ManpowerGroup Career Success Webinar Series 2014

Today's Job Interview: 10 Tips for Success

New technologies, more competition, different interview types and longer interview processes have changed how we interview for a job. In addition to being a stressful event, now there are even more factors to consider. Your best interview plan may be creating your own combination of traditional tactics and preparation with new interview requirements, like preparing for a video interview. These 10 tips can help you position yourself for success in your next interview situation:

- Do your homework. Conduct research on both the company and the interviewer.
 Know the basics and beyond. Find the latest company news, upcoming projects,
 recent achievements and more.
- Dress wisely. Always dress to impress. Look like a professional. You don't always need a suit, but you do need to look neat and clean. Keep accessories and perfumes/colognes to a minimum.
- 3. Make a good first impression. Use those first few seconds to set the tone. Offer a firm handshake, sincere smile, friendly greeting and treat everyone you meet with respect.
- 4. Know the questions. Prepare answers to the most commonly asked interview questions. Go in to every interview with a good idea of how you plan to answer popular questions.
- 5. Answer with examples. Be ready with facts, figures and examples to help illustrate your interview responses. You need proof to stand out. Use the Challenge, Action, Result format.
- 6. Sell yourself. Position yourself as the solution. Share what has made you what you are today and why you are the right match for the job. Be careful not to brag too much.
- 7. Be a professional. Always be confident and positive. Take the high road in discussions. Don't speak poorly of past employers or managers. Act like you belong there.
- 8. Ask questions. Show your interest by asking thoughtful questions. Prepare questions in advance as well as ask other questions that have popped into your mind during the interview.
- 9. Don't forget to follow up. Send a note to everyone you met with within 24 hours. Reinforce your interest in the position and remind them of the top three reasons to hire you. Email is fine.
- **10. Practice.** Enlist friends and family to help you prepare for interviews. Ask them to conduct mock interviews and to give you honest feedback. Get comfortable with your answers.



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

Missed our webinar? It was recorded for those unable to attend or should you desire to view it again or pass along to a friend or colleague. To access the materials, please visit the Manpower Webinar Series at manpower.us/careerwebinars.