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10 RULES TO INCREASE INTERVIEWING SUCCESS

1. Speak clearly and enthusiastically about your experiences and skills

Be professional, but don't be afraid to let your personality shine through. Be yourself. Don't be afraid of short pauses. You may need a few seconds to formulate an answer.

2. Be positive

Employers do not want to hear a litany of excuses or bad feelings about a negative experience. If you are asked about a low grade, a sudden job change, or a weakness in your background, don't be defensive. Focus instead on the facts (briefly) and what you learned from the experience.

3. Be prepared to market your skills and experiences as they relate to the job described

Work at positioning yourself in the mind of the employer as a person with a particular set of skills and attributes. Employers have problems that need to be solved by employees with particular skills; work to describe your qualifications appropriately.

4. Research information about the company before the interview

Some important information to look for includes what activities are carried out by the employer, how financially stable the employer is, and what types of jobs exist with the employer. Researching an employer during the job search can help determine more about that organization and your potential place in it. Know how you can help the company and prepare questions to ask the interviewer about the company.

5. Plan to arrive for your interview 10-15 minutes prior to the appointed time

Arriving too early confuses the employer and creates an awkward situation. By the same token, arriving late creates a bad first impression. Ask for directions when making arrangements for the interview.

6. Carry a portfolio, notepad or at the very least, a manila file folder labeled with the employer's name

7. Bring extra resumes and a list of questions you need answered

You may refer to your list of questions to be sure you've gathered the information you need to make a decision. Do not be preoccupied with taking notes during the interview.



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10 RULES TO INCREASE INTERVIEWING SUCCESS (continued...)

8. Brush up on your etiquette

In many career fields, the lunch or dinner included during the interview day is not only employer hospitality, but also a significant part of the interview process. Brush up on your etiquette and carry your share of the conversation during the meal. Often social skills are part of the hiring decision.

9. Write down all names and title (CHECK SPELLING)

After the interview, take time to write down the names and titles (check spelling) of all your interviewers, your impressions, remaining questions and information learned. If you are interviewing regularly, this will help you keep employers and circumstances clearly defined.

10. Follow up the interview with a thank-you letter (CHECK SPELLING)

Employers regard this as evidence of your attention to detail, as well as an indication of your final interest in the position.