

Our interviewing tips.

Congratulations! You've just landed an interview! How do you ensure that you make the best first impression you can?

As a start, review the tips listed here, then contact your Gilman Partners consultant for additional tips and to practice for your interview.

Never do these things...

- Talk too much, or ramble. Be brief, honest, and answer only the questions asked.
- Bring up compensation or benefits first.
- “Bad mouth” anything or anyone, especially former managers, employers, competitors...

Always do these things...

- Prepare questions to ask! Ask your Gilman Partners consultant for some tailored examples.
- Ask about next steps.
- Ask a “closing” question. For example, “The job is a great fit, and I'd like to join your team. Do you have any significant concerns about my ability to do this job well?”

Be on time — never late!

- Arrive 5-10 minutes early
- If needed, do a “dry run” to the location the day before
- If too early, park a block away, pause, and arrive 5 minutes before scheduled

Dress properly in business attire with some exceptions.

- Ask your Gilman Partners consultant what is appropriate for the interview
- For men, most often it will be conservative suit and tie
- For women, most often conservative pant suit or dress
- Best to use no cologne, perfume, after shave (minimal if any at all)

Watch your body language.

- Maintain proper eye contact, “open,” smile!
- A proper handshake should be firm, warm, and dry
- Leaning slightly forward shows interest. Never slouch!
- Watch the body language of the interviewer for clues
- Eye contact is critical; it shows interest and is key to your being a good listener

Research the company.

This will differentiate you from the competition!

- Explore the company website thoroughly
- Use information from your research to form your questions
- Show in your examples/answers that you've done your homework

Know your strengths/weaknesses relative to the position.

- “For this position, my three most important strengths are...”
- Prepare to share an irrelevant weakness, or one which may also be a strength
- Prepare 3 targeted strengths and 1 weakness

Prepare for the “standard” questions and practice your answers.

- Why should I hire you?
- Why are you available?
- What salary are you expecting?
- **Review these and other questions to expect with your Gilman Partners consultant.**