

GENERAL TIPS FOR INTERVIEW PREPARATION

1. Do your research on the company before you arrive. You should thoroughly check the company's website and be familiar with their products, services, structure, size, etc.
2. Remember that the most important thing is enthusiasm and personality. Express how much you enjoy what you do and your interest in the opportunity.
3. Know your resume. You should be able to answer any questions stemming from things listed on your resume without hesitation. Do not read your resume during the interview- if a question is asked about the content you should know it well enough to answer! Be prepared to answer hard questions such as "Why have you hopped around so much?"
4. Know the job description. Focus your answers on what this job requires and focus your desires on what this job offers!
5. Be prepared to answer not only specific questions relating to your experiences but also more open-ended questions such as "Why are you interested in this field/company/position?" Other common questions include: Tell me about yourself? What are your strengths and weaknesses? Where do you see yourself in 2-3 years? What interests you in the opportunity with our organization? Why are you looking? What are your current responsibilities?
6. If the employer asks about money the best response is "I'm really interested in the opportunity and trust that you will make me a fair offer". If they force you into giving a number try to give a range. If you do throw out a number remember that we are stuck with it!
7. Be honest in your answers to questions but avoid negativity. Do not bad mouth your former manager/company/co-workers etc.
8. Answer questions concisely giving examples when needed. Do not ramble but do not just give short yes or no answers either. You must find a happy medium which will allow you to fully answer the question being asked without going overboard. Be prepared to give examples of your accomplishments- it sounds more impressive!
9. Go in to the interview with a list of questions. Under no circumstances should these questions pertain to pay or benefits during an initial interview unless the interviewer initiates the topic. Ask questions about the stability and the structure of the organization. Sample questions include: What are the responsibilities of this position? What are the biggest challenges of the job? What would you say would be the most important qualities of the "ideal candidate" for this position?
10. At the end of the interview be sure to let your interviewer know that you are interested and are looking forward to the challenge. Ask if they have any concerns about your skills or background.