



"Interviewing with Pizazz"

In today's market, it's not always the person that's the most qualified that gets the job. It's the person that INTERVIEWS THE BEST!! "Interviewing with Pizazz" will give you the necessary steps to assure you an offer with that great company and put you way ahead of your competition!

1. What is the first step you take to prepare for the interview?
2. Get a good nights sleep, get up early & eat a good breakfast
3. Plan to arrive at the interview location at least 15 minutes early
4. Dress appropriately
The password is "conservative"
 - Men - suit and tie or sport coat
 - Women - dark suit w/natural hose
5. Greeting the interviewer
 - Always bring an original copy of your resume
 - Extend your hand and give a firm han shake
 - Look them in the eye
 - Smile
6. When answering questions, always take the disposition of JFK in his famous speech - "Ask not what *this company* can do for you, but what you can do for *this company*."
 - I'm willing to give 150%
 - I'm the type of employee that comes in early and leaves late
 - Be super enthusiastic
7. When asked about your accomplishments, answer humbly, avoid bragging, and point out aspects that are beneficial to that particular company.
8. What do most employers look for in potential new employees? Employees having transferable skills, where minimum training is required. Try to correlate what you've done in the past jobs (if pertinent) to what this particular job requires.
9. Your ability to answer questions skillfully gives you the edge over your competitors.
10. How do you explain short tenure? Be up front about it. Be honest and diplomatic. For example, hit problem areas head on. Say something like, "I know my resume demonstrates short tenure, but the reasons are explainable," i.e. lay off, reduction in force, or diplomatically explain problem. Interviewers always respond more favorably to an honest employee than one who blows smoke or is deceptive. Remember, integrity goes a long way.
11. Go through the list of interview questions on the hand out. They are typical questions that you may be asked. Practice answering them clearly and concisely, with out the "uhs" and "ums".
12. When the interviewer ends the interview, thank them for their time. If they ask, "Do you have any questions?" ALWAYS say, "Yes." Refer to hand out on "Do You Have Any Questions?"
13. Tell the interviewer you feel you would be a real asset to the company and tell them you'd make them proud that they hired you.
14. Always follow up with a handwritten Thank You note.