

# INTERVIEW TECHNIQUES

# 1. RESEARCH THE ORGANIZATION.

- This will help you answer questions – and stand out from less-prepared candidates.

# SEEK BACKGROUND INFORMATION.

- Use tools like Vault, CareerSearch or The Riley Guide for an overview of the organization and its industry profile.
- Visit the organization's website to ensure that you understand the breadth of what they do.
- Review the organization's background and mission statement.
- Assess their products, services and client-base.
- Read recent press releases for insight on projected growth and stability.

## CONTN....

- ◉ **Get perspective.** Review trade or business publications. Seek perspective and a glimpse into their industry standing.
- ◉ **Develop a question list.** Prepare to ask about the organization or position based on your research.

## 2. COMPARE YOUR SKILLS AND QUALIFICATIONS TO THE JOB REQUIREMENTS.

- ◉ **Analyze the job description.** Outline the knowledge, skills and abilities required.
- ◉ **Examine the hierarchy.** Determine where the position fits within the organization.
- ◉ **Look side-by-side.** Compare what the employer is seeking to your qualifications

# 3. PREPARE RESPONSES.

- Most interviews involve a combination of resume-based, behavioral and case questions. We encourage you to meet with us to practice telling your story in the best possible way.

## 4. PLAN WHAT TO WEAR.

- ◉ **Go neutral.** Conservative business attire, such as a neutral-colored suit and professional shoes, is best.
- ◉ **Err formal.** If instructed to dress “business casual,” use good judgment.
- ◉ **Plug in that iron.** Make sure your clothes are neat and wrinkle-free.
- ◉ **Dress to impress.** Be sure that your overall appearance is neat and clean.

## 5. PLAN WHAT TO BRING.

- ◉ Extra copies of your resume on quality paper
- ◉ A notepad or professional binder and pen
- ◉ A list of references
- ◉ Information you might need to complete an application
- ◉ A portfolio with samples of your work, if relevant



## 6. PAY ATTENTION TO NON-VERBAL COMMUNICATION.

- ◉ **Be mindful.** Nonverbal communication speaks volumes.
- ◉ **Start ahead.** Remember that waiting room behaviors may be reported.
- ◉ **Project confidence.** Smile, establish eye contact and use a firm handshake.

## CONTN..

- ◉ **Posture counts.** Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.
- ◉ **Be attentive.** Don't stare, but maintain good eye contact, while addressing all aspects of an interviewer's questions.
- ◉ **Respect their space.** Do not place anything on their desk.
- ◉ **Manage reactions.** Facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

## 7.FOLLOW UP.

- Many interviews end with “Do you have any questions?”

# SUITABLE QUESTIONS WHICH CAN BE ASKED TO THE EMPLOYER

- Tell me about the organization's culture.
- How will my performance be evaluated?
- What are the opportunities for advancement?
- What are the next steps in the hiring process?

# JUST A REVIEW

- 1. Research the organization.
- 2. Compare your skills and qualifications to the job requirements
- 3. Prepare responses.
- 4. Plan what to wear.
- 5. Plan what to bring.
- 6. Pay attention to non-verbal communication.
- 7. Follow up.

# CONCLUSION

- Learning is a non - stop process where there is no end .....