

Your Objective

- Interviewing is a formal process
- Your goal is to get to the next step
- Keep energy and opportunity moving forward
- Showcase your accomplishments
- Get an offer

Research

- Know something about the organization—you will be asked
- Use LinkedIn or other Internet sites to learn about each person with whom you will meet
- Review the job posting or job description
- Have some questions to ask

Phone Interview

- Phone does not mean informal
- Speak clearly and enunciate
- Stand up—it's easier to think on your feet
- Use a voice tone that is animated and energetic
- Smile—the person on the other end will know

Enthusiasm

- Demonstrate excitement, and greet people directly
- Express genuine interest in everyone you meet
- Match others' energy level

Humor

- Maintain your sense of humor
- Humor is an admirable characteristic
- Find reasons to laugh at yourself or a situation
- Laughter will loosen up the interview
- Laughter helps people connect

Focus

- Keep your focus—on the job, and on your skills and accomplishments
- You are evaluated from the time you enter the door to the time you leave (if on the phone, from hello to goodbye)
- Be prepared—be confident and poised

Body Language

- Firm handshake
- Good posture
- Hands in lap—do not cross your arms
- Keep your feet on the floor—be attentive
- Be at ease—do not fidget

Eye Contact

- Make eye contact without staring
- Smile with your eyes and listen with your eyes
- Looking to the side = constructing your thoughts
- Looking up or around = distraction
- Locking eyes = making a major point

Handshake

- Hold hand out and make immediate eye contact
- Firm, but not an overpowering grip
- No pumping or placing hand on top of handshake

Courtesy

- Stand up when meeting someone
- Say “please” and “thank you”
- Demonstrate a good culture fit
- Be positive

50/50 Responsibility

- Own your part of the interview
- Be interested and ask questions
- Engage your audience without dominating
- Two-way street—let them sell you
- Be a good listener, smile, nod, and affirm

“Tell me about yourself ...”

- You’ve got this! Use your *statement of introduction*
- Be clear and concise
- Think accomplishments and alignment
- Ask “Is there anything more that you would like to know?”

Motivation for Change

- Use your *exit statement*
- Be running to something, not from something
- Good news only
- Do not say anything negative about a former employer, boss, or coworker

“Do you have any questions?”

- Be prepared for this! Have 4 or 5 well-thought-out questions
- Use your research to ask about the company
- Write out your questions—bring them in a notebook
- Ask for business cards from each person (to write thank-you cards)

Talk About Money

- Do your research/know the market
- This varies a bit, based on whether early in the process or deep into the process
- What do you make now? State your exact base & bonus
- Salary expectation? State a range or ask about the employer’s hiring range
- A \$5,000-10,000 spread is reasonable based on your role/level
- If you are flexible, say so
- Due diligence—compare for region, industry, job duties

