

Interview Preparation

An interview is a two-way conversation intended to help the candidate and the employer assess mutual fit. Like any good conversation, an interview requires flexibility and “give and take” by each party. During an interview, the interviewer is trying to discover two things about the interviewee: 1) can this person excel at our organization and 2) do I want this person on my team? At the same time, you are also interviewing the company to ensure that it is the right place for you to work.

Interviewing is highly subjective and while merit does factor into the equation, the establishment of chemistry between you and the interviewer is important. The only controllable factor in each interview you have is *you*. The guiding principle of interviewing is to know yourself. Be aware of your likes, skills, talents, personality and experiences. *Be yourself.* Do not falsify who you are to force a fit with the opportunity and do not create a professional interview alter ego assuming this persona will get you the job. Instead, employers will be more comfortable getting to know who you really are, which in turn will allow you to be able to relax a bit in the process.

What do employers want?

Aside from looking for candidates whose skill sets and experience are highly suited for the specific duties of the job, many of the qualities employers seek are “soft skills”.

Top 10 Qualities Employers Seek

1. Communication skills

sent within 24 to 48 hours following the interview and should indicate something specific that will remind the employer of his or her meeting with you.

Evaluate Yourself

Given your preparation and hard work for the interview, you should have a vested interest in reflecting on how you performed under pressure. Each interview—good or bad—is a learning process and because of it, your next interview can be even better. Take some time to review what went well and what could use some improvement. This step could be critical, especially if you find that job search opportunities tend to fizzle after the interview.

Avoid these Common

f Use the person's title (Mr. or Ms. And their last name). Only use a first name if they ask you

f Take your time –it's perfectly acceptable to take a moment or two to ~~cut~~ your

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