

# Interview Tips

Gain insight and confidence



## Act spontaneous, but be well prepared

Be your authentic self, professional yet real. Engage in true conversation with your interviewer, resting on the preparation you did prior to coming to the meeting.

## Set goals for the interview

It is your job to leave the meeting feeling secure that the interviewer knows as much as he or she possibly can about your skills, abilities, experience and achievements. If you sense there are misconceptions, clear them up before leaving. If the interviewer does not get around to asking you important questions, pose them yourself (diplomatically) and answer them.

## Follow up with an effective “thank you” letter or e-mail

Do not write this letter lightly. It is another opportunity to market yourself. Find some areas discussed in the meeting and expand upon them in your letter. Writing a letter after a meeting is a very minimum. Standing out among the other candidates will occur if you thoughtfully consider this follow up letter as an additional interview in which you get to do all the talking.

## Expect to answer the question, “Tell me about yourself”

This is a pet question of prepared and even unprepared interviewers. Everything you include should answer the question, “Why should we hire you?” Carefully prepare your answer to include examples of achievements from your work life that closely match the elements of the job before you.

## Watch those nonverbal clues

Experts estimate that words express less than 50% of what people actually communicate; facial expressions and body movements and actions convey the rest. Make and keep eye contact. Walk and sit with a confident air. Lean toward an interviewer to show interest and enthusiasm.

## Be smart about money questions

Do not fall into the trap of telling the interviewer your financial expectations. You may be asking for too little or too much money and in each case ruin your chances of being offered the job. Instead, ask what salary range the job falls in. Attempt to postpone a money discussion until you have a better understanding of the scope of responsibilities of the job. Do not hang out your dirty laundry: Be careful not to bare your soul and tell tales that are inappropriate or beyond the scope of the interview. State your previous experience in the most positive terms.