

KEYS TO A SUCCESSFUL INTERVIEW

The following is an interview format that has proven successful and been well received by both prospective employers and employees. It is designed to reduce anxiety and lessen any misunderstandings by either party during the interview. The basis for this format is a set of questions to be asked by the candidate. Your objective is to get an offer from the company. Remember that you cannot negotiate an offer that you haven't received.

ASK THESE KEY QUESTIONS:

WHAT DOES YOUR COMPANY DO? "Although I know a little about _____ and your products/services, could you describe the company/division and what the department is currently doing?" (Sit back, relax and LISTEN)

WHAT WOULD I DO IN THIS POSITION? "Now that I better understand _____ and your department, could you describe the position for which I am being considered? (You are about to get a job description; LISTEN and make a mental note of key words and phrases.)

WHAT IS REQUIRED TO BE SUCCESSFUL IN THIS POSITION? "I have always strived to be successful at everything I do. In your opinion, what is required to succeed in this position and this company?" (You will now be told all those specifics which could set you apart from other candidates. LISTEN for key words and phrases.

Use key words and phrases as "hooks". "You mentioned self-motivation as a requirement for success; I have been self motivated in my current position....."

"LET ME TELL YOU ABOUT MYSELF"

Present a logical, concise, chronological description of your background beginning with your education and ending with your current position. Describe your functional duties, responsibilities, and accomplishments. Be sure to cover the projects in which you were involved. **DO NOT RAMBLE.**

DO YOU SEE A FIT? "Based on your descriptions of the position, and what is required to be a success, I am very excited about this opportunity and feel I am qualified to fill this position. Do you agree?"

At this point the interviewer will begin to ask questions. Answer them openly, honestly and be very positive and enthusiastic. Whenever possible, relate your background to the position available. Translate the features of your background into benefits the employer will gain if you are hired. Remember, the objective is to get the offer.