

During the Interview

Arriving at the Interview and making a good first impression

- **Talk to the gatekeeper** – usually the receptionist or security person. This person can directly impact your success. How? Many employers listen and rely on the gate keeper's opinion. The gate keeper can give you information about the company. **Ask the interviewer for their card.**
- **Show your best interview behavior**- stay focused on business – be respectful and polite. Remember to shake hands, make eye contact, smile and ask appropriate questions. Dress to impress.
- **Arrive**- 10 minutes early to make your self comfortable.

Greetings

- Make eye contact and smile when you shake hands.
- Do not initiate small talk. Respond to small talk politely and keep it professional, remember your purpose is to learn about the position and sell yourself.
- Act like you are in a stranger's house.
Do not-... Sit down until you are asked
... Ask for something to drink or bring your own water

Types of Interviews

- Panel: an interview with two or more interviewers
- Second: more in depth questions
- Phone: screening interview to determine basic qualifications and fit.
- Group: Many applicants interviewing together, team interactions are assessed.

Check Your Body Language

- You may be emphasizing the greatest qualifications man has ever known to a job but your interviewer missed it because he/she was observing your nervous habit.

Salary

- Never bring up salary or benefits. When asked give your range, i.e., I feel I fit in between \$ _____ and \$ _____ based on my qualifications. If you are new to the field plan to start at the bottom.
- Ask for the offering range, i.e., Based on my qualifications where do you see me fitting in?

If they make an offer

- If it is too low - never say NO! Instead try to negotiate: "well that is a very legitimate offer... but I feel I am worth \$ _____ because... REMEMBER IT IS YOUR BURDEN TO PROVE YOUR WORTH.
- If you accept an offer have them send you an offer letter stating the terms of your agreement.