

INTERVIEW TIPS TO HELP LAND YOUR NEXT POSITION

THINGS TO KNOW BEFORE THE INTERVIEW:

- Find out the interviewer's name(s), title(s), and phone number if possible.
- Visit the company's web site, researching products, locations, and other important facts.

IF YOU'RE MEETING IN PERSON:

- Map out the route and estimate the travel time, giving yourself an extra 30 minutes if you're not familiar with the area (if you're running late, be sure to contact your Smith Hanley Consulting Group recruiter).
- Know who you're going to need to ask for once you get to the security desk.

THINGS TO KNOW BEFORE THE INTERVIEW:

- If the client forgets to call, call your recruiter to ask about re-scheduling.
- Print and take along a copy of your resume.
- Gather non-confidential samples of your work to share during the interview.
- Review your experience so you'll be prepared to cite specific examples of past projects.
- Review the technical aspects of your current and past jobs as many interviews are strictly technical.
- Consider the potential questions that might be asked (designer: link copy below) and how you will answer them.

THINGS TO KNOW BEFORE THE INTERVIEW:

IF YOU'RE SPEAKING WITH YOUR INTERVIEWER OVER THE PHONE, PREPARE A QUIET SPACE WITHOUT CHILDREN OR BACKGROUND NOISES, KEEPING IN MIND THAT MOST PHONE INTERVIEWS LAST BETWEEN 30 AND 60 MINUTES. IF YOU'RE MEETING IN PERSON:

- Arrive at least 30 minutes prior to the interview time as you may need to complete an application.
- Dress professionally and conservatively.
- When you meet the interviewer and others in the company, offer a firm but gentle hand shake while making eye contact.
- Smile and speak clearly and honestly.

- If you're meeting with multiple interviewers, remember to: pace yourself, talk to each person as if they are the only interviewer for this job, and repeat your strong points to each person, if applicable.
- When interviewers are not talkative, take the initiative to fill them in on your professional experience.
- Be positive. Talk about accomplishments and never complain about past jobs.
- Be confident. Don't be shy about your strengths and successes. However, avoid demonstrating a know-it-all attitude and derogatory comments about others' knowledge.
- If the interviewer asks general questions about your experience, answer with specific technical and / or project details. General answers may make you seem less experienced.
- Even if they don't ask you for it, cite examples of work that demonstrate your strengths (i.e., problem solving, learning things on your own, internal client interaction, taking initiative, finishing projects under a tight deadline, and handling multiple projects).
- Listen carefully. If you don't understand the question, ask for it to be repeated.
- If they ask a question you don't know the answer to, admit that you don't know the answer but, for example, you're familiar with a similar technology that you've used for another project. It shows that you have the basis for quick learning.
- Show an interest in industry trends. Talk about what you've seen in the media, in meetings, and at conferences about new technology and/or concerns within the industry.

BE INTERESTED IN THE POSITION. ASK QUESTIONS SUCH AS:

- What are the daily responsibilities?
 - What type of training will be available?
 - How and how often do you evaluate performance?
 - What are the major responsibilities and priorities for your department?
 - With what other departments would I interact?
 - What skill is most necessary for this job?
- Never ask about a different job in the company.
 - Never ask about the salary. If the interviewer asks, refer them to Smith Hanley Consulting Group.
 - Thank the interviewer for their time.

AFTER THE INTERVIEW

- Write a brief thank-you note or e-mail to those who've interviewed you. Review what you learned and how you can contribute to the group; thank them for their time. Send to your recruiter for them to pass along.
- Contact your recruiter to offer feedback on the interview.

SET ASIDE A HALF HOUR TO REVIEW THE POTENTIAL QUESTIONS YOU MIGHT BE ASKED AND WHAT YOUR ANSWERS WILL BE. GENERAL QUESTIONS THAT MAY COME YOUR WAY INCLUDE:

- What do you do in your current job?
- What are the best / worst aspects of your current job?
- Why are you looking to leave your current position?
- Why are you interested in this position?
- Why do you think you are a good fit for this job? Please give examples.
- What are your strengths? Weaknesses?
- Where have you been the most successful in your work?
- How do handle working under pressure?
- Describe a situation where you had competing priorities on the job in a matrix environment (supporting different teams simultaneously). How did you handle them and what was the result?
- What is your ideal job?
- Do you prefer to work independently or on a team?
- Where would you like to be professionally in five years?
- How do you interact with others in your group?
- Describe a situation where you influenced someone to do a good job. How did you do this and what was the outcome?
- Describe a situation where you had a conflict with a team member. How did you address the conflict and what was the result?
- Describe a situation where a team member would not do something you needed to have done. How did you handle the situation and what was the result?
- In the last year, what did you do to improve yourself professionally and how did this impact your job?