

PREPARATION FOR INTERVIEW

Start by doing some homework. Research the company and the position that you are applying for. Be knowledgeable about the company's mission and the duties and responsibilities that the job entails. Put together a very smart-looking, interview wardrobe that would be appropriate for that particular company. Know that your image is just as important as what you say is.

The best preparation for interviewing is to know what to expect. Develop a comfort level where you can interview in a relaxed manner. Practice by doing mock interviews. Conduct the practice interview in a context as close to a real interview situation as possible. In practicing the mock interview, be aware of posture, gestures, body language, voice intonations, etc. Practice until it looks professional and feels natural.

Before practicing your interview, give some thought around the answers that you will be providing. You want to come across as confident and well prepared. The following questions are common asked at interview sessions:

- Briefly, tell us about yourself.
- What are your strengths and what are your weaknesses?
- What attracts you to this job?
- What is your educational and work experience?
- What are some of your accomplishments?
- Why are you thinking about leaving your current job?
- How do you handle stress?
- How well do you work in culturally diverse workplaces?
- Do you have any questions for us?

In responding to interview questions be sure to keep your answers brief and concise. Include concrete, quantifiable data. Be sure to put your strengths across. Prepare several success stories. Ask good questions that you have prepared in advance. Don't ask about benefits or salaries yet.

INTERVIEW STRUCTURE

The typical interview lasts anywhere from 30 minutes but may last up to one hour. Arrive early to an interview so you do not rush in flustered. Be enthusiastic and courteous. A typical structure is as follows:

5 minutes - small talk

15 minutes- a discussion of your relevant background and experience

5 minutes - asks you for questions

5 minutes - conclusion of the interview