

Preparing for the Interview

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The Phone Interview

Your phone rings, you answer it and the person identifies themselves as Hiring Manager “Mary” from XYZ Company and wants to know if you have time for a quick phone interview.

You have a few choices:

- 1) Do the screening right there on the spot while you are running your errands with cars passing on the street and dogs barking
- 2) **OR** ask if you can schedule a phone interview later in the day/week so that you have time to be devoted to the call.

I don't know about you, but I would vote for Option #2....

Give yourself time to be prepared!



The In Person Interview

Research the company: Researching the company is key for a good interview.

- Know the background of the company and where they stand in current events.
- Find out the company values, the names of the C-Level Executives, their mission, and look on their LinkedIn page for updates on what they currently have going on. This not only conveys interest but makes for a smooth conversation with the hiring team.

The In Person Interview

LinkedIn Profiles of people you are interviewing with: Look up the LinkedIn profiles of the team you are meeting with. See how they have moved up in the company and where they have been employed in the past. This will help with asking questions and you are also able to see the potential upward mobility and any mutual connections.

Be prepared for behavioral interview questions: Think of specific times that you were in situations that helped your career and learning experiences. Research example behavioral questions based on the position you are interviewing for.

- Some example questions can be:
 - Tell me about a time you were working on a team with different personalities and how you overcame it
 - Have you ever had a client that was unhappy with the service you provided? How did you handle that?

Be prepared for general questions about the company and the job. Know the job you are interviewing for and the skill-set the company is looking for.

- Bring a copy of the position overview with you
- Some questions that may be asked of you are:
 - Why do you want to work there?
 - Why did you apply for this position?
 - What skills can you bring to the team/ what makes you stand out from other candidates?

Know your resume: Be able to have a conversation about your experience without looking at your resume. Be prepared to go into detail about your background, projects you have worked on and your experience with different systems. Also, explain any gaps in your resume and give reasons why you left opportunities and /or are looking to leave your current opportunity. **Be sure to not respond with “it’s on my resume, or as my resume says...”**

Soft skills:

- Make eye contact, a firm handshake, introducing yourself to everyone you meet, smiling and thanking everyone for their time can go a long way.
- Also, bring enough copies of your resume to hand out to each person you meet with and have one for yourself.
- Have a pen and paper readily available to take notes and write your questions down.
 - **Take notes during the interview!** Shows the interviewer you are engaged in what they are saying and you understand.

The In Person Interview

Dress for the job you want!: Business Professional (unless otherwise stated by the hiring manager) is the way to go.

- Presenting yourself as true professional shows the hiring manager you are serious about the opportunity and that you took the time to prepare.

Ask questions: Ask questions to each person you meet with. Think of questions to ask before the interview and write them down.

- Remember you are also making sure this opportunity is the right fit for you.
- Obtain a business card from each person you interview with.
 - After the interview send a “thank you” to each person you met with.
 - Cater the thank you to what you spoke about and let them you know you appreciate their time.

Questions about an upcoming interview, contact Kathryn Marra at:

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