

# Perform well during the interview



**Listening, confidence, and quality of presentation are the keys to successful interviewing.**

Employers want to see enthusiasm, a little knowledge about the company, confidence, and an ability to work well in their environment.

**The interview is also your opportunity to assess the company.** Do you want to work there? Can you contribute, get new skills, have a chance to advance, or will this position open doors for you?

## **REMEMBER**

**Arrive a few minutes early, check your appearance, and be polite and pleasant with reception.**

## **Make your entrance**

Before you say a word, the interviewer will make a judgement about you- maybe the deciding one.

- ⇒ A smile, a firm handshake, confident demeanour, good eye contact, and a friendly enthusiastic manner will go a long ways to making that important first impression.
- ⇒ Take notes- Listen carefully
- ⇒ Take your time- a concise logical answer that covers relevant factors is more effective than one that rambles.
- ⇒ Be certain you've heard and understood the question. Asking for clarification is acceptable.
- ⇒ Answer the question that's been asked- you don't have to give all the answers you've practiced.
- ⇒ Keep focused on how you can contribute to the position and the company.

### **To show how you can make a contribution explain how:**

- Work on similar problems in a different environment gives you the experience to make a difference
  - You have knowledge of a particular technology that can improve efficiency
  - You understand their competitive situation. You understand their concerns.
  - You understand a particular market
  - You rise to a challenge and will not give up till its met.
- ⇒ Present a specific and positive picture of what you can do. Use examples.

***In your resume*** you might have said: I increased sales by 15%.

***In the interview:*** I understand your need to increase sales in the national tourism market. In my last position, I was successful in doing just that by developing an innovative approach to customer service that resulted in a 15% increase in repeat sales.

## **Ending the interview**

- ⇒ Ask questions that show your knowledge of the organization or its market.
- ⇒ Ask questions about the company: direction, how the various departments function together, training opportunities, challenges the organization faces etc.
- ⇒ The last question could be when they anticipate a decision will be made and how they will inform the candidates.
- ⇒ Say thank you, restate your interest in working with them, and leave. Acknowledge reception on the way out.
- ⇒ Finally, do your follow up after the interview.

Source: [http://www.jobsetc.ca/content\\_pieces.jsp?category\\_id=413&lang=en](http://www.jobsetc.ca/content_pieces.jsp?category_id=413&lang=en)