

Interview Overview

Know Yourself

- Can you honestly visualize resigning from your current position?
- What are your strengths? What are your weaknesses?
- What are your short and long-term goals?
- Evaluate yourself in terms of the position you seek.
- Formulate responses by asking the question: "Why should they hire me?"
- Remember that you're there to sell yourself and secure a job offer.

Know The Bottom Line

- Can you do the job?
- Will you fit the culture of the organization?
- Will you be seen as a positive hire by the hiring authority's superiors?

Research the Company

- Utilize the internet to review annual reports, trade magazines, press releases and newspaper articles.
- Know the company's products and services.
- Be prepared to tell the interviewer why you are interested in pursuing this opportunity and your interest in their company.

Items to Bring to the Interview

References

- Bring any written recommendations from former employers. (Make sure you provide the same references you provided The Wilmington Group)
- Include their name and company as well as home and work phone numbers.
- Always consult with references for their approval and to ensure that their remarks are positive.

Resume

- Review your resume thoroughly and be prepared to discuss all points.
- Always bring a resume copy identical to the one supplied to the interviewer.

- Bring along samples of your work, if possible. Never discuss or show proprietary information.

Other Items

- Bring a folder and pen to the interview to jot down notes. (But first ask permission to do so!)
- Bring any Progress Reports or Written Accomplishments.
- Prepare and review your questions as well as specific responses.
- Bring directions to the interview location as well as the interviewers phone number in case you are running late.
- Bring along your recruiter's phone number to give immediate feedback after the interview.

Arrival at the Interview

- Arrive no earlier than fifteen minutes before the interview (but no later than five minutes prior to the interview).
- Allow adequate time for traffic, parking and a last minute appearance check. If possible, scout out the location the day before the interview to avoid last minute problems.
- Review your notes and go in with confidence.
- If asked, complete an application. Complete the application in full and leave no blanks. Do not write "see resume" as a response to any application question. Respond to "expected salary" questions as "open" and "current salary" questions truthfully. List references if requested. Your recruiter's name should be your response to any "referred by" questions.

**Please contact your Executive Recruiter for a full Interview Handbook, complete with useful information to greatly assist you in making a great first impression and obtaining useful information during interviews.