**Interviewing Tips**

1. Know yourself

* Show enthusiasm
* Display energy
* Be confident but not arrogant.
* Keep in mind that the first 5 minutes are key!

1. Have and know reasons for leaving your current and prior positions.  The reasons should be solid (i.e. solid business reasons, ex: no career growth potential, looking for more challenge, company closed down etc.)

When discussing past bosses, companies, etc., talk in positives and never in negatives.  Interviewer may consider how you will talk about him in the future.

1. Have questions about the company/position.

* Show an interest in the company
* Ask questions about what you can accomplish in the position and/or what the most difficult aspects of the position.  As a result of these questions and discussion, address how you can make a contribution, “Here is what I can do for you.”  Hiring managers want candidates who are problem solvers, who can come in and make a contribution right away.  Make sure they know that you are the person who can do that.

1. Talk about your background in generalities.  The reason for that is so you do not limit yourself.  The object is to turn the table and find out what the interviewer is looking for.  Do this by asking questions first, then feedback how your strengths, experience, etc. would fit that position.  Feedback details of how you can help only after you know that is what they are looking for.  Talk about your problem solving abilities.  All employers are looking for problem solvers.  Show how you can solve their problems and they will want to hire you.
2. Show business maturity.  A lot is demonstrated in the small things. (i.e. a firm hand shake, being well groomed, dressing appropriately).  It is generally better to be on the conservative side.
3. The money question.  It doesn’t usually come up in the first interview.  If and when it does, state that you are sure that they will make you a fair offer.  Never quote a $ amount.  You have nothing to gain by doing this.  Stating a number too high can eliminate you for consideration, and a number too low could limit your starting salary when the company can offer you more.
4. Closing the sale.  This is the most important part!  This is the last thing they remember about you.  Tie everything together here.  Feed back to them how hiring you would be a good move on their part.

Let them know you are interested.  Let them know that you will make a contribution and help the organization.

Tell them you are looking forward to taking the next step, “Mr. \_\_\_\_  It was great meeting you and I learned a lot about the position.  I know with my experience and background that I can come in and make a significant contribution to \_\_\_\_\_ your company.  What do I need to do to take the next step?”