



## **In Person Interview Tips**

You have just landed an interview for a seemingly wonderful contract or permanent position! Now what? Successful interviewing will be essential in order for you to lock in an offer. Here are some tips and strategies for effective interviewing from preparation through follow up.

### **Company Research**

Research should always be your first step. Gathering background information on employers is a crucial element in successful interview preparation. You will need to be prepared to answer the questions "What do you know about our company"? and "Why do you want to work here?" Knowing as much as possible about the company's past performance and future plans can make your interview more interactive and could be just the leg up you need in a competitive job market. Before the interview review the company's web site and don't be afraid to contact your prospective employer to request details on the position you are interviewing for or to ask for company literature. Google the company to see what other information is available online.

### **Practice Makes Perfect**

Practice makes perfect (or at least leads to improvement). Rehearse answers to those typical questions you'll be asked. You will be asked about your technical knowledge and how you used it. Doing so will help you analyze your background and qualifications for the position.

### **Behavioral Interviews**

Behavior based interviewing is becoming more common. It is based on the premise that a candidates past performance is the best predictor of future performance. Rather than the typical interview questions on your background and experience, you will need to be prepared to provide detailed responses including specific examples of your work experiences.

The best way to prepare is to think of examples where you have successfully used the skills you've acquired. Take the time to compile a list of responses to both types of questions and to itemize your skills, values, and interests as well as your strengths and weaknesses. Emphasize what you can do to benefit the company rather than just what you are interested in. Also prepare a list of questions you want to ask the interviewer. Remember, you aren't simply trying to get the job - you are also interviewing the employer to assess whether this company and the position are a good fit for you.



## **Prepare For the Interview**

It is very important to be on time for the interview. On time means ten to fifteen minutes early. If need be, take some time to drive to the office ahead of time so you know exactly where you are going. Know the interviewer's name and use it during the interview. If you're not sure of the name, call and ask prior to the interview. Remember to bring an extra copy of your resume and a list of references.

## **Stay Calm**

During the interview try to remain as calm as possible. Ask for clarification if you're not sure what's been asked and remember that it is perfectly acceptable to take a moment or two to frame your responses so you can be sure to fully answer the question.

End the interview with a thank you to the interviewer and reiterate your interest in the position. Ask the interviewer what is the next step. After the interview call your Trilogy contact!

## **Phone Interview Tips**

Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as a way to minimize the expenses involved in interviewing out-of-town candidates.

While you're actively job searching, it's important to be prepared for a phone interview on a moment's notice. You never know when a recruiter or a networking contact might call and ask if you have a few minutes to talk.

## **Company Research**

If you have advance notice, research should always be your first step. Gathering background information on employers is a crucial element in successful interview preparation. You will need to be prepared to answer the questions "What do you know about our company?" and "Why do you want to work here?" Knowing as much as possible about the company's past performance and future plans can make your interview more interactive and could be just the leg up you need in a competitive job market. Before the interview review the company's web site and don't be afraid to contact your prospective employer to request details on the position you are interviewing for or to ask for company literature. Google the company to see what other information is available online.



## **Be Prepared to Interview**

Prepare for a phone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical interview questions. In addition, plan on being prepared for a phone conversation about your background and skills.

- Keep your resume in clear view on the top of your desk, so it's at your fingertips when you need to answer questions.
- Have a short list of your accomplishments available to review.
- Have a pen and paper handy for note taking.
- Turn call-waiting off so your call isn't interrupted.
- Clear the room - evict the kids and the pets. Turn off the stereo and the TV. Close the door.
- Unless you're sure your cell phone service is going to be perfect, consider using a landline rather than your cell phone to avoid a dropped call or static on the line.

## **Practice Interviewing**

Talking on the phone isn't as easy as it seems. I've always found it's helpful to practice. Rehearse answers to those typical questions you'll be asked. You will be asked about your technical knowledge and how you used it.

## **During the Phone Interview**

- Don't smoke, chew gum, eat, or drink.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate clearly.
- Sound Excited!
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- Don't interrupt the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Check in with the interviewer. It's ok to say "Did that answer your question?"
- Remember your goal is to set-up a face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person or what is the next step?

## **After the Interview:**

- Take notes about what you were asked and how you answered.
- Remember to say "thank you."
- Call your Trilogy contact!