

# Successful Interviewing

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# Let's Get Started

- How do we get interviews?
- Making a Positive impression
- The Planning Process
- Interview Day
- Showtime
- Common Questions Asked
- Closing
- Post Closing
- Conclusion

# How do we Get the Interview?

- Interviewer already knows you
- Interviewer has been told about you
- Interviewer found you – LinkedIn - internet
- You sent in your resume
- You sent in a direct mail letter

# Making a Positive Impression

- Ask who you will be meeting with
- Ask their positions
- Ask about dress code
- Ask how long the interview will be
- Get directions to location
- Postpone interview until you do research

# Things to do before interview

- Research the Company
  - Newspapers
  - Magazines
  - Internet
  - Public Records – 10K, 10Q
  - Talk to others
    - Current or former employees
    - Industry experts
    - Networking group members
    - Trade associations
    - People in competitive companies

# Company Research

- Mission Statement
- Ethics
- Growth of company
- Challenges
- Trade Journals
- Articles of competitors

# Your Interview Preparation

- Interview is a conversation
- Prepare questions you want to get answers
- Prepare answers for questions you will be asked
- Have your PARS (Problem, Action, Results Stories) available
- Review prior interview tapes

# Day of Interview - Dress

- Dress for success
  - Professional
  - Conservative
  - Comfortable
  - Well groomed
  - Avoid excess jewelry, make-up, perfume

# Day of Interview - Tools

- Bring copies of resumes you previously sent
- Pen
- Paper
- Business cards
- Briefcase / portfolio – No backpack

# Interview Arrival

- You are on stage in the parking lot
- Smile
- Be early – avoid the stress
- Bring something to read – look busy while waiting
- Chat with receptionist
- Remember – people are watching you
- Firm handshake

# Showtime

- Maintain eye contact
- Sit up straight and lean into the conversation
- Be aware of body language
- Be aware of things in the room
- Smile and be friendly
- Be a good listener
- Be positive
- Be confident
- Turn off electronic devices – cell phones
- Ask questions
- Do not discuss compensation

# Questions You Want Answered

- What are the job responsibilities?
- How much authority will I have?
- What is my staff size?
- How much is my budget?
- Is this a newly created position?
- What happened to the prior person in this position?
- How will my success be measured?
- What is the most important thing to be accomplished in the 1<sup>st</sup> 90 days?

# Common Questions Asked You

- Tell me about yourself
- Why do you want this job?
- What are your strengths?
- What are your weaknesses?
- How would others describe you?
- Why are you leaving your current position?
- Why are you still in transition?

# Closing

- Thank the person for the time to meet with you
- Tell the interviewer that you are interested in the position
- What is the next step?
- What is the time frame?
- Is there anything that would prevent you from going to the next interview step?
- How does the interviewer like to communicate?
  - Email or hard copy

# Post Closing

- Write down things you are unclear about
- Reflect on your performance
- Thank you notes – Within 2 days
  - Re-emphasize why you are the person for the job
  - Answer any of their concerns head-on
  - Tell them you want the position
  - You will follow-up in \_\_\_\_\_ (time period)

# Conclusion

- Time is needed to research and prepare
- Dress for Success
- Relax and avoid the stress – arrive early
- Interviews are conversations – not interrogations
- Both parties ask and answer questions
- Thank you for the opportunity and your time
- Ask for the job
- Be positive – smile and be friendly