

Preparing for the Interview

1. Know the exact place and time of the interview, the interviewer's full name, the correct pronunciation and his or her title.
2. Learn pertinent facts about the company such as annual sales revenue, principal lines of business and locations.
3. Find out why the hiring manager and/or client representative is interested in your qualifications.
4. Determine how the opportunity will impact your immediate and long-term career development.
5. An interview is a "two-way street." Know what questions to ask during the interview. Your questions allow the hiring manager to evaluate your professional and personal needs. Insightful questions help both of you determine if your relationship will be mutually rewarding. Lastly, the better you understand the opportunity, the more you will be able to communicate your interest in the position.
6. Put your best foot forward. Always wear proper attire and greet your interviewer with a firm handshake and an enthusiastic smile.

The Interview

1. For hiring managers, the "right match" means they have identified individuals capable of performing the immediate challenges. More importantly, they hope the individuals have the potential to be future resources and assets to the firm.
2. The interviewer is the mechanism used to determine the "right match."
3. You are being interviewed by the hiring manager to determine whether you have the qualifications necessary to do the job and whether a mutually rewarding professional relationship can be formed.
4. Similarly, you must determine whether you can be successful in the available position and whether the company will give you the opportunity for growth and development.
5. Present yourself in the best possible light. However, be yourself; everyone has the same goal - the "right match."

Some "DOs" and "DON'Ts

1. Do plan to arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
2. If presented with an application, do fill it out neatly and completely. Don't rely on your application or resume to "do the selling" for you. Interviewers will want you to speak for yourself.
3. Do greet the interviewer by last name if you are sure of the pronunciation. If not, ask the employer to repeat it. Give the appearance of energy as you walk. Smile! Shake hands firmly. Be genuinely glad to meet the interviewer.
4. Do wait until you are offered a chair before sitting. Sit upright, look alert and interested at all times. Be a good listener as well as a good communicator.
5. Do look at prospective employer in the eye while speaking.
6. Do follow the interviewer's leads, but try to get the interviewer to describe the position and the duties to you early in the interview so that you can apply your background, skills and accomplishments to the position.

7. Do make sure that your good points come across to the interviewer in a factual, sincere manner. Stress achievements. For example: sales records, processes developed, savings achieved, systems installed, etc.
8. Do always conduct yourself as if you are determined to get the job you are discussing. Never close the door on opportunity.
9. Do show enthusiasm. If you are interested in the opportunity, enthusiastic feedback can enhance your chances of being further considered. If you are not interested, your responsiveness will still demonstrate your professionalism.
10. Don't forget to bring a copy of your resume! Keep several copies in your briefcase if you are afraid you will forget.
11. Don't answer with a simple "yes" or "no." Explain whenever possible. Describe those things about yourself that relate to the situation.
12. Don't lie. Answer questions truthfully, frankly and succinctly.
13. Don't make unnecessary derogatory remarks about your present or former employers. Obviously, there were issues or else you would not have left a prior company or be looking to leave a present employer. However, when explaining your reasons for leaving, limit your comments to those necessary to adequately communicate your rationale.
14. Don't over-answer questions. And if the interviewer steers the conversation into politics or controversial issues, try to do more listening than speaking since this could be a sensitive situation.
15. Don't inquire about salary, vacations, bonuses, retirement, etc., on the initial interview unless you are sure the employer is interested in hiring you. If the interviewer asks what salary you want, indicate what you've earned but that you're more interested in opportunity than in a specific salary.

Closing the Interview

1. If you are interested in the position, let the interviewer know. If you feel the position is attractive and you want it, be a good salesperson and say something like: "I'm very impressed with what I've seen here today; your company, its products and the people I've met. I am confident I could do an excellent job in the position you've described to me." The interviewer will be impressed with your enthusiasm.
2. Don't be too discouraged if no immediate commitment is made. The interviewer will probably want to communicate with other people in the company or possibly interview more candidates before making a decision.
3. If you get the impression that the interview is not going well and that you have already been rejected don't let your discouragement show. Once in a while an interviewer who is genuinely interested in you may seem to discourage you as a way of testing your reaction.
4. Thank the interviewer for his or her time and consideration. If you have answered the two questions-- "Why are you interested in this position?" and "What can you offer?"-- You have done all you can.

Questions you may be asked:

- Tell me about yourself? (try to hold your response to 2 minutes)
- What do you know about our company?
- Why should we hire you?
- What can you do for us that someone else can't?

- What do you look for in a job?
- What skills and qualifications are essential for success in the position of _____?
- How long would it take for you to make a meaningful contribution?
- How does this assignment fit into your overall career plan?
- Describe your management style.
- What do you believe is the most difficult part of being a supervisor of people?
- Why are you looking for a new career?
- How would your colleagues describe you?
- How would your boss describe you?
- How would you describe yourself?
- What do you think of your present or past boss?
- What were the five most significant accomplishments in your last assignment?
- What were the five most significant accomplishments in your career so far?
- Can you work well under deadlines or pressure?
- How much do you expect if we offer you this position?
- Why do you want to work for us?
- What other positions are you considering?
- Have you kept up in your field with additional training?
- What are your career goals?
- What are your strong points?
- What are your weak points?
- How did you do in school?
- What position do you expect to have in 2 to 5 years?
- If you took the job what would you accomplish in the first year?
- What was wrong with your current or last position?
- What kind of hours are you used to working or would like to work?
- Do you have your reference list with you? (Remember don't give it out unless it is asked for).
- Can you explain your salary history?
- What questions didn't I ask that you expected?
- Do you have any question for me? (See Questions for the Interviewer that you might want to ask below).

Questions you may want to ask:

- Why is this position open?
- How often has it been filled in the past five years?
- What were the main reasons?
- What would you like to have done differently by the next person who fills this position?
- What are some of the objectives you would like to see accomplished in this job?
- What is most pressing?
- What would you like to have done in the next 3 months? What are some of the long-term objectives you would like to see completed?
- What are some of the more difficult problems one would have to face in this position?
- How do you think these could best be handled?
- What type of support does this position receive in terms of people, finances, etc?
- What freedom would I have in determining my own work objectives, deadlines, and methods of measurement?
- What advancement opportunities are available for the person who is successful in this position, and within what time frame?
- In what ways has this organization been most successful in terms of products and services over the years?
- What significant changes do you foresee in the near future?
- How is one evaluated in this position?
- What accounts for success within the company?

These questions are presented only as interviewing guidelines. They are meant to help you prepare for the interview. Some questions may or may not be appropriate for your interviewing situation. By practicing your responses to some of these questions, hopefully you will not be taken off guard if asked one of them. Most importantly, relax, go with the flow, and before you know it, you'll be in your next job.

*****Contact BankStaff immediately following the interview*****