

# Interview Preparation

## Successful Interviewing

Interviewing... does the thought strike fear in your heart? The best advice you could take at this point is... Relax!

Interviewing should not be viewed as a frightening ordeal. It is your opportunity to learn more about the position while the interviewer learns about you.

Interviewing is a process. One of the biggest advantages you can have in interviewing is an understanding of the process. Use the following steps as your secret weapon to help you further your competitive advantage. Invest some time before your interview and you will be able to approach the event with more confidence.

## Seven Steps to a Successful Interview

1. **Anticipate** - Put yourself in the interviewer's position. What do you believe the interviewer is most interested in? Why do you think you have been invited to interview?
2. **Research** - What are the primary functions of the line of business? What are the success factors for the job? Is there a job description available?
3. **Assess** - Think about your skills, abilities, knowledge, interests, traits, values and accomplishments. Match them to what you know about the job. Consider which ones you should highlight.
4. **Prepare Answers** - Think about what the interviewer may ask, determine what the best answer is and write it down. Review the list of [Interview Questions](#) to help you prepare.
5. **Prepare Questions** - Interviewing is a two-way street. By asking thoughtful questions, you communicate your interest and learn a lot about the job. Review [Interview the Interviewer](#) and choose 2 or 3 questions to ask your interviewer. Avoid asking a lot of questions about vacation time, breaks, etc.
6. **Practice** - It may seem awkward, but it is the best way to come across well in an interview. Practice your own "great responses" with others or in front of a mirror until you appear relaxed and at ease.
7. **Follow-up** - Send a brief [follow-up letter](#) to the interviewer. Keep in mind that the many job searchers will not send a follow-up letter. Sending one can become a competitive advantage.

## Interview Tips

Keep these tips in mind to help you master the interview process and prepare for "the big day".

## Show your value to the job

- Communicate your skills, abilities, behaviors and special knowledge

- Emphasize your strengths and skills
- Be yourself... be honest

Prepare for new kinds of interviews

- The telephone interview (the first interview may be via the telephone)
- The panel interview (more than 1 interviewer at a time)

Light up your face / voice with a smile

Watch your body language

- Think "dignity" and "energy"

Remain positive

Communicate clearly and completely

Prepare by networking inside the company (prospective employer)

Master a short "Infomercial" (a.k.a. Elevator Speech) about yourself and career

Rehearse to overcome nervousness

- Speak aloud
- Tape yourself
- Use a camcorder

Dress for the new position

Compile a "Success File" of accomplishment and record your successes

Exude confidence