

# Tips for Successful Interviewing

## PREPARING FOR THE INTERVIEW

- **Research the Company**
  - Learn about the company's history, product portfolio/pipeline... its finances, operations and its competitors.
  - Obtain Annual Reports, visit their website, read recent press releases.
  - Learn about titles, organizational chart, directions, responsibilities.
- **Anticipate Interview Questions**

*[First, choose your five top assets and write out a success story about each. Be specific and concise in your answers.]*

  - Why do you think you are qualified for the job?
  - Why are you leaving your current employer?
  - What are your career goals and how do they relate to this position?
  - What are your strengths and weaknesses (areas of improvement)?
  - How will your strengths benefit the potential employer?
  - How did you handle an obstacle or challenging situation?
  - Why should we hire you?

## THE INTERVIEW

- **Be Conscious of Your Interview Image**
  - Always wear a suit and be sure your attire matches what is being worn by other professionals.
  - Be on time.
  - Your visual impression and body language are as important as what you say.
  - Maintain eye contact, offer a firm handshake, stand erect, sit tall.
  - Be dynamic and friendly.
- **Use Successful Interview Techniques**
  - Emphasize your strengths and bridge your assets to the position's requirements through the skillful use of "feedback questions."
  - Listen carefully.
  - Write out specific questions – look for opportunities to ask them during the interview.
  - Impress employers with your knowledge, skills and ability to fill the company's needs.
  - Be specific and concise in your answers. Maintain a conversational flow.
  - Be truthful, considerate and modest.
  - Do not discuss money, benefits or vacation at this stage.
  - Ask if there is any other information you can provide.
  - Thank your hiring manager for his consideration.
- **Give a Great Seminar (if applicable)**
  - Check on company expectations and length of presentation.
  - Present a topic that shows your ability to communicate effectively and speak clearly.
  - Present in a way that allows people at any level to understand you.
  - Be prepared for a short Q&A period.
  - Rehearse your presentation with a friend or colleague.