

WHAT IS THE INTERVIEWER LOOKING FOR?

- A lot of facts in a short time.
- To size you up (your ability to make a good first impression really counts)
- To find out exactly what you want in a job and why.
- To see what you have already accomplished, and what you are capable of.

Do Your Homework

- You should find out as much information on the company and the interviewers as you can. The best sources are the public library, the Internet and your recruiter. If you get to your interview early, you should read any brochures they may have in the reception area. Another thing you may do is reviewing any articles or books on interviewing.

Negative Factors Evaluated by an Interviewer

- Poor presentation
- Lack of a firm handshake
- Being unprepared for the interview, i.e. little or no knowledge of the company
- Poor expression of thoughts, including incorrect grammar
- Not asking questions about the job
- Don't be nervous
- Not looking the interviewer in the eyes

Closing the interview

- If you are interested in the position, ask when the next interview is going to be. Be enthusiastic, it should make a good impression. Thank the interviewer for his or her time and considering you for the interview

ALWAYS REMEMBER:

The person who is interviewing you was once on your side of the desk and will be again! We wish you much success in your endeavors.