



INTERVIEW TIPS & STRATEGIES

- Establish natural, relaxed, personal rapport at the start of the interview.
(“Chemistry” is the key to success)
 - Maintain good eye contact and positive body language (smile, lean slightly forward, look interested).
 - Find out as much as possible from the interviewer. Establish what he/she is looking for, then integrate this information into your responses.
 - Know as much as possible in advance about the position and the organization.
(Research the organization in the library, online, or through contacts)
- Have a clear idea of the key points you want to make which will convey a potential benefit to the employer - and then make them.
 - Anticipate possible negatives and address them early in the interview.
 - Deal directly with problems and attempt to turn them into possible advantages.
 - If appropriate, bring examples of your work to demonstrate your accomplishments and talents related to the job.
 - Discuss possible problems that might face the organization and suggest ways in which you might contribute to the solution.
- Be prepared to answer tough questions such as why you left your last job. Some possible answers to that question might be:
 - Desire to have more responsibility
 - Limited opportunity
 - Changes in management/corporate restructuring/downsizing
 - Never apologize, speak poorly of former employers, or bring up negative points that can be used against you.
 - Watch for nonverbal cues (finger tapping, eyes wandering) to check how you are coming across. To recoup, change the subject or ask a question.
 - At the closing, make sure that you ask when a decision will be made so that you are not stuck sitting at home waiting for the phone to ring.
 - Immediately after the interview, write a “thank you” letter.



Do's

- Enjoy meeting the interviewer(s) and the actual interview
- Express enthusiasm and optimism
- Be clear and concise - answer factual questions as succinctly as possible
- Remain professional at all times
- Listen carefully and try to respond to what you have heard
- If you don't know an answer, say so. Then indicate you will seek the answer
- Emphasize accomplishments, stress achievements
- Be modestly confident, dwell on the positive
- Pick up clues and react
- Be flexible
- Be natural, sincere, and straightforward
- Stop yourself from rambling by asking if you have answered the question



Don'ts

- Smoke - even if the interviewer offers
- Chew gum, candy, or a toothpick
- Freeze or become tense
- Deadpan
- Seem overly eager or desperate
- Talk too much or too little
- Interrupt
- Bluff your way through an answer
- Attempt to draw out the interview
- Try to be funny or cute
- Bring up race, religion, or politics
- Provide negative information about yourself or anyone else
- Be overconfident or overbearing
- Be coy or subservient
- Be vague
- Fall into the TMI (too much information) trap - only provide what is applicable to your ability to do the job