Hi Richard,

Good luck on your interview today. Let’s touch base after you speak with Preston.

Also, I’ve included some interview tips for your review.

Interview Preparation:

1. Dress for success.
   1. Video or in person interviews you should dress the same, professional.
   2. Never wear jeans unless the interviews specifically tells you to.
   3. Nothing too tight or low cut
   4. Wear something you are confident and comfortable in.

1. Be free from distraction
   1. phone or video interview make sure you have good reception
   2. No dogs, kids or road noise in the background
   3. Never do an interview while driving
   4. Be sure your phone is turned off during an interview
   5. Leave yourself time in case the interview goes long

1. Be on time and have a notebook
   1. Allow plenty of time to get there and find parking – you don’t want to go into the interview stressed out.
   2. If early, do not go in until 10 minutes before the interview.
   3. If you are running late, let your recruiter no ASAP.

1. Be prepared
   1. Always review the company website AND google articles or press releases on the company.  Show the interviewer that you care enough to do your homework.
   2. Look up all interviewer’s profile on Linked In and connect with them.  Look for a connection.  Maybe you both used to work at same company or your friend worked at one of their employers.
2. Greatest accomplishments
   1. You have done many great things in your career but we forget as we just go through our day to day and don’t recognize the great things we accomplish in our jobs
   2. Think of the projects you have had, what is the story and be sure you can break it down quickly and concise

                                                    i.     What was the problem

                                                   ii.     What steps did you put in place to solve it

                                                  iii.     What was the result

* 1. When was a time you had a problem with a co-worker or a boss and how did you solve it?  Come up with the story and keep your answer positive

1. Why did you leave your past jobs
   1. Never talk negative about your past employer or co-workers
   2. If your reasoning is money, be careful or your future employer will think you will leave them for more money.
   3. If your reason is growth, let them know that you are willing to put in the time and master your job but if the opportunity arrives for growth you would love to be considered

1. Be friendly and personable
   1. Personality and culture fit is just as important as technical fit.
   2. It the conversation gets casual or into personal things (sports, kids, etc), go with it!  The more personal connection you can make with the interviewer the better.

1. Ask questions
   1. Have at least 5 questions prepared – this is your chance to interview them too!

Examples

                                                    i.     Why is this a good place to work?

                                                   ii.     What is your leadership style?

                                                  iii.     What would make someone successful in this role?

                                                  iv.     Why is the position open?

                                                   v.     What is great about the team?

                                                  vi.     What could be improved on the team?

1. Know your strength and weakness
   1. Strength should be something related to the job
   2. Weakness should not be a key component of the job. Refrain from using the standard “I work too much or too hard” Also it can good to state something that used to be a weakness but you have identified and are improving

                                                    i.     For example

* + - 1. “I used to feel inadequate with Excel, I knew the basics but that was it.  I recently took an online course on Excel and have improved a lot but still have more to learn”
      2. “I used to take on too much work and not speak up when my plate was full.  I have learned to communicate better when I’m feeling overwhelmed, and it is helping but still something I am working on.”

1. If you want the job TELL them!
   1. Thank them for the time and if you are interested, please tell the manager before you leave  “I  appreciate your time today, this position and company sound ideal.  I am really looking forward to hearing back from you on next steps”

1. Call your recruiter right away after the interview, we won’t contact the hiring manager until we hear your feedback.

1. Write a quick thank you e-mail that we can forward to the manager.