

On-Site Financial Presents:

Interview Tips - 8 Things To Know Before You Go

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1.

Research The Company

One of the main complaints hiring managers have is that candidates come into an interview ill-prepared. With all of the information available on the internet and by mail, there's no excuse for not learning about the company. Knowing the company profile not only shows your interest in the position, but also gives you the information you need to ask intelligent questions.

2.

Be Observant And Adapt

Take note of company culture and the interviewer's style from the moment of your first interaction. Is the interviewer conservative? Is the company focused on growth, finances, or goal setting? What is the interaction between employees? Is the interviewer a fast-talker or deliberate? Observing these small nuances allows you to adapt your presentation to their style, and lets you focus on particular career highlights relevant to their business. As much as possible, get the interviewer to talk about the position first, and listen carefully. Then, you can tailor your answers to exactly what they want to hear.

3.

Ask Good Questions

Asking intelligent and thoughtful questions shows your keen interest in the position and also demonstrates that you've done your research. If you don't already have one, ask for a detailed job description. This will give you a springboard to start from. Some questions you'll definitely want answers to before you leave: Who would you be reporting to? (This is often different from who is interviewing you). What is the biggest challenge in this position? Why is this position open? What are the attributes of the most successful candidate for this job?

4.

Hold The Bling-Bling

Dress appropriately. It's better to err on the conservative and dressy side than the casual side. Your appearance should support your professionalism, not detract from it. Avoid excessively make up, jewelry, perfume, or trendy clothing. Make sure all clothing is clean and ironed. Keep breath mints handy. You may think this is a no-brainer, but these faux-pas happen more often than you'd think.

5.

5 Minutes That Make Or Break It

Hiring managers say that they know if they're interested in you as a candidate with serious potential in the first 5 minutes. Make the most of that. Everything in an interview is being gauged – the firmness of your handshake, your eye contact, your posture, how frequently you smile, your flexibility, your appearance, your focus, etc. – take extra attention to make sure these items are presented in only the most positive way.

6.

The Firing Squad

In the instance of multiple interviewers – often called 'The Firing Squad' – make sure you answer questions from all, and make eye contact with all. You never know who the real decision-maker will be.

7.

Be Ready To Tell A Story

It's a good idea to have several stories on-hand and rehearsed before heading into an interview. Such common questions as "What's your biggest success?" or "Tell me about a project that has failed." are common during interviews. Having these stories practiced will make you appear well-spoken and polished.

8.

End The Interview On Good Terms

Don't make the mistake of being relieved that the interview is over, shaking hands, and walking out the door. Right before the close of an interview is a great time to sell yourself one more time. Tell the interviewer that you're very interested in the position, that you're confident you can be an immediate asset to their organization, and even suggest you'd like to take it to the next level.

9.

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