



REZULT GROUP

INTERVIEW PREPARATION TOOL KIT

Congratulations your resume, experience and skills stood out among the pool of applicants for this job, now it's time to showcase yourself at the in-person interview. As your job search partner we want you to be as prepared as possible. Below you will find some advice, that after 20 years in the business, is tried and true.

Presenting yourself and positioning your skill sets in the best way possible is critical to receiving an offer and with a little preparation, you will be ready to shine. You want to make sure to clearly communicate the value you can bring to a hiring manager's team, how you will fit into their corporate culture, and thrive in the role. It's never easy choosing the right candidate, but proper preparation will increase your odds.

STEP 1:

Preparation is key. This may seem obvious but so many times great candidates don't get hired because they failed to adequately prepare for the interview.

1. Research the organization: Get to know the organization. If you have the names of the people you are interviewing with, check out their LinkedIn profiles. It is essential to take some time to research the company, their culture, recent news, products, competition and industry, if you aren't already familiar. Their website, social media feeds, Glass Door and Google searches will provide a wealth of information.

2. Craft answers to common interview questions: Take some time to think about the answers you would give to common interview questions, we have a common interview question guide to help you. Having those answers ready will help you focus on answering other questions during the interview.

STEP 2:

The interview. This is your opportunity to make a lasting, positive first impression. Below are a few ways to ensure your interview gets off to a good start.

1. Be Early / Not Late: Punctuality is an important factor in the hiring decision. Know where you are going and factor in time for traffic before you leave. Make sure you arrive at the location 10 minutes early. We know this is exciting but avoid getting there any earlier as you want to be considerate of their schedule. If you get there earlier than that wait in your car or find a local coffee shop.

2. Dress Appropriately & Be Confident: The saying dress for the job you want, not for the one you have' applies perfectly in this situation. It is imperative that you dress professionally for your interview. Not sure of the culture and dress code of the business, no worries! Take the guess work out of it by reaching for your best business professional attire.



3. Be Organized: Bring a portfolio with company information, copies of your resume, your references, your listed strengths, and most importantly, your smart questions. If you don't have a portfolio, buy a professional looking notebook and make sure to take a pen. You'll want some to write in so you can take notes and jot down questions for the 'do you have any questions for me' portion of the interview.

4. Show Who You Are: Interviews are stressful, and the hiring manager is judging to see if you are good fit with the company's culture and the team you'll be working with. Make sure you initiate conversation, allow your personality to shine through, and connect with them. People hire people they like and can see themselves working with for 40+ hours a week.

5. Eye Contact: Make the right amount of eye contact. What is the right amount of eye contact? Making too much eye contact can be considered aggressive, too little makes you look deceptive. It's okay to look away from time to time but make sure you leave the interview knowing the color of their eyes.

6. Say 'thank you': Always thank the interviewer before the interview starts and after it is finished. They are busy and have many responsibilities other than interviewing.

7. Ask Questions It's essential to have questions ready to ask about the role, organization, how this position impacts the business's goals, etc. Not having questions prepared for the interview is ALWAYS a red flag. If you worry you'll forget them, write them down in the notebook you take with you to the interview. These questions will provide you with insight you need to decide if this is a good fit for you, open ended questions allow the interview to share more insight and potentially start a conversation.

8. Relax/Listen/Respond: An interview is not a sprint. The person who talks most does not win. An interview should be interactive with plenty of back and forth dialogue. Relax, listen to the questions, formulate your answer, then respond.

9. Express Your Interest: If you feel the interview went well and its a position you would enjoy, verbalize your interest.

STEP 3:

After the Interview Follow Up: you were prepared and made a good impression. You showcased your experience and skills. Now its time to close the loop.



Closure: You want a yes or a no answer as well as a timeline as to when a decision will be made. Simply asking 'what is the next step in the interview process' will provide a clear understanding.



Reach Out: First things first, you need to be able to communicate with the interviewer after the interview. Ask for a business card. This way you'll be able to send an interview follow up email.



It's Our Turn: Call us as soon as you finish with the interview. Your feedback on how it went will help us as we advocate on your behalf. Let us get work for you.



Send a Thank You: Send a follow up, thank you email. This is a must. Remember, the hiring manager has many responsibilities and you want to confirm your professionalism and ability to take the extra step.

Congratulations! You prepared, asked all the right questions, and sent your follow up thank you emails. Did you feel prepared? Did you leave the interview feeling that you did your best? Our guess is if you followed the outlined steps you went into the interview confidently and interviewed well. It's our turn to ensure your hard work is not wasted. Our recruiters have years of experience and we will do everything in our power to assist your career transition.

Thank you for letting Result Group assist you on your career journey. If you have any questions please reach out to your recruiter, they are happy to support you

