



ACCENTUATE THE POSITIVE

It is the interviewer's responsibility to investigate and evaluate your qualifications and suitability for employment with his company. To do this a knowledge level about you must be established that is adequate for use as the basis for the judgment. Be positive in your responses.

NOT A ONE WAY STREET

Don't presume that the interview is, or should be, a one-sided affair. The interview is a meeting between two parties for the mutual exchange of information. You have something to sell and it is up to you to convince the interviewer that you have what is sought. Also, the interviewer wants to see and hear you function as part of the evaluation.

The initiative should remain with the interviewer as he tries to gain insight into your character, job aspirations and preparation, and how you might fit into the company in general and to the job in particular. However, you should also ask questions. Your questions should be designed to help you evaluate the job and its organizational environment to see whether it matches your needs, aspirations and aptitudes.

WATCH FOR CLUES

Stay alert for clues that you are on the track and have the interviewer with you. If the person seems interested and relaxed, and is following closely and encouraging you with comments, nods, expresses interest, you are probably right on...if the interviewer appears puzzled, stop and restate your reply...If he obviously has lost interest (starts doing things not related to the interview, such as sorting through papers or looking around) try getting him back by asking if you covered the point adequately...At all times try to maintain eye contact as an aid in holding interest.

Watch for indications that the interviewer has received enough information and is ready to close the interview. He / She will make this evident...Don't try to extend it unless you have an extremely important question you desire to ask. If so, make it brief or you run the risk of overselling yourself and losing the good impression you have made.

YOUR OBJECTIVE

Finally, your objective is to create job opportunity. Conduct your portion of the interview in this vein. Don't waste precious minutes talking about job security, sick leave, retirement benefits or salary. If you "hit" on the interview, you'll have plenty of opportunity to investigate these aspects of the job at a later date.

REMEMBER TO INDICATE A CONTINUED INTEREST IN THE JOB!!