

Interview Reminders

- 1) Take two copies of your resume with you in case someone there does not have a copy or you need to refer back to something.
- 2) Remember you have only one chance to make a “first impression”. Dress professionally, or business professional if appropriate, (ask your recruiter).
- 3) You need to have firm handshake. Not too firm and not too soft. It also gives a “first impression”. Too soft a handshake from a man or a woman will not leave the positive impression that you want - i.e. one of confidence that YOU can do the job.
- 4) Make good eye contact. Initially and during the interview. Don't stare but if you do not look the other person in the eye from time to time they may get the impression that you have something to hide or are not very forth-coming.
- 5) Do not wear cologne or perfume – it is better to not have a smell (even a good one) at all than to have one that might be considered offensive to the person you are meeting with or the interviewer may have allergies.
- 6) Go into the interview with a positive, upbeat attitude. Unless you are totally disinterested in the opportunity after the interview begins, your objective is to get an offer.
- 7) If you complete an application and salary is asked, complete it with what you are/were making in your last position. It is a statement of fact and is not indicative of what you are currently seeking or will accept today.
- 8) If the subject of money comes up the best way to handle it is to say “I understand that my salary requirements are within the salary range that this position will pay.” If pressed for a number try- “I am sure that if I am the candidate of choice, that (Co. name) will make a fair offer for the skills that I bring to the table.”

If you are pressed again for a number, which would be unlikely, say something like “As I understand this position's responsibilities I would be looking in a range of \$--- to \$---, however, I am looking at the whole package. I value interesting work, working for/with a strong management team, career growth potential, working with current technology, a desirable location....etc.” List 3 or 4 things that you are looking for in your next move that are not monetary. Avoiding giving a fixed # and the range should be on the high side. ***You might need to practice your answer to this question so your answers will flow easily.***

- 9) When the interview concludes, thank them for their time and make sure to express your desire to work for the company, or the manager...etc., stating at the end that you would like to work there and hope to hear from them. You might ask in what time frame they will be making a decision. If you really want this position you might ask, “Is there anything in my background and experience that would prevent you from hiring me for this position?” If there is something you will have an opportunity to respond to it by sighting an example or a reference that you feel can speak to that matter about you.

Interview Reminders cont...

10) Remember to ask for a business card from the people you met with so that you can follow-up with a thank you note.

11) If you sense that they will be making a decision quickly you might want e-mail a thank you note the same day. It never hurts - even if they do go with another candidate you have left them with a favorable impression and it shows good follow-up. Even in this day of high-speed electronic communication I think a hand written thank you note is best if time permits a day or two in the mail.

12) This is a cool tip! A candidate I met had an awesome idea that I think really set him apart and shows his pro-activeness and planning. He took a blank "thank you" card with him and when he was escorted to the lobby he came back in and asked the receptionist if he could sit in the lobby for a few minutes. He hand wrote a thank you note and left it with the receptionist. It is prompt, personal, and your conversation is still on your mind! WOW - that would impress most hiring managers!

GOOD LUCK TO YOU!