

The Interview:

You have two main goals during your interview:

1. Impress upon the employer that you can make a positive contribution to their organization.
2. Impress upon the employer that you will be a compatible member of their team. Keep in mind that both you and the employer are selling and evaluating each other.

INTERVIEW TECHNIQUES

1. Always arrive on time. If you are going to be late or cannot make the appointment, call your CK Mahoning recruiter or the employer...immediately.
2. Dress in business attire. We recommend a suit for both male and female candidates. Most people do best by dressing conservatively.
3. In the presentation, the employer will ask questions to determine if your qualifications fit the company. This is your opportunity to relate your qualifications as they fit the position and ask questions about the company.
4. When asked a question, be brief but positive. Elaborate on points of mutual interest or points that directly relate to your fit for the position.
5. The easiest way to help the interview flow is to ask strategic questions about the company and the position. Have questions ready from your research.
6. Be cautious in explanations for leaving past jobs. Don't bad-mouth employers.
7. Always be positive and enthusiastic — even if you think the interview is not going well. Show enthusiasm about the company and the position.
8. **Honesty is always the best policy.**
9. It is your responsibility to establish an immediate rapport with your interviewer so you may communicate comfortably. Your goal is to get the interviewer to identify with you. Remember, people like people who are like themselves. Uncover the real needs of the interviewer.
10. If you are invited to lunch or dinner, do not select hard-to-manage foods or sloppy dishes. CKM recommends avoiding alcoholic beverages.
11. Listen for buzz words. Every company has them. Present these buzz words back to your interviewer. This gives the impression of a working knowledge of the company's system.
12. Be aware of your posture and body language. They communicate attitude and impressions.
13. Manage the interview but do not take charge. Instead, establish an equal status — neither subordinate nor dominant.