

Interview Preparation and Tips

We are excited that you have this opportunity to interview for this position. We want to do our best to prepare you for the interview. We perform a Telephone Preparation “Phone Prep” with you prior to each interview for a position. Below you will find two sections to this document to prepare you - the first for a phone interview, and the second for an on-site interview. Best of luck!

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Phone Interview Tips

Prior to your “Phone Prep” with us:

- **“Homework:”** view the company’s website to **learn more about the company** and it’s goals. Review the core products, new releases, etc. Make sure that you do research on yourself as well. Know your background talents based upon the job description so that you are able to answer any questions immediately.
- **Know the position** you’ll be interviewing for: what type of work you’ll be doing, the title of the position, etc.
- Prepare **three to five questions to ask** about the job (ex. primary role, tools, project deadlines, source systems, about the company, etc).

Do’s:

- Make sure you **know the time and date** that the phone call will be taking place. Let us know if you have any questions, concerns, or problems (fill in below if needed).

Date: _____ Time: _____

- **Be interested and enthusiastic** by the tone of your voice and asking questions if the opportunity arises.
- **Turn your cell phone off** (or put on silent) so that it doesn’t interrupt. If the phone interview will take place on your cell phone, try to stay in one location so that the signal doesn’t drop, and don’t answer another incoming call. Make sure your cell phone is fully charged.
- Have **a copy of your resume** and a list of accomplishments from your career. Try to mention these highlights if the opportunity presents itself.

- **Stand up, smile, and be prepared.** Stay focused and concentrate solely on the conversation. Don't be "in a daze" staring at the computer and forget what you're talking about with the interviewer.
- **Be positive-** if you have something negative to say, do it in one sentence and move on.
- Remember to **speak slowly, enunciate** your words (don't mumble), and project your voice. Many times one can become nervous and speak quickly without even noticing it. Answer questions efficiently and effectively. Don't answer with just a "yes" or "no," but don't ramble on either. Be attentive to the interviewer's responses.
- Think in terms of **accomplishments and responsibilities** when asked about past assignments. It's best to have them measurable and tangible.
- Be prepared to answer these popular questions- what are your **strengths** and **weaknesses** and how can/have you been able to make your weaknesses stronger or into positives. If necessary, for a weakness, highlight something that you are proactively working on to enhance your skills in a specific area.
- **Ask for the job.** "I can do the things you are looking for and I would like to proceed. Where do we go from here?" Tell them that you can help them be successful!

Don'ts

- Don't discuss money, benefits, flextime, vacation time, your role as a "contractor" (if applicable), or telecommuting- we will provide answers to these questions and concerns.
- Don't be eating food or chewing gum during the interview.
- Don't qualify experience (ex. "I haven't used that in years.").
- Don't interrupt the caller/ interviewer.
- If you don't know an answer, don't bluff. Just say so. Use the "**Yes...and...**" or the "**No, however...**" technique.

After your interview:

- **Call Recruiter** and give feedback on interview immediately. This is very important so that the account manager has the interview information when they call the client manager.
- **Send a thank you note/ e-mail** to every person that was involved in the interviewing process.

On-Site Interview Tips

Prior to your “On-Site Interview”:

- **“Homework:”** view the company’s website to **learn more about the company** and it’s goals. Review the core products, new releases, etc. Make sure that you do research on yourself as well. Know your background talents based upon the job description so that you are able to answer any questions immediately.
- **Prepare three to five questions** to ask about the job (ex. primary role, tools, project deadlines, source systems, about the company, etc).
- **Know the position** you’ll be interviewing for: what type of work you’ll be doing, the title of the position, etc.
- If there is **additional paperwork from the company** to fill out (ex. application, permission for drug screen, etc.), make sure that candidate has everything filled out and ready to take with them.

Do’s:

- Make sure you know the **time and date** that the interview will be taking place. Let us know if you have any questions, concerns, or problems. Plan to arrive 15 minutes early (but no more than 30 minutes early). Plan for traffic. (Fill in blanks below if needed.)
Date: _____
Time: _____
- Upon meeting the client, a **firm** handshake is recommended while making direct eye contact.
- **Turn your cell phone off** so that it doesn’t interrupt the interview.
- Be **interested and enthusiastic** by the tone of your voice and asking questions if the opportunity arises.
- Remember to **speak slowly, enunciate** (don’t mumble) your words, and project your voice. Many times one can become nervous and speak quickly without even noticing it. Answer questions efficiently and effectively. Don’t answer with just a “yes” or “no,” but don’t ramble on either. Be attentive to the interviewer’s responses.
- Be prepared to answer these popular questions- what are your **strengths** and **weaknesses** and how can/have you been able to make your weaknesses stronger or into positives. If necessary, for a weakness, highlight something that you are proactively working on to enhance your skills in a specific area.

- Think in terms of **accomplishments and responsibilities** when asked about past assignments. It's best to make them measurable and tangible.
- Have a **copy of your resume** and a list of accomplishments from your career. Try to mention these highlights if the opportunity presents itself.
- **Be positive**- if you have something negative to say, do it in one sentence and move on.
- **Appropriate attire** for the interview- business (suit, dress pants, skirt, etc.).
- **Sit in a relaxed position**; don't cross arms, no excessive note taking.
- **Ask questions** about goals and priorities of the position- answer questions so that you're a fit for the job.
- Ask the manager if there are **any doubts that you're able to do this job**. This is the time to address any concerns- otherwise important concerns may be left unanswered or discussed.
- **Remember the name** of the person that interviews you. It's ok to ask someone to repeat his or her name as long as you remember it.
- Always take a **positive professional approach** to questions.
- **Smile and be friendly**.
- Maintain **good posture**- lean slightly forward facing the decision-maker while making eye contact. Body language is very important.
- **Ask for the job**. "I can do the things you are looking for and I would like to proceed. Where do we go from here?" Tell them that you can help them be successful!

Don'ts:

- Don't discuss money, benefits, flextime, vacation time, your role as a "contractor" (if applicable), or telecommuting- we will provide answers to these questions and concerns.
- Don't become a 'best friend' with the interviewer. Maintain a professional demeanor. Don't tell them personal issues, items, child care, commute, elections, etc.
- Don't chew gum during your interview. If they offer a bottle of water, feel free to accept to prevent your throat from becoming too dry while speaking.
- Don't qualify experience (ex. "I haven't used that in years.").

- If you don't know an answer, don't bluff. Just say so. Use the "Yes...and..." or the "No, however..." technique.
- Don't discuss negative experiences with past clients or people or show this negative-ness (complaining about long commute, a management style you don't enjoy, the hours, etc.).
- Don't interrupt the interviewer.

After your interview:

- **Call Recruiter** and give feedback on interview immediately. This is very important so that the account manager has the interview information when they call the client manager.
- **Send a thank you note/ e-mail** to every person that was involved in the interviewing process.