

# how **2** guide:

## Interviewing Tips for Success

- ❑ The interview is your opportunity to sell yourself. You need to overcome any shyness about talking about yourself and even “tooting your own horn.” It’s difficult to convince someone that you are the person they want if you can’t promote your qualifications.
- ❑ Most candidates say too little in the interview. Be thorough in your responses and give examples to support your comments. For most interview questions, plan on spending at least one minute answering the question. That doesn’t mean ramble unnecessarily. If you can’t fill one minute, you probably didn’t prepare well enough.
- ❑ Relate your answers to what they are looking for in candidates for this position. For example, if the interviewer asks what your strongest skills are, your answer should include some of the skills ones that listed as requirements on the job posting (assuming that those are skills you actually have!)
- ❑ Watch for clues from the interviewer. Throughout the discussion, they may provide useful clues as to what they are looking for in candidates. For example, if he/she mentions the company’s goal is to provide better supervision of the staff, make sure to talk about your supervision and leadership experience.
- ❑ Make eye contact, offer a firm handshake, and have a friendly expression whenever you greet anyone. It is important to make a positive impression with everyone you meet.
- ❑ Non verbal communication is conveys just as much as words
  - ❑ Maintain consistent eye contact with the recruiter(s) and smile frequently
  - ❑ Maintain proper posture – sit up straight with feet on the floor.
  - ❑ Gestures (using your hands or raising eyebrows) can help you be more expressive, but don’t overdo it
- ❑ In most cases, the interviewer is evaluating your potential as a coworker. Behave like someone you would want to work with. Convey a professional, positive, optimistic, and energetic attitude.
- ❑ Be mindful of how you use your voice during the interview.
  - ❑ **Tone** – Enthusiastic, expressive, but warm. Avoid monotone!
  - ❑ **Pitch** – Try to end sentences on an “up” tone.
  - ❑ **Tempo** – Watch your pacing. Try to get in a rhythm and be conversational.
  - ❑ **Clarity** – Concentrate on proper enunciation. Avoid mumbling.
  - ❑ **Hesitation** – Answer the questions confidently without starting and stopping.
  - ❑ **Pauses** – It is acceptable to briefly pause for emphasis or dramatic effect.
  - ❑ **Language** – Absolutely no slang or profanity. Avoid clichés and colloquialisms.
- ❑ Relax and let your true personality come out. In most cases, interviewers WANT to like you (or they wouldn’t have called you in and spent time interviewing you!)
- ❑ Never badmouth previous employers, supervisors, or colleagues.
- ❑ If you don’t know the answer to question, acknowledge it (“That’s a good question.”) and ask for a moment to compose your thoughts.