

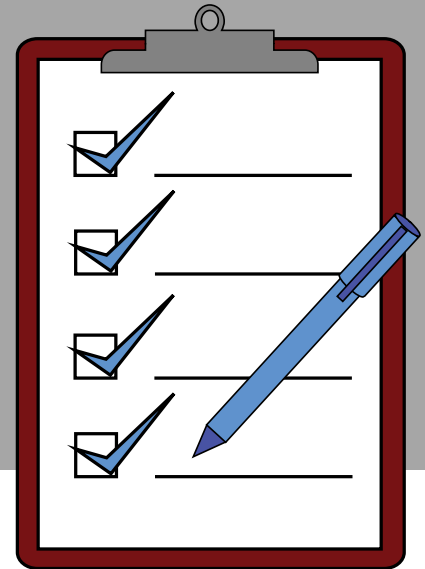


ACE THE INTERVIEW AND LAND THE JOB

WACKERLE CENTER FOR CAREER, LEADERSHIP AND FELLOWSHIPS

Interviewing is more than having great answers to interview questions. Taking the necessary steps to prepare is key to your success. When you are prepared, you are more relaxed and confident.

Want to ace your next interview and land the job? Here are some tips to help you prepare.



1. IT'S NOT ABOUT YOU

Wait, what? But I am selling myself? That is true, but you are selling yourself to do a job for the employer. The employer has identified specific skills that the candidate they are going to hire needs to possess. Therefore, you need to be sure you are highlighting those qualities in all of your interview question answers and how you have them. You can find these qualities by researching the employer, thoroughly reading the job description and asking good questions during the interview.

2. REVIEW OR COMPLETE YOUR STAR SUMMARY

Reviewing the job description and researching the company should be done prior to applying the position. Return to the job description and review the STAR Summary you completed when you created your application materials. If you have not already created your STAR Summary see the "STAR Summary" worksheet to complete it. Doing this will help you make a list of the skills and qualifications the employer is looking for and help you relate your experiences and skills to the job.

3. PRACTICE

Once you have completed steps 1-2 it is time to practice. Take time to write out questions that you will likely be asked and your answers. Practice your delivery with the Wackerle. Practice will help you feel more prepared and relaxed in the interview.

4. PLAN YOUR CLOTHING

When interviewing for a job, first impressions do matter. Regardless of the position you are interviewing for, you want to dress professionally - clean, well-pressed, reasonably new clothing. It is always better to be overdressed than underdressed so err on the side of more formal if you are unsure.

5. WHAT TO BRING WITH YOU

Do bring extra copies of your resume, a list of references, your notes and questions you plan to ask during your interview. Turn your cell phone off and leave it in your purse, pocket or car.

6. ARRIVE EARLY

Do recon before your interview and familiarize yourself with the interview location and the best way to get there and what the parking situation is. Give yourself plenty of time to get to the interview. Plan to arrive at least 20 minutes early, but go into the building about 15 minutes early.

7. IT'S A CONVERSATION

Successful interviews are a conversation that begins with a nice firm handshake. Listen to your interviewer, make good eye contact and ask good questions. When you speak be sure to continue making good eye contact. Understand the point of the question and get to the point in your answer. Observe body language so you can tell when the interviewer is ready to move in to the next subject. Additionally, have questions of your own prepared before the interview. Finally, when you can tell you are coming to the end of your interview reiterate why you think you're an excellent fit for the position and that you are very interested. Don't forget to also thank them for their time.

8. AFTER THE INTERVIEW

Send your interviewer(s) a thank you note - either via email or handwritten. Say how much you enjoyed the conversation and again say why you believe you're the right person for the job and why.