



**WorkSource Clackamas**

*Building skills and growing businesses*

## Ten Tips for Interviewing

Before stepping into an interview, be sure to practice, practice, practice. To help with the interview process, keep the following **ten tips** in mind:

### **Keep Your Answers Brief and Concise**

Practice on commonly asked interview questions. At the beginning of the interview you will more than likely be told how many questions and how much time you will have for the interview.

### **Include Concrete, Quantifiable Data**

Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the applicant is skilled. Include measurable information and provide details about specific accomplishments when discussing your strengths.

### **Repeat Your Key Strengths Three Times**

It is essential that you comfortably and confidently articulate your strengths. It is helpful to talk about your past performance and how this can be a benefit to the organization. Explain how the strengths relate to the organization's goals. If you repeat your strengths they will be remembered and---if supported with quantifiable accomplishments---they will more likely be believed.

### **Prepare Five or More Success Stories**

In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.

### **Put Yourself on the Team**

Ally yourself with the prospective employer by using the employer's name and products or services. Show that you are thinking like a member of the team and will fit in with the existing environment. Be careful, though, not to say anything that would offend or be taken negatively. Your research will help you in this area.

### **Image Is Often as Important as Content**

What you look like and how you say something are just as important as what you say. Studies have shown that 65% of your communication is nonverbal- your gestures, physical appearance, and attire are highly influential during job interviews.

### **Ask Questions**

The types of questions you ask and the way you ask them can make a tremendous impression on the interviewer. Good questions require advance preparation. Write out specific questions you want to ask. Then look for opportunities to ask them during the interview. Stay away from questions about benefits or salary.

**Maintain a Conversational Flow**

By consciously maintaining a conversational flow—a dialogue instead of a monologue—you will be perceived more positively. Use body language and voice to create a conversational interchange between you and the interviewer.

**Research the Company**

Research will provide information to help you decide whether you are interested in the company and important data to refer to during the interview .

**After the Interview**

As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Did you ask questions to get the information you need? What might you do differently next time? Within 24 hours send a brief, concise thank you letter.

