

# SEVEN STAGES OF AN INTERVIEW

## 1. BEFORE THE INTERVIEW

- Learn all you can about the company and interviewer(s) (Research-LinkedIn, Google, Glassdoor, etc.)
- Make sure to write down the names and positions of the interviewer(s)
- When called for the interview ask how much time you should schedule for it
- Prepare for questions using the job description and your research as a guide
- Write out your skill statements/STAR situations and practice them
- Purchase/try on/lay out what you are wearing for the interview
- Have copies of your resume, references and other documentation- pen/paper and only minimal accessories
- Have your car cleaned and fueled
- Check company location- do a dry run
- Leave your cell phone behind (if you HAVE to have it, be certain it turned off)
- Have childcare arranged
- Prepare questions you want to ask based on your knowledge of the company
- Connect with your references and let them know who you are interviewing with – provide them with information about the job

## 2. INTRODUCE YOURSELF

- Smile, make eye contact, introduce yourself to the front desk person
- State your name
- Offer a firm handshake to the interviewer
- Remember to use their name
- Survey the surroundings & the person's office

## 3. BUILD RAPPORT

- Make small talk (keep it simple and natural)
- Listen (don't get so caught up in trying to make small talk that you forget to be attentive to the interviewer)
- Be upbeat, positive, likeable
- Compliment them/company
- Stay focused

## 4. INTERVIEWER ASKS QUESTIONS

- Be attentive to the interviewer
- Provide examples of your skills (USE SKILL STATEMENTS and STAR situations)
- Keep answers short and to the point
- Be comfortable with some silence
- Be sure to answer the question that the interviewer asks
- Watch their body language for clues
- Beware of your own body language (i.e. good posture, avoid fidgeting )
- Don't interrupt the interviewer(s)

## **5. INTERVIEWEE ASKS QUESTIONS**

- Demonstrate your understanding of the job by asking specific job- related questions (i.e. "From my understanding of the job description and from our conversation together today, the job entails basically 3 areas (name them). Is there a percentage breakdown of how much time I might spend in each of these areas?)
- And/or, show you have done your homework, (i.e. "I read on the company / organization / agency website that employees have recently done presentations at XX conference. Is that a typical opportunity in the job for which I am interviewing? Are there specific professional organizations employees have been encouraged to join?")
- Get them involved (i.e. "What do you most enjoy about your work with this organization / company / agency?")

## **6. CLOSING**

- Express thanks, using their name
- Express your interest in the position and how you believe you would be a good fit for the company
- Show enthusiasm
- Ask when they will be making a decision and if you can call them back
- Ask for a business card
- Shake hands, make eye contact, SMILE
- Confirm the call back time

## **7. AFTER THE INTERVIEW**

- Send a thank you email or hand written note within 24 hours (Be sure to restate your interest in the position and be specific-reference something specific you learned/talked about in the interview)
- Think about your answers and performance- what did you like, what needs improvements
- Ask yourself, "What could I have done differently?"
- Continue to look for other possibilities
- If not hired, ask for feedback (knowing you may not get anything specific and/or will not be answered)
- If not hired, keep the door open and check back in three months