

Tips on Interviewing by Mary Ann Masur, PCC, CPCC

3 Parts to the Successful Interview

1. Preparation
2. Interview
3. Follow up

Preparation

- Know your brand – your strengths, skill sets and why you are a good fit
- Research the organization
- Find out who the interviewer(s) will be
- Practice answers to the tough questions

Interview

- Greet the interviewer (s) with a firm handshake and good eye contact
- Bring a copy of your resume
- Dress appropriately
- Be enthusiastic
- Share stories and examples that show why you are an ideal candidate
- Focus on what you can do for the organization
- Have questions to ask the interviewer
- Do not talk negatively about your current or former employer
- Do not ask about salary or benefits at this point
- If you are over qualified, explain why you are right for the job
- Conclude by reaffirming your interest in the position

Follow up

- Write a hand written thank you note immediately after the interview. Reemphasize why you are an ideal candidate.
- Where appropriate, ask people you know in common to put in a good word
- Call or email to follow up if you have not heard back

