

How to have a

**SUCCESSFUL
INTERVIEW**



**EXECUTIVE
RECRUITING
AGENCY**

*1901 Avenue of the Stars / 213: 277-8150
Los Angeles, California 90067*

The critical moment in any job search is *the interview*. The elements of a successful interview are simple common sense but worth a moment of review . . .

Preparation

Preparation is the first essential step toward a successful interview. Company interviewers are continually amazed at the number of applicants who drift into their offices without any apparent preparation and only the vaguest idea of what they are going to say. Thus, it is important to:

1. Know the exact place and time of the interview, the interviewer's full name, the correct pronunciation, and title.
2. Prepare the questions you will ask during the interview. Remember that an interview is a "two way street." The employer will try to determine through questioning if you have the qualifications necessary to do the job. You must determine through questioning whether the company will give you the opportunity for the growth and development you seek.

Probing questions you might ask . .

- a. A detailed description of the position?
 - b. Reason the position is available?
 - c. Anticipated indoctrination and training program?
 - d. Advanced training programs available for those who demonstrate outstanding ability?
 - e. Earnings of those successful people in their third to fifth year?
 - f. Company growth plans?
 - g. The next step?
3. Dress in business clothes (NO SPORT CLOTHES), with shoes well shined. Your own *personal* taste may not be your best guide.

The interview

You are being interviewed because the interviewer wants to hire people — not trip you up or embarrass you. Through the interaction which will take place during the interview, the interviewer will be searching out your strong and weak points, evaluating you on your qualifications, skills and intellectual qualities, and will probably probe deeply to determine your attitudes, aptitudes, stability, motivation and maturity.

Some "do's" and "don'ts" concerning the interview . .

1. *DO* plan to arrive on time or a few minutes early. Late arrival for a job interview is *never* excusable.
2. If presented with an application, *DO* fill it out neatly and completely. If you have a personal resume, be sure the person you release it to is the one who will actually do the hiring.
3. *DO* greet the interviewer by surname if you are sure of the pronunciation. If you are not, ask it to be repeated.
4. *DO* shake hands firmly.
5. *DO* wait until you are offered a chair before sitting. Sit upright in your chair; look alert and interested at all times. Be a good listener as well as a good talker. Smile.
6. *DON'T* smoke even if the interviewer smokes and offers you a cigarette. Do not chew gum.
7. *DO* maintain good eye contact with the employer.
8. *DO* follow the interviewer's leads, but try to get the interviewer to describe the position and the duties to you early in the interview so that you can relate your background and skills to the position.
9. *DON'T* answer questions with a simple "yes" or "no." Explain whenever possi-

ble. Tell those things about yourself which relate to the situation.

10. *DO* make sure that your good points get across to the interviewer in a factual, sincere manner. Keep in mind that you alone can sell yourself to an interviewer. Make the interviewer realize the need for you in the organization.
11. *DO* be prepared to answer typical questions like: What kind of job are you looking for; What are your strengths? Your weaknesses? What do you know about our company? Why did you choose your particular vocation? What are your qualifications?
12. *DON'T* lie. Answer questions truthfully, frankly, and as "to the point" as possible.
13. *DON'T* ever make derogatory remarks about your present or former employers or companies.
14. *DON'T* "over answer" questions. The interviewer may steer the conversation into politics or economics. Since this can be a ticklish situation, it is best to answer the questions honestly, trying not to say any more than is necessary.
15. *DON'T* inquire about SALARY, VACATIONS, BONUSES, RETIREMENT, etc., on the initial interview unless you are positive the employer is interested in hiring you. If the interviewer asks what salary you want, indicate that you're more interested in opportunity than in a specific salary, and name a fair figure.
16. *DO* always conduct yourself as if you are determined to get the job you are discussing. Never close the door on opportunity. It is better to be in a position where you can choose from a number of jobs — rather than only one.

Be prepared to answer questions like . . .

1. Why did you choose this particular vocation?
2. Why would you like to work for our company?
3. How much money do you hope to earn five years from now? Ten years from now?
4. What job in our company do you want to work toward?
5. What do you know about our company?
6. What interests you about our product or service?
7. Can you get recommendations from previous employers?
8. What have you learned from some of the jobs you have held?
9. What have you done which shows initiative and willingness to work?
10. What is your major weakness?
11. What do you think determines a person's progress in a good company?
12. Are you willing to relocate?
13. How do you spend your spare time? What are your hobbies?
14. Define cooperation.
15. Have you saved any money? Do you have any debts?
16. What type of books do you read? How many books per year?

Closing the interview

1. If you are interested in the position, ask for it. Ask for the next interview if the situation demands. If the position is offered to you, and you want it, accept on the spot. If you wish time to think it over, be courteous and tactful in asking for that time. Set a definite date when you can provide an answer.
2. Don't be too discouraged if no definite offer is made or specific salary discussed. The interviewer will probably want to communicate with the office first, or interview more applicants, before making a decision.
3. If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show. Once in a while an interviewer who is genuinely interested in your possibilities may seem to discourage you in order to test your reaction.
4. Express thanks for the interviewer's time and consideration of you. If you have answered these two questions: a. Why are you interested in the company? and, b. What can you offer?—you have done all you can.
5. Ask for the interviewer's business card so you can write a thank-you letter as soon as possible.

After the interview

Last, and most important, call your Account Executive immediately after the interview and communicate what transpired. The Account Executive will want to talk with you before the interviewer calls back. If you are interested in the position your Account Executive will help you get it.

