



# Zeta Consulting

## Executive Search

### **What is ANY company looking for?**

In addition to your technical skills, the interviewer is looking for a more complete picture of what it would be like to work with you - your soft skills and fit for the company culture. It is valuable preparation to consider the process from the interviewer's point of view with a look at the traits they will be assessing.

#### **Questions the interviewer will ask themselves:**

1. **First Impression** – as the candidate impresses you, he/she is likely to impress others the same way. What is your first impression?
2. **Physical Appearance** – was the candidate neat and well groomed? Dressed in good taste? Keep in mind that that candidate is trying to impress you favorably and is trying to put their best foot forward.
3. **Voice and Speech** – Was their voice clear and easy to understand? Did you notice any annoying speech habits?
4. **Educational Background** – Is the educational level acceptable? What was the college GPA?
5. **Poise and Self-confidence** – Was the candidate at ease during the interview? Did the candidate seem to have a sound estimation of their abilities?
6. **Ambition** – What are the future goals of this candidate? Are they realistic? Does the candidate seem motivated for the job and eager to succeed?
7. **Intelligence** – Does the candidate seem to grasp things easily? Is he/she a good listener? Were questions thoughtful and intelligent?
8. **Knowledge of the Company** – Did he/she know anything about the company before the interview? Did he/she check with anyone about the Company? Were good questions asked about the company? Was there a good concept of the job itself?
9. **Overall Impression** – Is this the kind of person you would like to have work with you? What is the overall evaluation?
10. **Maturity** – Did the candidate impress you as one whose overall personality is suitable for the job? Does he/she seem sufficiently mature in appearance and manner to deal effectively with the job?

**Remember to keep the interviewer's point of view in mind for a successful interview!**