



Manpower Career Success Webinar Series 2012

Surviving the Interview Hot Seat

Top 10 Interview Tips

Interviews are a critical part of the job search process. Employers are sizing you up to see if you have the right mix of skills and experience and you are sizing up the employer to see if this is the right opportunity. With so much riding on the interview, it can be a source of stress for many people – what to wear, how to prepare, how to answer tough questions. Here are some tips to help:

- 1. Do your homework.** Learn as much as you can about your potential employer. Go beyond the basics. Find out the latest company news, upcoming projects, and recent achievements.
- 2. Dress for success.** No matter the position, you want to look professional. Suits aren't always needed, but you will want to make sure your clothes are neat and clean. Keep accessories and perfumes/cologne to a minimum.
- 3. Create an interview kit.** Bring a nice portfolio to the interview with the basics: pen, paper, job description, extra resumes, references, and your list of questions. If appropriate, also bring work samples.
- 4. Make a good impression.** Be confident, organized, prepared, and positive. Treat everyone you meet with respect. And, don't forget to smile; it makes a difference!
- 5. Control your body language.** Start with a firm handshake and maintain good eye contact throughout the interview. Sit up straight, avoid fidgeting and speak slowly and clearly.
- 6. Prepare for common questions.** "Tell me about yourself." "Why do you want to work here?" "What is your greatest weakness?" Know these answers and more.
- 7. Prepare 5 CAR stories.** Sell yourself by showcasing your best work examples. Have stories ready that address a Challenge, Action and Result that demonstrate how you met specific challenges.
- 8. Ask questions.** Show your interest in the position by asking thoughtful questions. Prepare questions in advance as well as ask questions that have popped into your mind during the interview discussion.
- 9. Send a thank you.** Get a note out to everyone you met with within 24 hours. Email is acceptable. Reinforce your interest in the position, answer outstanding questions, and say thanks!
- 10. Practice, practice, practice.** You need to practice. Ask your friends and family to help you by conducting mock interviews. When the real time comes, you want to sound prepared and confident.

For more career information or to search for available jobs, please visit manpower.us/Job-Seekers.

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