

## Interview Tips: Preparing for the interview

### Find out as much as you can about the company:

- Visit the company's website to find out about its: org structure, business ventures, culture, etc.
- Recruiters will notice if you have researched the company.

### Look up information on a company's competitors:

- Get a feel for the market that the company operates in. This will also let the recruiter know that you have done some research prior to the interview.

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### Prepare for the interview:

- Behavioral interview questions are designed to gauge your ability to perform under a given set of circumstances.
- The basic belief behind behavioral interviewing is that the best predictor of a candidate's future behavior is how he/she performed in a similar situation in the past.
- Take the time to identify two or more examples of how you performed in a work situation.
- Behavioral interview questions typically begin with a phrase such as "Tell me about a time when you...."
- Interviewers look for examples of leadership, motivation, initiative, communication skills, and judgment.

### Relax:

- The interview is a basic screening tool
- If you have not understood the question, it is better to ask the interviewer to rephrase rather than committing a blunder.
- If you are getting nervous, take a few deep breaths
- If you haven't done much interviewing before, it's a good idea to practice at least once before the "real thing".

### Ask Questions:

- You may want to ask for more information about the position, or you may want find out what it's like to work at a particular location.
- Companies are happy to answer any questions you may have.

### Writing a Thank You Letter:

- Near the end of your interviews, ask each interviewer for his or her contact information and correct name spelling, or just ask for a business card.
- Immediately after a round of interviews, always send a thank you letter to each of your interviewers by fax, mail or email.
- Email is the quickest way to get thank you letters in front of interviewers, and is perfectly acceptable these days.
- Regardless of how you send them, follow professional, business letter standards. Avoid using cutesy Net stuff, like emoticons (e.g., happy faces), shorthand and acronyms (e.g., u for you and TIA for thanks in advance).
- It's also an effective interviewing strategy.
  - It shows that you are courteous, knowledgeable and professional
  - Demonstrates your written communication skills
  - Helps to make you stand out in the minds of the interviewers
  - Elevates you above competing candidates
  - Gives you an opportunity to reinforce your good points
  - Allows you to include something important you forgot to mention during your interview
  - Confirms your understanding of topics discussed and helps to avoid misunderstandings