

# INTERVIEWING: BEFORE – DURING - AFTER

## Know the Organization

- Major products or services
- Mission and Vision
- Organization of the company
- Future plans
- Online Print
- PERSONAL

## Know Yourself

- YOUR SKILLS
- Your strengths and weaknesses
- Your values and priorities
- Your goals

## Think Ahead

- General questions
- Behavioral questions
- THE DREADED QUESTION
- Illegal questions

## Dress to Impress

- You WILL make a first impression
- Go conservative (=Boring?)
- Remember the basics
- Check yourself in the mirror

## Remember

- A little nervousness can be good
- The interviewer is a person – and is interested in you
- You can control your nerves

## Before → During

- Know your route
- Relax on the way
- Arrive on time

## During

- Interview begins when you exit your vehicle
- Introduce yourself
- Smile
- Have a firm handshake
- Sound Confident
- Use eye contact
- Four Components
- Introduction & Small Talk
- Interviewer Asks
- Candidate Asks
- Closing

- Maintain positive posture
- Listen with eyes and ears
- Communicate intentionally
- Listen and Look
- Think
- Answer and Look
- Accept silence
- Clarify the question
- Speak slowly
- Sound positive

## The Real Questions

- Your Ability
- Our Compatibility
- The Connect-ability

## During

- Be specific
- Tell a story
- Use “professional” examples

## Ask and Learn: Your Questions Show that You...

- Are interested
- Are intelligent
- Are thorough

## Avoid Asking About

- Salary
- Vacation
- Benefits

## After

- Ask about the next step
- Thank the interviewer
- Shake hands
- Exit with confidence

## Special Situations

- Telephone Interview
- Group Interview
- Dining Interview

## After

- Follow-up immediately with a thank you note
- Evaluate your experience
- Follow-up with a call or email, but don't be a pest!