

## **INTERVIEWING SAVVY**

### **Mindset to effect before/during the interview**

- 1) Prepare! Prepare! Prepare!
- 2) Know yourself. Who are you? What do you want? What do you do better than anyone on the planet? What can you offer this company that no one else can? How can you add value? Are your values in sync with the organization?
- 3) Know something about the interviewer(s). Try to bond or blend with the person during the interview (people hire people they like). Ask about the personality of your prospective boss.
- 4) Understand the employer's need (know the company and don't sell until you know what the employer wants) and adopt the mindset that I have something of value to sell and my skills are in demand.
- 5) Recognize that the hiring manager has a lot of skin in the game; put him/her at ease (skill set and behaviors). People hire you to solve problems, but they won't hire you if they think you'll create them.
- 6) Ask questions that allow you to interview the job and interviewer while simultaneously showing interest in the company.
- 7) Be prepared for the standard tough questions.
- 8) Don't discuss salary until the job is offered. Salary negotiations will probably occur in the 2<sup>nd</sup>/ 3<sup>rd</sup> interview- be prepared to negotiate professionally.
- 9) Believe in yourself! Be confident! If you're not confident – ACT confident. No one's going to hire you because they feel sorry for you...And no one respects a beggar.
- 10) Don't be arrogant. Don't be presumptuous. Don't be a "know it all". Know the mores of the people you're engaging- behave accordingly.