



Interview Tips & Tricks

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Preparation

- Do some research on the company prior to the interview
- Work on your answers to common interview questions
 - What are your strengths and weaknesses?
 - What have you contributed to places you worked before?
 - What are your career goals?
 - Why do you want to work for my company?
- Make a list of questions you would like to ask during the interview
 - What are going to be my daily responsibilities?
 - How does the reporting structure work?
- Print out extra copies of your resume, certifications, etc...
- Bring a notebook and pen/pencil

Interview

- Show up 15 minutes early!
- Dress in a manner appropriate to the job
- Leave your electronics, coffee, soda or backpack at home or in your car
- Smile, and give a firm handshake
- Maintain eye contact
- Listen carefully, and welcome all questions
- Give honest, direct answers
- If you don't fully understand the question please kindly ask for it to be repeated or clarified

End of Interview

- Be courteous and allow interview to end on time
- If you want the job, say so!
- Find out if there will be additional interviews
- Ask when the employer plans to make a decision
- Send a thank you note after the interview (email is appropriate)