

INTERVIEW STRATEGIES THAT WORK

Imagine this as your trusty guide for before, during, and after each interview.



1

INTERVIEW PREP

- Review job description
- Update resume and develop accomplishment list (see Skills Inventory Map: bit.ly/SkillsInventoryMap)
- Research: company website, interview panel's backgrounds and company dress code
- Create your list of questions
- Practice interviewing (ideally with another person, like a recruiter)



2

GOING TO THE INTERVIEW

- Bring portfolio with resume copies, business cards, questions, paper pad and pen, job description, letters of reference
- Be pleasant and respectful to everyone
- Don't arrive late or too early (five to ten minutes before is best)
- Dress neatly, and don't arrive slurping down a double macchiato



3

START & BE IN CHARGE

- Start with a solid handshake, look everyone in the eyes and smile
- Ask each person's perspective about the job and listen to their answers
- Address their individual perspective



4

CLOSE CONFIDENTLY

- Close with "thank you" and another handshake
- Before you go, ask: What is the next step? When will you make your decision? Where do I stack up with the other candidates?
- Collect everyone's business card, or their names and titles



5

COMMITMENT - FOLLOW UP

- Call your recruiter immediately after
- Send a Thank You email to the interview panel that same day
- Send *handwritten* Thank You notes within 48 hours (Yes, really!)
- Update results in your "Job Search" log (see Job Search Roadmap: bit.ly/DA_JobSearchRoadmap)

Get more details on every step of your interview process. Contact us at: bit.ly/ContactDorigan