



CANDIDATE INTERVIEW PREPARATION

Interview Checklist

- Thoroughly review Corporate Website of Potential employer
- Take a dry run to company to designate appropriate length of commute and exact location of company
- Review your resume vs. the job description. While interviewing, be sure to stress the specific skills that relate to the job requirements. Remember to show your value and how your skill set will benefit the potential employer.
- Bring a Leather pad holder with your resume. Look prepared!!
- Men: "Dress to Impress" This is never more important than on an interview! You only have one chance to make a first impression!!!! Men, wear a nice blue or gray suit with a white shirt, conservative tie.
- Women: Wear a dress suit, again, conservative in color. Dress in a suit regardless of the company dress code. Also, avoid wearing perfume if possible. Strong scents have turned off hiring managers, especially if they have a strong sense of smell. If you really feel you need to, just keep it light.
- Prepare some questions for the interviewee.....they like seeing that you have interest in learning about the position to ensure that it is the right position for you. Gather questions from the job specs given from us.
- Show interest in the position, not just interested in "the company". - It goes a long way.

Most popular reasons for failure on interviews:

- "They did not dress appropriately; he/she didn't look professional"
- They talked to much and I couldn't get a word in"
- "Their skill set was too light" (candidate didn't stress how their skill set would benefit the potential employer and fulfill their current need). Be sure to interact with the interviewer throughout the interview so they know you understand what she/he is explaining.



- "Person was over qualified" (candidate oversold him/herself knowing that is was a lower level position)
- "Talked more about things he/she didn't know rather than their strengths" Remember: It is not what you say, it is how you say it!!. Do NOT interview negative!! If there is something missing from your skill set "de-emphasize" this and focus on the parts of your skill set that will fulfill their need
- They answered their cell phone!!

Things to keep in mind before going in:

- Are you dressed appropriately?
- Make a mental note to remember the people you met with and their titles.
- Smile!! Companies want to surround themselves with friendly people who are team players and get along well with others. A Smile costs you nothing, but will increase your value exponentially!!
- Avoid "Yes or No" answers!! It shows a lack of detail and depth in your skill set. By the same token, do not over answer the questions and go off on a tangent. Explain your answers in depth with confidence, but know when to stop!! Nothing is more frustrating to an interviewer then when they can't ask the necessary questions, in the time allotted because you have talked the entire time.
- If you feel there are some areas of the interview that did not go as smoothly as you would have liked, it is appropriate to ask if there are any reasons why you would not fit the position.
- At the end of the interview, inquire as to the next step going forward in the interviewing process and when they are looking to make a decision.
- Prior to leaving, be sure to express your interest and enthusiasm in the position/company. Make it the last point the interviewer hears from you and be sure to say it with a SMILE!
- And last but not least, be sure to sell yourself on one or all of these three important things, think about how you have saved your company money, how you have made your



company money, or how you did something that impacted the way the company now operates.