

# How to turn an interview into a job

## Introduction

A job interview is like a blind date. What you do and/or say can make or break your chances of getting called back. As a recruiter and a former career counselor, I have some pointers that will help you turn your job interview into a job offer!

## Things You'll Need

- [Professional resume](#)
- [Appropriate attire](#)
- [Ability to research company](#)
- [Postive attitude](#)

## Step One

PREPARE for the interview. Before you even walk into the office of the hiring manager, make sure you have 1) Researched the company thoroughly 2) Are dressed appropriately--shirt and tie for men, appropriate blouse and slacks or skirt for women. If the interview is for a very corporate position, SUIT UP!!! 3) Have perfect copies of your resume in a nice folder.

## Step Two

ARRIVE at an appropriate time. Be early, but NO MORE than 10 to 15 minutes early. Plan your travel to give yourself plenty of time to find the location. In the event that you arrive too early, find a place to relax and review your resume and notes, etc. You should not walk into the building before the appropriate time.

## Step Three

OPEN INTERVIEW--the first 3 to 5 minutes are critical. You must be confident, poised, and articulate. This is the time to put your best foot forward. Present a perfect copy of your resume to each person participating in the interview. You should also have a copy in front of yourself to jog your memory if you need it. Make sure your handshake is firm. Make eye contact and smile. Wait to be invited to sit.

## Step Four

THE INTERVIEW--You should anticipate the questions the interviewer(s) may ask beforehand. Answer questions directly and concisely. Do not become long-winded. All of your answers should tell the interviewer something about what you can do for the company. Make sure your answers are relevant!!! You can find a list of possible questions by doing a Google search online.

### **Step Five**

**ASK QUESTIONS--** When the interviewer gives you the opportunity to ask questions, make sure you have one or two thoughtful questions to ask. Asking questions conveys your interest in the job and the company. You might ask the interviewer to describe a typical workday. You might ask why the interviewer likes to work for the company. **DO NOT** ask about compensation or benefits in the first interview. Those questions can be asked on a second interview or can be negotiated when an offer is on the table.

### **Step Six**

**ASK the POWER QUESTION--** The power question is this: "What would be your concerns with hiring me for this position?" This question does 2 things. It conveys to the interviewer that you are open to constructive criticism. **AND**, it gives you the opportunity to address the interviewer's concerns right away. If the interviewer mentions that you lack experience in any particular area, use that as a **STRENGTH!** Say something like, "I know I lack experience, but I'm highly trainable. I learn quickly. And, that really gives you the opportunity to groom me to be the employee that you desire."

### **Step Seven**

**CLOSE the SALE!** At the end of the interview, ask for the job!! Most people forget this vital step. Ask the interviewer when he or she is likely to make a hiring decision and then say something like, "After hearing more about this position and the company, I'm really thrilled about this opportunity, and I think I'd be a great asset to your team. I'd really love to come to work for you."

## **Overall Tips & Warnings**

- Practice interviewing with someone who will give you tips and constructive criticism.
- Make sure your resume is accurate and well-written.
- After the interview, send a "Thank You" note. Handwritten notes are nice because everyone likes getting mail. An email is okay too. Thank the interviewer for his or her time, reiterate your interest in the job, and remind them of one "stand-out" skill.
- If you do not hear back from the interviewer after he or she indicated a decision would be made, you can follow-up with an email or phone call.
- Reduce interview day jitters by preparing and planning ahead.
- Control what you can control--your outfit is cleaned and pressed, your resume is proofread, you plan travel to account for unforeseen delays.
- Do not embellish the facts. At the very least, you end up looking foolish. Even worse, falsifying information on an application is grounds for dismissal.

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