

Godshall Staffing's Interview Tips for SUCCESS!

Interview Tip 1: Plan Ahead

Do a little homework! Research the company (check websites and general articles/information about the company or find company information at "PRnewswire.com" or "companiesonline.com"). This will not only make you feel more comfortable during the interview, but it will also prepare you to show genuine interest in the company.

Remember to write down the directions and the person (s) you should ask for when you arrive. Take this with you in the car, as well as our number in case you get lost (242-3491). Review your work experiences. Be ready to explain past career accomplishments with specific information targeted toward this companies needs. Try to think ahead of 2-3 examples of when you went above and beyond on the job.

Interview Tip 2: First Impression

Allow sufficient time for the interview. Plan to arrive exactly ten minutes before your actual appointment. There is no excuse for tardiness at an interview. Dress appropriately. Plan how you will dress for the interview, and remember that there is only one chance to make a good first impression. Even though many companies have relaxed the internal company dress code, interviews still follow the conservative standard. We suggest a conservative business suit (dark colors are best) with clean/polished conservative shoes and a well-groomed hairstyle. Nails should be clean and trimmed, with minimal cologne or perfume, and empty pockets--no bulges or tinkling coins. Please do not chew gum, candy or smoke cigarettes on the way to the interview or just before. There should be no visible body piercing (nose rings, eyebrow rings, etc.).

Interview Tip 3: Compensation

Do not talk about Salary or benefits on the first interview unless the employer brings it up to you. The consultant would never send you on an interview if the salary was not what you and she agreed upon. You may be asking for too little or too much money and in each case ruin your chances of being offered the job. If you have questions about the benefits, let us obtain this information for you. If you are asked to fill out an application or data sheet, make sure you do it completely, but put down "open" or "negotiable" for salary. If you put down a salary you desire and the employer had a larger salary in mind, you lose.

Interview Tip 4: Body Language

Maintain eye contact with your interviewer. Show you want the job with your interest. Have a firm handshake and a smile. The employer will ask you to sit down; be very sure to sit up straight no matter how nervous you are. Be your authentic self, professional yet real. Engage in true conversation with your interviewer, resting on the preparation you did prior to coming to the meeting.

Interview Tip 5: Be Positive

In particular, avoid negative comments about past employers. Be careful not to bare your soul and tell tales that are personal, inappropriate, or beyond the scope of the interview. State your previous experience in the most positive terms. Even if you disagreed with a former employer, express enthusiasm for earlier situations as much as you can.

Interview Tip 6: Adapt

Listen and adapt. Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general decor that will afford helpful clues to assist you in tailoring your presentation. In the interview, you are as responsible for the two-way communication as the employer. You want to know all about the job and company, and he/she wants to know all about you.

Interview Tip 7: Relate

Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position. Try to answer questions specifically and with examples to show what you mean. Avoid "yes" "no" answers. Also try not to dominate the interview and talk the entire time. As you answer the interview questions, use your work and life experiences in examples to reinforce to the interviewer(s) that you've already done what they're looking for, and you've done it successfully. Try to use the same wording as the job description provided for. If you use different wording, then you are depending on the interviewers to make the connection between the words you use and the words the employer uses. For example, if the job requires someone to supervise, use the word "supervise" and not the word "manage".

Interview Tip 8: Ask Questions

Be prepared to ask questions during the interview. Your questions allow the hiring manager to evaluate your professional and personal needs. Insightful questions help both of you determine if your relationship will be mutually rewarding. Again, avoid questions that relate to salary, benefits, vacations, and retirement.

Interview Tip 9: Ask for the Job

Encourage the interviewer to share information about his or her company. Demonstrate your interest. Companies want to hire candidates that are interested in working for *them*, not just those who want a job. Remember to express your interest in the job! Don't be afraid to ask for the job at the conclusion of the interview. "What is the next step?" "When will a decision be made?" Then thank the interviewer for his/her time.

Remember:

Know the question behind the question. Ultimately, every question boils down to, "Why should we hire you?" Be sure you answer that completely. If there is a question about your meeting deadlines, consider whether the interviewer is probing delicately about your personal life. Find a way to address fears if you sense they are present.

Follow up with an effective "thank you" letter. Don't write this letter lightly. It is another opportunity to market yourself. Find some areas discussed in the meeting and expand upon them in your letter. Writing a letter after a meeting is a very minimum. Standing out among the other candidates will occur if you thoughtfully consider this follow up letter as an additional interview in which you get to do all the talking. Propose useful ideas that demonstrate your added value to the team. (Hand written is best. Be sure to check name spelling with your consultant.)