



Zeta Consulting

Executive Search

INTERVIEW TIPS FOR CANDIDATES

BE PREPARED

- Know yourself-your strengths, weaknesses and accomplishments.
- The most common first question on an interview is: "tell me about yourself". Be prepared to deliver a 3 or 4 sentence synopsis of yourself and your background.
- Research the company. Be prepared with pertinent facts about the company's sales revenue, line of business, and any new press releases.

BE INVOLVED

- The most effective interviews are those where an active two way conversation prevails. Not the typical question and answer type. Begin early in the interview to interject your own inquisitive and probing insight.

BE ENTHUSIASTIC

- First impressions, positive or negative, dramatically affect the ultimate evaluation. You can make or break an interview in the first five minutes.

BE WELL DRESSED OR GROOMED

- Appearance is a critical evaluation component. Look the part of the executive.

KNOW YOUR SIX KEY STRENGTHS

- Be prepared to discuss for 1-2 minutes each, in detail, with examples, your five or six main attributes. These should be the ultimate reasons you should get the job over someone else.

GIVE 1-2 MINUTE RESPONSES

- Communications are the key to successful interviewing. A minimum of 1 or 2 minutes of well-prepared discussion provides insight into your intellect and supports your contentions.

PROVIDE EXAMPLES AND DETAILS

- Support statements about yourself with specific examples. These "Sinkers" provide legitimacy to your claims. Without them the interviewer never accepts them as valid.

BE SELF CONFIDENT

- High self-esteem and self-confidence are hallmarks of the successful individual. Be able to demonstrate how you have overcome obstacles with confidence. There is nothing wrong with feeling good about yourself.

DON'T TALK SALARY

- Avoid talking compensation until the 2nd or 3rd interview. Initially, salary is used as a filter to eliminate you. Salary can always come up 5% or 10% if you're the final candidate.

ASK PROBING QUESTIONS

- A few strategic questions can clearly demonstrate your intelligence, analytical skills and assertiveness. Avoid the superficial questions.

STATE YOUR INTEREST

- At least by the conclusion of the interview, state that you are definitely interested in the position, and would like to know when the next step will take place. It's best to show interest throughout the session. Don't overdo it though.

BE 5 TO 10 MINUTES EARLY

- Punctuality is a subtle clue to attitude and behavior style. Lateness, no matter what the excuse, is lame. You must personally call if there is any chance of being late.

BE POSITIVE ABOUT EMPLOYERS

- Do not "bad mouth" previous positions, companies, or employers. No matter how well-founded, this implies a negative attitude, one typical of those that don't take personal responsibility for their actions.

WRITE THANK YOU NOTES

- This is a "class" action. It demonstrates you area sensitive, professional and can convey sincere interest. An excellent touch. Send to key decision makers.

TWENTY+ TOUGH QUESTIONS

1. Tell me about yourself.
2. Why are you leaving your current position?
3. What do you consider to be your most significant accomplishment?
4. Why do you believe you are qualified for this position?
5. Have you ever accomplished something you didn't think you could?
6. What do you like/dislike most about your current position?
7. How do you handle pressure? Do you like or dislike these situations?
8. The sign of a good employee is to take the initiative. Can you describe situations like this about yourself?
9. What's the worst or more embarrassing aspect of your business career? How would you have done things differently now with 20/20 hindsight?
10. How have you grown or changed over the past few years?
11. What do you consider your most significant strengths?
12. What do you consider your most significant weakness?
13. Deadlines, frustrations, difficult people, and silly rules can make a job difficult. How do you handle these types of situations?
14. One of our biggest problems is... What has been your experience with this? How would you deal with it?
15. How do you compare your technical skills to your management skills?
16. How has your technical ability been important in accomplishing results?
17. How would you handle a situation with tight deadlines, low employee morale, and inadequate resources?
18. Are you satisfied with your career to date? What would you change if you could?
19. What are your career goals? Where do you see yourself five years from now? Ten years?
20. Why should we hire you for this position? What kind of contribution would you make?
21. What is your definition of working "too hard"?
22. In a team environment, what role best fits you: team member or team leader?
23. Have you ever not accepted a job offer? Why?