



A Network of Information Technology Professionals

r2 Technologies, Inc.
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Checklist & Tips for On-Site Interview

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 an On-site Preparation “Phone Prep” with you prior to each interview.

Confirm Information

Candidate:		Company:	
Phone Number:		Job Title:	
Interview Date:		Interview Time:	
Interview Location:		Receive Directions:	

Interview Prep Checklist

	<p>“Homework:” The Recruiter has sent you website and job description for you to review and to learn more about the company and its goals. Review the core products and services, new releases, etc. Make sure that you do research on the company. Know your background talents based upon the job description so that you are able to answer any questions.</p>
	<p>Communication is the Key. The recruiter is <u>listening attentively</u> to how you respond to her questions. Take your time, be concise, and answer in complete sentences.</p>
	<p>Tell the candidate how the client conducts an interview. (Panel, one-on-one, testing, etc.)</p>
	<p>Tell candidate as much about the job as possible. (i.e. role, skills desired, full scope of project)</p>
	<p>Have a copy of your resume and a list of accomplishments from your career. Try to mention these highlights if the opportunity presents itself.</p>
	<p>Be positive and definitive with your answers. (Answer in full sentences). 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.</p>
	<p>Maintain good posture -Lean slightly forward while facing the decision-maker while making eye contact. Body language is Very important! Remember to smile & be friendly.</p>
	<p>Plan to arrive at least 15 minutes early but less than 30 minutes ahead of time. Don't be late. If you going to be late, please call the r2 Tech office and speak with someone. DO NOT leave a voicemail or send an e-mail.</p>
	<p>Be sure to wear appropriate, professional business attire.</p>
	<p>Make sure your cell phone is off (or put on silent).</p>
	<p>Tell candidate upon meeting the client, a firm handshake is recommended.</p>
	<p>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.</p>
	<p>Think in terms of accomplishments, responsibilities, and deliverables when asked about past</p>



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assignments. It's best to have them measurable and tangible.
Project Examples: If you have the ability to bring examples of your work, this is highly encouraged. Your value as a candidate increases greatly, if you can show what you've done. However, don't leave anything with the interviewer. If you plan on bringing a USB drive, bring paper backups. We prefer & encourage people to bring some printouts. They are easier to review & discuss during an interview. Don't leave anything with the client!
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? If necessary, for a weakness, highlight something that you are proactively working on to enhance your skills in a specific area.
Be interested and enthusiastic by the tone of your voice. Ask questions about the goals and priorities of the position. -- This allows both you and the manager to have genuine discussion about whether you will be able to accomplish the goals and priorities that the manager has set for this position.
When speaking about your past experience; make sure you discount your experience . (i.e. "I haven't used it in years."). Don't offer information about "what you don't know".
When an Interviewer ask you to rate yourself 1-10 particular skill NEVER rate yourself a 10 . Rating yourself a 10 leaves no margin for error.
Whatever you do, DON'T - INTERRUPT or ARGUE with the Manager will almost universally look upon this in a highly negative light. Allow the Manager to finish their Question fully, before you respond.
Do not communicate any negative/bad experiences to questions about past employers, managers, coworkers, etc. (i.e. long commute, management style they don't agree, long hours).
If you don't know the answer to a question, don't bluff . Are you familiar with the "Yes...and..." or the "No, but..." technique. Use this technique to respond to technologies/skills you do not have experience with.
Don't discuss money , benefits, flextime, vacation time, or telecommuting- we will provide answers to these questions and concerns. If the Manager brings them up, try to minimize the depth of discussions.
Remember the name of the person who interviews you. It's OK to ask someone to repeat his or her name; just remember it.
Do you have any questions before I transfer you to the Account Manager?
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 for the next steps.

In Summary be:

~~Confident ~~Enthusiastic ~~Friendly ~~Talkative ~~Ask Questions

GOOD LUCK!