

We know many people struggle with interviews though they are the most experienced and best qualified for the job.

When you are invited to an interview it means that the hiring manager believes you may be a good match for the job opening, and he or she wants to know for sure. The interview is used to determine whether you are qualified for the position. Also one important thing as the job seeker is, you should make use of the interview to determine whether you can be successful in the available position.

A candidate who can answer questions in a way which is acceptable, but not necessarily right, to the interviewer, someone who knows something about their potential employers business and the post they hope to fill. These are really the basic components of any candidate who 'interviews well'. There are undoubtedly other aspects employers may look for in relation to specific posts - having their own ideas, thinking on their feet, aspects which will be related to the job and to the company's preference in employees.

You always need to "take temperatures" because people have minds and they're changing them constantly. You need to listen to what they don't say. Being prepared for an interview is vital; the following preparation is very unique and effective in conducting a positive interview.

Things to remember:

1. People have to buy you before they buy from you.
2. People hire and accept emotionally first and justify logically later.
3. People are most sold by your conviction rather than by your persuasion.
4. Know your technology, but think PEOPLE.

The decision to hire is made in the first 5 to 10 minutes of the interview, with the remaining time spent justifying that decision.

The Candidate Preparation

Please take these notes to the interview and practice the anticipated questions that may be asked and your answers to those questions. Be sure to practice these steps out loud to yourself before the interview.

1. What are the duties and responsibilities of the position I'm applying for? This is an excellent icebreaker question for the hiring authority and a great start to a successful interview. What % of my job is dedicated to administration, supervisory, and technical? (should = 100%)
2. What is my number one priority that has to be done before I leave each day? Why? (priorities are personal.)
3. What are the production or sales goals? What obstacles would prevent me from reaching my goals?

4. What are the short and long term goals set for the person in this position?
5. Have questions for the hiring authority. Questions must be written out before the interview, while avoiding the topic of compensation and benefits for the first interview.
6. Salary - this is a trap question. If the question is brought up a very good response is:
 - a. "I would like as much as the position will pay" OR "I am currently making \$_____. Although I would like an increase, I don't know enough about the opportunity to answer that fairly." Be very careful that you don't short yourself. Be sure to keep in mind your base salary, bonus program, stock options, gain sharing programs, performance bonuses, benefits, etc.
7. **Ask for the job!** "I haven't interviewed in a while, what is the next step? Can we conclude our business today if all goes well?" OR summarize what you've done that ties in with the new position and ask, "Do I have the qualifications you're looking for?" Then remain silent for an answer. If the hiring authority says, "I'm looking at other people," you say, "How do my qualifications match the people you're considering." (Your #1 priority is to receive an offer, if this is a position that you desire, your #2 priority is to know the next step.) **ALWAYS SEND A FOLLOW-UP THANK YOU LETTER.**

After you leave the interview, it is very important that you contact your Recruiter immediately.