

Perform well during the interview



Listening, confidence, and quality of presentation are the keys to successful interviewing.

Employers want to see enthusiasm, a little knowledge about the company, confidence, and an ability to work well in their environment.

The interview is also your opportunity to assess the company. Do you want to work there? Can you contribute, get new skills, have a chance to advance, or will this position open doors for you?

REMEMBER

Arrive a few minutes early, check your appearance, and be polite and pleasant with reception.

Make your entrance

Before you say a word, the interviewer will make a judgement about you- maybe the deciding one.

- ⇒ A smile, a firm handshake, confident demeanour, good eye contact, and a friendly enthusiastic manner will go a long ways to making that important first impression.
- ⇒ Take notes- Listen carefully
- ⇒ Take your time- a concise logical answer that covers relevant factors is more effective than one that rambles.
- ⇒ Be certain you've heard and understood the question. Asking for clarification is acceptable.
- ⇒ Answer the question that's been asked- you don't have to give all the answers you've practiced.
- ⇒ Keep focused on how you can contribute to the position and the company.

To show how you can make a contribution explain how:

- Work on similar problems in a different environment gives you the experience to make a difference
 - You have knowledge of a particular technology that can improve efficiency
 - You understand their competitive situation. You understand their concerns.
 - You understand a particular market
 - You rise to a challenge and will not give up till its met.
- ⇒ Present a specific and positive picture of what you can do. Use examples.

In your resume you might have said: I increased sales by 15%.

In the interview: I understand your need to increase sales in the national tourism market. In my last position, I was successful in doing just that by developing an innovative approach to customer service that resulted in a 15% increase in repeat sales.

Ending the interview

- ⇒ Ask questions that show your knowledge of the organization or its market.
- ⇒ Ask questions about the company: direction, how the various departments function together, training opportunities, challenges the organization faces etc.
- ⇒ The last question could be when they anticipate a decision will be made and how they will inform the candidates.
- ⇒ Say thank you, restate your interest in working with them, and leave. Acknowledge reception on the way out.
- ⇒ Finally, do your follow up after the interview.

Source: http://www.jobsetc.ca/content_pieces.jsp?category_id=413&lang=en

Back to the Job Search Skills Section: <http://www.jcfswinnipeg.org/JobInterviewingTipsInformation.html>