



Interviewing Tips

Interview preparation: This is essential. Spend time researching the organization you are visiting, from exact location to website and newspaper research. Ensure you know what to expect of the interview, including the exact name(s) of those you will be meeting, the format and possible length of the interview.

Spend 30 minutes reviewing your experience and its relevance to the position description. Refresh your memory regarding details of your work history and specific achievements. You will be expected to know a lot about a company for which you have previously worked.

Dressing for the Interview: Dress appropriately, paying attention to all facets of grooming. Research indicates that first impressions count. Generally, this means smart, clean, sharp-looking attire.

At the Interview: Arrive a few minutes early. Be polite to everyone you meet. When greeting the interviewer, shake hands firmly. Smile and look your interviewer in the eye. Sit upright and look alert and interested at all times. Be a good listener as well as a good talker.

Interview questions: Expect some standard and job-specific interview questions and be prepared with a few of your own. Additionally, your consultant can provide you with a more comprehensive list of possible questions you will be asked.

Interview don'ts:

- Don't be late
- Don't wear "work" clothes with holes and/or stains on them
- Don't exaggerate or embellish answers
- Don't criticize present or former employers
- Don't stray off the point
- Don't interrupt the interviewer
- Don't inquire about salary or time off

Closing the interview: Always conduct yourself as if you are determined to get the job you are discussing. If you are interested in the position, make sure you let the interviewer know. Thank the interviewer for his/her time and consideration of you.

After the interview: Learn from any mistakes – make a list of questions you answered well and those you answered poorly, thinking about how you could have answered differently. Call your RifleWorks consultant with feedback and to find out client feedback. Finally, send a thank you card, especially if the interview went well. It will remind the interviewer of what a positive interview you were