

# INGREDIENTS FOR A SUCCESSFUL INTERVIEW

## PREPARATION FOR THE INTERVIEW

- DO prepare the questions you will ask during the interview.  
Probing questions you might ask....
  - ✓ *A detailed description of the position?*
  - ✓ *Reason the position is available?*
  - ✓ *Anticipated indoctrination and training program?*
  - ✓ *Advanced training programs available for those who demonstrate outstanding ability?*
  - ✓ *Earnings of those successful people in their third to fifth year?*
  - ✓ *Company growth plans?*
  - ✓ *The next step?*
- DO dress in acceptable business attire. (NO SPORT CLOTHES.) Be neat and well groomed.
- DO plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable.

## THE INTERVIEW

- DO fill out application forms neatly and completely.
- If you have a personal resume, be sure the person you release it to is the one who will actually do the hiring.
- DO greet the interviewer by surname if you are sure of the pronunciation. If you are not, ask for it to be repeated.
- DO shake hands firmly.
- DO wait until you are offered a chair before sitting. Sit upright in your chair; look alert and interested at all times. Be a good listener as well as a good talker. Smile.
- DON'T smoke even if the interviewer smokes and offers you a cigarette. Do not chew gum.
- DO maintain good eye contact with the employer.
- DO follow the interviewer's leads, but try to get the interviewer to describe the position and the duties to you early in the interview so that you can relate your background and skills to the position.
- DON'T answer questions with a simple "yes" or "no". Explain whenever possible. Tell those things about yourself which relate to the situation.
- DO make sure that your good points get across to the interviewer in a factual, sincere manner. Keep in mind that you alone can sell yourself to an interviewer. Make the interviewer realize the need for you in the organization.
- DO be prepared to answer typical questions like: What kind of job are you looking for? What are your strengths? Your weaknesses? What do you know about our Company? Why did you choose your particular vocation? What are your qualifications?

- DON'T lie. Answer questions truthfully, frankly, and as "to the point" as possible.
- DON'T ever make derogatory remarks about your present or former employers or companies.
- DON'T "over answer" questions. The interviewer may steer the conversation in to politics or economics. Since this can be a ticklish situation, it is best to answer the questions honestly, trying not to say any more than is necessary.
- DON'T inquire about SALARY, VACATIONS, BONUSSES, RETIREMENT, etc., on the initial interview unless you are positive the employer is interested in hiring you. If the interviewer asks what salary you want, indicate that you're more interested in opportunity than in a specific salary, and name a fair figure.
- DO always conduct yourself as if you are determined to get the job you are discussing. Never close the door on opportunity. It is better to be in a position where you can choose from a number of jobs – rather than only one.

## CLOSING THE INTERVIEW

- DO ask for the position if you are interested. Ask for the next interview if the situation demands. If the position is offered to you, and you want it, accept on the spot. If you wish time to think it over, be courteous and tactful in asking for that time. Set a definite date when you can provide an answer.
- DON'T be too discouraged if no definite offer is made or specific salary discussed. The interviewer will probably want to communicate with the office first, or interview more applicants, before making a decision.
- If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show. Once in a while an interviewer who is genuinely interested in your possibilities may seem to discourage you in order to test your reaction.
- Express thanks for the interviewer's time and consideration of you. If you have answered these two questions: Why are you interested in the company? and What can you offer? You have done all you can.
- Ask for the interviewer's business card so you can write a thank-you letter as soon as possible.

## AFTER THE INTERVIEW

**Last, and most important, call your Account Executive immediately after the interview and communicate what transpired. The Account Executive will want to talk with you before the interviewer calls back. If you are interested in the position your Account Executive will help you get it.**