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## Interviewing Tips

1) **Setting up the Interview**----This should be Common Sense.

It's important to write down the correct information for your interview: When, Where, Who, etc.... You'd be surprised how many people don't have the right information.

**\*Over 25% of candidates write down incorrect information when someone from the company calls to set up an interview.**

**\*\*TIP:** More than 70% of hired candidates get the job when their interview is in the Morning versus the Afternoon.

2) **Be Prepared**---It's important to be prepared.

Bring more than one resume for all of those that you may meet in the interview process. Bring your references, etc...

3) **Appearance**---It's always good to make a great first impression.

You never get the chance to make another first impression. It could be your only chance to impress the client. Dress for success.

4) **Be Early**---Don't be late yet don't be too early.

A good rule of thumb is to be about 10 minutes early to an interview. Don't be there sooner than that. Wait in your car or in the lobby before asking for the person you are suppose to interview with for the position.

Quote from one of the Managers we've worked with in the past:

**\* "Out of 60 candidates I interviewed, about 10 were late for their interviews, and about 10 were arriving significantly early (more than 30 minutes early). Not one of these 20 candidates made it to Round 2 to meet the hiring manager."**

5) **Mimic the Interviewer**----Remember, People hire people that are similar to themselves.

If people could, they would hire themselves for the position. Try to find out the similarities between you and the hiring manager during the interview.

- 6) **Be Positive**----Don't speak badly about previous employers or co-workers.

Hiring Managers will not hire you if you speak badly about your former employers, co-workers, etc... They will wonder if you will say the same thing about them should you leave their organization.

- 7) **Be comfortable during the interview**---Do you really want the job when you felt uncomfortable during the interview?

This is easier said than done. Remember, it's normal to be nervous during an interview. It's just human nature. Even the person across the table interviewing you, is a little nervous. They have to impress you also should they want you to work for their organization.

- 8) **Salary/Benefits**---Try to avoid this question if possible.

Remember, it's the over-all package of the job offer (salary, medical, dental, 401k, bonus, vacations, travel time, potential for growth, etc..) that matters.

**“To be honest, the most important thing is the overall package. I'm more interested in finding a good company, within a good organization (like yours) and the overall package.”**

Example, If your making \$50k/year, and the job you are interviewing for is targeting a candidate \$40 - \$50k and you say you want \$55k, you will NOT get a 2<sup>nd</sup> interview. You might say: “So what. Why would I care about a job that only pays the same as the one I'm currently in?” A) Do you know the benefits of the job you are applying for? Did you know that medical benefits are FREE, you get a 15 – 20% annual bonus, you are eligible for a raise in 6 months, that it's an HOURLY position not a salaried position (meaning you get paid time and a half or over-time and you've been working 60 hours a week and haven't gotten paid for your OT, etc...) B) What is the worst thing that can happen? You get a job offer for a salary you are currently making? Everyone wants to be wanted. Everyone likes to know that there are other people out there that want to hire them. Now you have the opportunity to NEGOTIATE. The client doesn't want to start the process over and doesn't want to have to go to their second choice. They offered you a position because they want you. This is now your opportunity to negotiate the over-all package of the situation before you leave a position.

- 9) **Have Questions**----Make sure you have questions to ask.

Don't ask questions that you don't really care what the answer is. Learn something from the question. This is your chance to get information that will help you during your interview process. For Example,

- A) What type of person are you looking for in this position? ---The Hiring Manager is going to tell you exactly who is a good fit for this position.

B) What is a typical day for someone in this role? ----Is this something you want to do on a daily basis? Is this the right job for you?

10) **Closing**----Make sure to thank the interviewer for their time. Smile.

It's important to end on a positive note. Make that lasting impression that will allow you to either get called back or get the job offer you were looking to receive!!

**Good Luck!!!**

Please feel free to contact us if you have any questions or if we can be of any assistance.

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