



Job Interview Tips

Goal – know a ton about the company to ask incisive questions and present you and your skill set so:

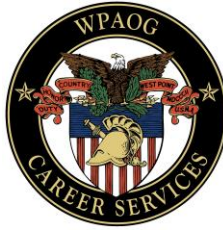
1. They ask you to join them AND
1. You know enough about the company, its culture, the boss, the team and the position to determine if it is the right place for you. You don't want to be there a month and find out it was a bad choice.

Managing Your interview Process

Go after as many possible opportunities as possible in parallel. At the outset ask each company you are speaking with what their interview process entails. How many phone interviews? How many onsite? How long will the entire interview process likely run from first interview to offer if you are the successful candidate? If they do not know it is an indication of their culture. Ideally you will have 4-6 opportunities running. Chart these out so you can determine which one is likely to come to an offer first. As you are moving thru the interview process, it is perfectly acceptable to let potential employers know you are pursuing several opportunities and expect an offer on a certain date. That way you are giving the employer an opportunity to accelerate their interview process to be timely. Meanwhile be stack ranking the opportunities as to which is your most to least favorite. When the offers come in, we can help review and potentially negotiate them.

Homework

- When setting up the interview
 - With whom will I be speaking that day?
 - Check time zone differentials (especially for phone/Skype – who is calling whom?)
 - What is the entire interview process and approximate timeframe?
 - What is the dress code at the office?
 - How much time should I budget (Add an hour)
 - What is the building security/parking protocol?
- Company website
 - Products, mission, culture, values, revenue streams and outlook?
 - Do they drug test and do detailed background checks?
- LinkedIn profiles
 - Who do you know that works there – speak to them about the interviewers, job and company
 - Find the profile for each interviewer
 - Do you have common connections of value to you, belong to any of the same groups, attend the same schools, share previous employers?
- What does GlassDoor say about the company, its management, culture and interview process?



Job Interview Tips

- Check LinkedIn and Grad Link to see if you know anyone that works there. If so, have them send a recommendation to the hiring manager before you interview. If you wait till after the interview they may already have made up their mind.
- How well do you feel you know the position? Can you develop and bring a 30-60-90 day outline of what accomplishments you think you can achieve in each of those time periods? This can be a powerful differentiator.
- Artists bring a portfolio of their work. What documents siting specific accomplishments, accolades or achievements can you bring as a “brag book” to back up claims you may make during the interview? Copies of OERs showing your “1 of 12” box checked, congratulatory emails from superiors on jobs well done, letters of commendation are examples. Have them in plastic protector sheets and organized so you can find exactly what you are looking for quickly.

Day before

- Avoid spicy foods and get some sleep

Phone Interviews

Be in a quiet place with a well charged phone. Smile, speak up and slowly.

For Skype Interviews see You Tube video

How to Look Good in Skype Interviews - Tips & Training at <https://youtu.be/rQwanxQmFnc>

Day of Face to Face Interviews

- Bring 5 copies of your resume, a notepad and your 30-60-90 day plan
- Be nice to the receptionist
- Dress one step up from what you think they wear to work, light on perfume or cologne
- Leave plenty of time and plan to arrive at reception 15 minutes early
- Stand up straight, shake hands with and look everyone you meet in the eye
 - Handshake pressure. If 1 = dead fish and 10= gorilla, be at a firm 6.
- Ask questions about the role and company.
 - Starting – what are you looking for in this role?
 - Ending - In 6 months if I am a great hire – how will you know/what will I have done?
 - Ending - Do you have any doubts about my ability to excel in this role? (Find out now so you have a chance to overcome those objections.)



Job Interview Tips

- Present experiences and achievements that match those requirements
- Get business card/email and take notes for each interviewer
- Thank each one and, assuming it is true, express ongoing interest in the position
- Find out/confirm next steps before you leave

After

- Thank you emails to everyone you spoke with the same day (Expect they will compare them.)
 - Thanks for taking the time to meet with me and discuss the opportunity at X Co.
 - 2 or three things you thought that resonated with them on why you are a great fit (Remember the “Take notes for each interviewer” part?)
 - Assuming it is true, express ongoing interest in the position
 - I look forward to the next meeting or working with you
- Find out/confirm next steps from hiring manager or admin
- Have your friends that work there formally recommend you
- Prep any professional references ready to tell the employer specific things about you that make you a fit for the position
- OK to follow up with HR on benefits if they are unclear.

The Offer

- Sometimes verbal – OK to accept if it looks like what you talked about – you must get a written version
- Take a hard look at the written version. Call us with questions.
- OK to ask for 24-72 hours to review.
- Is it exactly what you discussed?
 - Start date
 - Comp (Base, Bonus, Commission, Stock, Options, 401K match)
 - Title
 - Manager
 - Office
 - Travel
 - Benefits
- It varies state to state but employment contracts are generally “at will” meaning either party can terminate at any time for any reason.
- Get them the reference/background checks authorization ASAP.

Good Luck!!!