop a strategy to keep your name and skills constantly in the forefront of the interviewer's mind. These finishing touches will often make all the difference.

7. Firm Handshake

A firm handshake can create one of the most powerful first impressions.

8. Table Manners

Brush up on your table manners. Some interviews are held over lunch and can be the determining factor in deciding whether you are polished enough for the opportunity.

9. Being Too Nervous

Many job candidates, especially younger ones or those who haven't applied for a new position in several years, are very nervous during the job interview. While an experienced hiring manager may try to disregard some degree of nervousness, especially in entry-level candidates, noticeable nervousness does place you at a competitive disadvantage against candidates who appear more relaxed and confident. To help overcome nervousness, carefully prepare for each interview and practice responding to interview questions.

10. Answering Honestly and Completely

*Answer all questions honestly. If you try to embellish an answer, you better be able to back it up when asked pointed questions about the experience.

*Conversely, do make sure you describe ANY experience you have had which may be related to the job for which you are interviewing. Students often leave out key experiences which are job-related because they think they are trivial.

