

Interviewing Savvy.....

It has come to our attention that interviewing conduct has sadly taken a back seat to common sense within the computer industry. It is not our intent to insult, point fingers or reprimand the guilty parties but to educate and present information that will help you prepare for the interviewing process as well as land the job of your dreams. We feel these pointers will be most helpful as you look back at your interviewing skills to determine why you weren't selected as the "Ideal Candidate".

Preparation:

1. The interview has been set up, have you called prior to the appointment to determine the company's location? Are you familiar with the area and know exactly where you will be going? If not, make the call for further directions, i.e. subway stops, bus stops, highway exits, landmarks. Allow plenty of time to get to the interview if the area is unfamiliar.
2. Do you know anything about the company you are meeting with? Do you know what position you are interviewing for? Do you know who you will be interviewing with and their position within the company? How much time will you spend with the interviewer? Find out as much as you can about the company, the position before you walk through the door.
3. Review your personal image. Are your shoes shined? Suits and shirts pressed? Leave the stained tie, frayed collar, button missing shirt as well as the earring and jewelry at home. This might be the reason why you aren't asked back for a second interview.
4. Have you been asked to conduct a presentation? Is it necessary to bring business plans, overhead reports, graphs, charts and slides? If this is not mentioned to you prior to the interview do not assume that they are prepared to hear or view all of this information.

Take a personal inventory and address all of these topics. They might seem trivial but actually are tips that can be corrected and overcome with a little effort on your part.

Presentation:

1. You have arrived 15 minutes early for your interview and are passing the time reviewing company literature in the reception area. Now is not the time to engage in personal small talk with the receptionist, i.e. "Nice dress", "Great Legs", "Do you have lunch plans?", "How many other people have interviewed for this position?". It is appropriate to discuss and converse on a professional level.
2. The interview has begun and the fact finding starts. When asked pointed questions, respond with a concise, direct answer. Do not pontificate or air your opinions unless asked to do so. Remember that the interviewer is looking to make a determination about your knowledge and expertise, not be told how it all began and why. (Even though this exercise puts you at ease and makes you feel

- important in offering your opinion, it might be viewed that you are superior and must educate the interviewer; not even answering the questions because you have gone off on an unrelated tangent).
3. This is not the time to discuss personal likes, needs and requirements, i.e. "I need to leave work every Thursday at 3:30". You are assuming that you have been chosen for the job and this information is not appropriate at the first interview or any interview unless you are securing a part time job.
 4. The interview draws to a close, do you know where you stand in the process? Will you be asked back for another interview and have you been asked to provide additional information? If so, find out before walking out the door when it will likely happen. Will the interviewer contact you for a second meeting or do you need to set it up? When are they expecting follow up information? Take these important cues, mark your calendar and provide all information that they have requested. Remembering that this is a test and you are being evaluated for potential employment.
 5. Something comes up at the last minute and you aren't able to make your scheduled appointment. Do you call to notify the company and attempt to reschedule your appointment or just blow it off and put it on the list of things to do tomorrow? This will come back to haunt you.....would you blow off a customer?

If you consider yourself a professional than your behavior and actions should be in sync with your image. Do some soul searching and make an effort to correct and overcome these situations so that you do succeed professionally.