

Interview Presentation

Presented by Perry Kupferman

BEFORE THE INTERVIEW

- Research the company, the position and the interviewers
- Tailor resume for the position and bring extra copies
- Avoid bad breath
- Turn off cell phone ringer
- Google the company to get mission, objectives, and goals
- Compile reference list and letters
- Bring pad to take a few notes
- Arrive 30 minutes early to avoid being late
- Wear two piece navy or gray or black suit
- Business-like, clean and well-fitted clothes+shoes

START OF THE INTERVIEW

- Maintain eye contact on their face triangle
- A handshake is a three step process
 - Clean and properly manicured
 - Warm but free of perspiration
 - Firm grip and warm smile
- Proper handshake
 - point thumb upward
 - extend arm at slight down angle
 - stand 18 inches from the other person
- Keep head level horizontally and vertically
- Keep legs still to avoid appearing nervous
- Avoid crossing arms or legs
- Listen carefully to each question

DURING THE INTERVIEW

- Avoid negative comments or bad mouthing
- Avoid answers that ramble
- Playing with hair or face shows a lack of self confidence
- Talk with passion about your future
- When met by a panel find responsive interviewers
- Taking a moment to gather your thoughts is smart
- Don't use interviewers first name unless told to do so
- Be enthusiastic and confident, not pushy or egotistical

SIMPLE QUESTIONS

- Tell me about yourself (take 2 minutes).
- Why should we hire you?
- What motives you ?
- Can you work under pressure?
- Why do you want to work here?
- What are your strengths and weakness?
- Describe your ideal job.

TOUGH BEHAVIORIAL QUESTIONS

- Tell me about a time you used initiative.
- How did you interact with a difficult boss?
- Describe your two greatest accomplishments.
- Tell me how you learned something new in a short time.
- Give an example when you had to make a quick decision.
- Describe your leadership style.

QUESTIONS TO REINFORCE YOUR INTEREST

- Why is this position open?
- What is your management style?
- What happened to the current or last incumbent?
- What changes are coming in the near future?
- What would my first project be if I am hired?
- Why did you choose to work here?
- How often would we meet?
- When will a hiring decision be made?
- Please explain the organizational structure.

COMMENTS BETTER NOT MADE DURING AN INTERVIEW

- I hated my last boss.
- I don't know anything about this company.
- I will need to take time off.
- How long until I get a promotion?
- Are you active in your church?
- I don't have any suggestions.
- How much is the pay?
- How many sick days do I get?
- Do you do background checks?

AFTER THE INTERVIEW

- Thank the interviewer for their time and shake hands
- Make notes right away to remember details
- Always send a thank you note with proper grammar
- Reiterate your interest and confidence
- Call back when you are told the decision is due