INTERVIEWING: BEFORE – DURING - AFTER

Know the Organization
- Major products or services
- Mission and Vision
- Organization of the company
- Future plans
- Online Print
- PERSONAL

Know Yourself
- YOUR SKILLS
- Your strengths and weaknesses
- Your values and priorities
- Your goals

Think Ahead
- General questions
- Behavioral questions
- THE DREADED QUESTION
- Illegal questions

Dress to Impress
- You WILL make a first impression
- Go conservative (=Boring?)
- Remember the basics
- Check yourself in the mirror

Remember
- A little nervousness can be good
- The interviewer is a person – and is interested in you
- You can control your nerves

Before ➔ During
- Know your route
- Relax on the way
- Arrive on time

During
- Interview begins when you exit your vehicle
- Introduce yourself
- Smile
- Have a firm handshake
- Sound Confident
- Use eye contact
- Four Components
- Introduction & Small Talk
- Interviewer Asks
- Candidate Asks
- Closing

The Real Questions
- Your Ability
- Our Compatibility
- The Connect-ability

During
- Be specific
- Tell a story
- Use “professional” examples

Ask and Learn: Your Questions Show that You...
- Are interested
- Are intelligent
- Are thorough

Avoid Asking About
- Salary
- Vacation
- Benefits

After
- Ask about the next step
- Thank the interviewer
- Shake hands
- Exit with confidence

Special Situations
- Telephone Interview
- Group Interview
- Dining Interview

After
- Follow-up immediately with a thank you note
- Evaluate your experience
- Follow-up with a call or email, but don’t be a pest!