

INTERVIEWING TIPS

Congratulations!

You've just landed an interview. How do you ensure that you make the **best** first impression you can?

As a start, review the guidelines listed here, then contact your Baldwin Gilman consultant for additional tips and to **practice** for your interview.

A FEW BASICS....

NEVER:

- Talk too much, or ramble. Be brief, honest, and answer only the questions asked.
- Bring up compensation or benefits first.
- "Bad mouth" anything or anyone, especially former managers, employers, competitors...

ALWAYS:

- Prepare questions to ask! Ask your Baldwin Gilman consultant for some tailored examples.
- Ask about next steps.
- Ask a "closing" question. For example, "The job is a great fit, and I'd like to join your team. Do you have any significant concerns about my ability to do this job well?"

1. BE ON TIME—NEVER LATE!!!

- Arrive 5-10 minutes early
- If needed, do a "dry run" to the location the day before
- If too early, park a block away, pause, and arrive 5 minutes before scheduled



2. DRESS PROPERLY—business attire with some exceptions

- Ask your Baldwin Gilman consultant what is appropriate for the interview
- For men, most often it will be conservative suit and tie
- For women, most often conservative pant suit or dress
- Best to use no cologne, perfume, after shave (minimal if any at all)

3. BODY LANGUAGE—proper eye contact, "open," smile!!!

- A proper handshake should be firm, warm, and dry
- Leaning slightly forward shows interest. Never slouch!
- Watch the body language of the interviewer for clues
- Eye contact is **critical**; it shows interest and is key to your being a good listener



4. RESEARCH THE COMPANY— it will differentiate you from the competition!

- Explore the company website thoroughly
- Use information from your research to form *your* questions
- Show in your examples/answers that you've done your homework

5. KNOW YOUR STRENGTHS/WEAKNESSES—relative to THIS position

- "For this position, my three most important strengths are... "
- Prepare to share an irrelevant weakness, or one which may also be a strength
- Prepare 3 targeted strengths and 1 weakness

6. PREPARE FOR THE "STANDARD" QUESTIONS—and *practice* your answers!

- Why should I hire you?
- Why are you available?
- What salary are you expecting?

Review these and other questions to expect with your Baldwin Gilman consultant.

RESOURCES:

Check out http://www.worktree.com/tb/IN_mistakes.cfm for more details on mistakes to avoid, questions to expect and to ask, proper dress, etc.

For some good background information and tips on behavioral interviews, see this link: <http://jobsearch.about.com/cs/interviews/a/behavioral.htm>

For tips on interviewing "on line" via Skype or video-conference, check out this link: <http://www.time.com/time/business/article/0,8599,1930838,00.html>