

Tips for a successful interview

Before

Remember the following; your resume and cover letter are only to get you in front of the hiring team.

There you will let *you* SHINE

READY, REVIEW and RESUME – The 3 R's

It's time to get ready for your interview. This involves educating yourself about the job posting, read reviews of the position and company online on sites such as www.glassdoor.com.

Learn about the company via the company website, online news, know what they are doing, where are they working in the world? Has the company been recognized? What is their culture? As you are reviewing this information pay close attention to that which resonates with you. What do you feel a connection with or are impressed by? Sharing this can be a great way to show your interest in the position and organization.

Finally know your resume inside and out. Be prepared to speak on anything on the resume. Identify accomplishments which you can share during an interview and how you overcame obstacles, met goals, beat performance and obtained positive results.

The last piece of getting ready is to strike a pose! Learn about the benefits of assuming a power pose for 2 minutes prior to any interview or situation: <https://www.youtube.com/watch?v=Ks-Mh1QhMc>

How to Prepare for the Interview

How to Succeed in Various Interview Types. Watch this video <http://bit.ly/2i4UbnM>

Telephone: very common to establish if the company should move forward to invite you in for an in-person interview. This could be a short 15-30-minute interview. Prepare as much for a telephone interview as you would for an in-person interview. You want to be sure that you are invited for the next round and passing this is step one. Benefits of this initial interview is that you can have all information about the position, company and your resume in front of you for reference.

Video: also becoming much more common, especially to touch many candidates and then filter the list down to one which is more manageable to conduct in-person interviews. I've seen structured, recorded video interviews which offer practice questions and then the opportunity to record the final answers for the interview submission. These are conducted without a live interview and are very effective with a global organization who is recruiting talent from various locations.



- Have a professional, uncluttered background behind you. Avoid filler words (um, ah...like, so), improve eye contact and have a good quality camera and microphone.
- Avoid strong overhead lights and backlighting – light from the front if possible.
- Be in a quiet place, use headphones and a microphone to ensure excellent clarity.
- Minimize all distractions on your computer (email alerts, messages etc.).
- Be professionally dressed, men with a shirt/tie/jacket if company requires, women with professional business attire. **AVOID STRIPES**
- Test all technology first and be ready at least 10 minutes before the start time.
- Be sure that the camera settings are capturing your complete upper body. You don't want any surprises when you go live such as a view of half of your head or one eye.

Watch this video for other tips on a successful video interview: <https://youtu.be/Z4GbEx4ngI8>

How to successfully interview for a 100% remote position <https://cutt.ly/yhRNOmc>

In Person: Standard, structured / situational, panel (3 or more people), presentations, behavioral



Some interviews will incorporate several types. For example, I was once part of a 2-day interview which incorporated behavioral and personality testing, presentations, team and group dynamics, preparation of a business case, meeting with a corporate psychologist and finally group and individual interviews.

During

- Greet with a firm handshake and stand when others come in or you are introduced.
- Hands on lap, feet solid on floor, establish a good connection with the floor = being grounded.
- Always remember this – you are also interviewing them! It's an opportunity for you to identify if you would like to work with that company. Pay attention before and during the interview.
 - *Example: I've seen interviewees come back and say they noticed the interview started late, that there was an appearance of being or an interviewer left halfway through the interview. Pay attention to all that's happening around you. Ask yourself if you'd want to work with this company. The opposite is true. Pay close attention to the feelings and connection you form with the interview team. Building rapport easily and creating an enjoyable connection is a positive indicator.*
- Be yourself, relax, let your personality show, be professional and smile 😊
- Come prepared with a couple of questions which are well thought out based on the job description. An example would be to ask about the organizational hierarchy and how this position fits into it or what the training / mentoring plan is.
- Don't ask about salary or time off and answer all questions truthfully.

Read this article on what not to say during a job interview <http://bit.ly/2z5ha9n>

Guide to Answering Common Interview Questions <https://bit.ly/3i1DZye>

How to answer the 50 most common interview questions <https://bit.ly/2ZKRrzi>

How to answer interview questions <https://bit.ly/2CYnz9q>



During those situational interviews you may be presented with a situation and asked how you would handle or resolve the situation. Cite facts, but also remember that you can add to the situation and create a story. This shows creativity. They may give you a shell of a question and you can fill it in as much as you want.

Remember this **STAR** format in answering situational interview questions that are given to you or when you're giving examples of situations where you've created a positive impact.

Situation – identify the situation, set up the scenario so the interviewers understand the challenge.

Task – Tell them the task(s) you accomplished to resolve the situation

Action – Or the action(s) taken. Remember to clearly explain why the tasks and actions were important and benefited the situation. Also cite any challenges in this stage.

Result – Share the positive results you achieved through your tasks and actions related to the situation.



Ask for the job! You'd be surprised how many people forget to do this. I've heard interviewers say that the reason one candidate stood out over another was because they clearly asked for the job.

No one knows how smart or not we are until we open our mouth. Think before you speak, pause, collect your thoughts and answer as succinctly as possible. It's better to leave the interviewer wanting to know more. This could prompt them to ask you a follow up question. This is much better than you adding too much extraneous information to the answer which may cause the impact of your answer to be lost. Simply answer the question as completely as possible.

After

Thank your interviewers in person and try to get their business cards.

Follow up with an email and even a written thank you note (nice touch in this digital age). Both would be appreciated, the email within 24 hours followed by a written note. Tell them how much you enjoyed meeting them, learning about the position and company and how you would really like to have the job.

Produce anything you were asked to provide or think about such as if they asked you to think about any questions to ensure a fit in the position or provide any supporting documentation or certificates.

The 3 R's

READY (Get Ready)

REVIEW (Review the Company)

RESUME (Know Your Resume) and finally, RELAX and Be Your Best Self

