

Interview Tips from Moore Staffing



Securing an interview with a company is a crucial first step in getting a job. Getting a job offer from the company is your next objective. Your interview will make or break your chance of landing the job. The answers you give to the questions asked will help the recruiter decide whether you are fit for their opening.

It is crucial that you do some pre-interview preparation to get yourself ready. You need to think about what the company is seeking. While you cannot recreate your career history, you can formulate a sensible interview strategy that will present your candidacy in the best possible way. For example, if a company is seeking a candidate with five plus years experience and you only have two years of experience, you should promote your other strengths relative to the position such as an ability to solve problems and strong technical skills. Companies are often willing to forgo certain experience if you have strength in other crucial areas.

So what are recruiters looking for when they interview?

- That you have a sincere interest in the job and company
- That you are a good match for their salary range, geographical location and work schedule.
- You have the right mix of skills and experience relative to the opening
- Strong verbal communication skills
- Positive attitude
- Good problem solving skills
- A good track record for being a productive employee
- A team player
- Self motivated/self starter
- Good technical skills
- No negative attendance issues
- Work history that includes awards, promotions, recognition by management etc...

Certain jobs will require varying degrees of experience or ability in each of the talent areas or characteristics listed. For example, an Inside Sales Support position may require a higher level of Microsoft Excel, PowerPoint, and Access database skills whereas an Official Clerical position will usually not require that much technical ability.

Pre-Interview Career Review

For previous jobs, you should be able to give an articulate explanation of your job duties, accomplishments, how you progressed within the job and company, how you impacted the success of the organization and why you left the company. Having a thorough comprehension of your former employers products and services as well as knowledge of their markets and industry in general you will show the recruiter that you have a good business sense. You should write all of this information down and review it prior to your interview.

Research the company

You should research a prospective company before you interview to learn about the products, services, history and what it takes to be a successful employee. This will help you prepare for the interview properly and help you decide whether you really want to work there. Using Internet searches, the company web site and asking around with friends and relatives are the best ways to research a company and to research industries.

Role play an interview

Role-playing an interview with someone is an excellent “practice makes perfect” approach for interview preparation. This will increase your comfort level answering questions about yourself and your career. Ask someone you know who has some interviewing experience to conduct a formal interview with you. Give them a copy of your resume and a description of the company and job you are applying to. This person should conduct the interview from the initial greeting and handshake right through the end of the interview. Some questions they should ask you should include:

1. *Why did you leave this job?*
2. *What were your 2 or 3 biggest accomplishment you had?*
3. *What did you like the most about this job?*
4. *What did you like the least about this job?*
5. *Tell me about any instances where you improved a business process in your job and how it helped the company operate better.*

All of the above sample questions help the recruiter get to know your past work history and job behavior better. Remember to always be honest and articulate and do not talk badly about your former employer. After the role-played interview, review your answer to the questions asked and talk about any areas that need improvement.

Dress for success

Being properly dressed will help create a good impression of you. Most companies are either business casual or professional. It is usually better to dress professional for the interview even if the company is more of a business casual environment. You want to avoid jeans, miniskirts, spandex, sweat pants, t-shirts, revealing clothes, etc...

Be prepared with some questions

Make sure you ask 2-3 questions that will give you information about the job and the company and show you are giving the opportunity to work for the company serious consideration. You could ask about the supervisor and the group you will be working with and about career path opportunities.

Arrive on time

If you arrive late, the hiring company may have concerns about your reliability. Be sure to review driving directions prior to your interview. Always allow some extra time in the event that you do get lost. If you are going to an unfamiliar location, it is always best to make a dry run.

The greeting

When you meet the recruiter, be sure to smile and give a slightly firm handshake. A “fingertip handshake” is not advised.

Other important interview tips

- Avoid smoking or consuming alcohol or potentially offensive smelling food prior to your interview
- Say please and thank you
- Don't interrupt the recruiter
- Maintain good eye contact
- Decline any offers for food or drink
- Keep answers short and to the point but avoid “yes” and “no” responses



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