

# Relevant Points for the Interview Process

## PREPARATION

- Determine the requirements of the job
- Research the organization
- Determine the interviewer's name, title, and stature in the organization
- Anticipate questions and prepare answers
- Know how you will handle illegal questions if confronted with them
- Develop relevant questions to ask the interviewer
- Plan your appearance
- Take a list of questions, copies of your resume and samples of your work
- Double-check location and time of the interview.
- Be on time! (or early)

## OPENING THE INTERVIEW

- Greet the interviewer by name, with a smile and direct eye contact
- Offer a firm handshake
- Sit with erect posture, facing the interviewer
- Listen to the questions carefully
- Assume a calm and poised attitude
- Avoid gum chewing, smoking and other displays of nervousness

## BODY OF THE INTERVIEW

- Focus on the employer's needs and interests
- Display a genuine, not artificial, smile at appropriate times
- Convey interest and enthusiasm
- Listen attentively and actively
- Don't take notes constantly
- Relate your knowledge and skills to the position
- Stress and display your positive qualities and characteristics
- Keep responses brief, clear and to the point
- If you do not know the answer, say so
- Avoid exaggeration and convey honesty and integrity
- Self-appraisal is acceptable; self-praise is not
- Avoid negative references to former employers; stress the positive
- Avoid cocktails during the interview process

## SALARY DISCUSSIONS

- Put off discussion about salary until late in the interview
- Let the interviewer initiate all salary discussions
- If asked, state that you would like to receive the standard salary for the position

## CLOSING THE INTERVIEW

- Watch for signs that the interview is about to end
- Tactfully ask when you will be advised of the decision on your application
- If offered the job, ask for time to consider the offer thoroughly
- With a warm smile and firm handshake, thank the interviewer for meeting with you

## INTERVIEW FOLLOW-UP

- Send a thank-you letter immediately following the interview
- Stress your positive impressions; highlight your strongest qualifications again
- DO NOT constantly check on the status of your application
- Self-evaluate your interview performance



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