

Diversified Recruitment's Top Tips to prepare you for your phone, video or face to face interview



DO YOUR HOMEWORK- KNOW THE FACTS ABOUT THE COMPANY!

- Research the Company: Wikipedia, Google Search, Glassdoor, LinkedIn Company page
- Review every component of the Company Website, Products, R&D, Services, etc.
- Research the Company Executive Team and direct hiring manager and their backgrounds.
- Review press releases and articles about the company.
- Understand Competitors- what they do and what they don't do.
- Research potential connections on LinkedIn and reach out for advice or referral possibilities!

Ask for the names of the Interviewers and get to know them!

- Before your interview, try and get a list of the people you will be meeting with or speaking with. Then research these individuals; do a LinkedIn search and Google search on each person.
- Try to pull as much information as possible about the team you may be joining. It is good to see understand their experience and career history. You just may have things in common! Learn about their interests if they are included on their profile. You need to find areas of interest that could lead you to a nice introduction discussion that will help you build rapport.
- Be ready to introduce your background but first let your audience KNOW you did your HOMEWORK! Find great pieces of information that you found and share that right up front. What got you excited about their company!

Video Interviews require you to be prepared, organized and free of interruptions!!



BE ENTHUSIASTIC!

- Show excitement in your voice!
- Have an hour prior to your interview in advance to energize and prep!
- Get a good night's rest the night before.
- Wake up with a positive attitude...

BE PREPARED!

- Do a mock interview with family/friend or peer. Ask them to be brutally honest with you. Is your posture good? Are you speaking clearly? Can they hear the energy in your voice? Have them ask you the questions we provided below. How would they GRADE you?!
- If you have a video camera or phone to which you can video- video your mock interview and then watch it...watch it again. Learn from it!
- Go through your Social Media accounts. You may want to edit them. Hiring managers look at Social Media to see what you do outside of work!
- If you are doing a Skype/Video Interview remember to DRESS for SUCCESS. This is your first impression you are delivering. Your video interview could be the only interview you have that could land you the position.
- If you are having a Skype/Video interview be at your computer 15-30 minutes in advance to prepare. Make sure outside noises; lawn mower, dogs, cell phones are away from your area!
- Have your resume handy if asked to share via email. Also, have references/letters of recommendation ready (with their approval) prior to the interview. You may be asked to share those as well.
- You will be asked several different types of questions. What is most important is to be ready to explain your W's! Why you are a good fit for the role? What makes you better than other candidate's? Where you want to grow and how this leads to your professional roadmap.
- Think about the questions you may be asked and be prepared to provide direct to the point/articulate answers.
- Your responses need to be well thought out and do not ramble.
- Remember that listening skills are also very important in an interview!



TYPES OF INTERVIEWS: Behavioral/Situational/Competency- One on One or Panel

All companies interview differently. Study these types of interviews and be ready for a mixture of all. Below are a few examples of questions you should be prepared to answer:

Introduction & Competency:

Give us a highlight and brief overview of your background, experience and education?

What are some of your hobbies (what you like to do away from work)?

What have you learned about our company?

Why are you considering leaving your current position/company?

What interests you most about our position?

Why do you think your qualified?

What are your strengths?

What are your weaknesses?

Describe your day to us?

Credibility/Building Rapport:

Can you describe your ability in how you work with others?

Tell us about a time you had a conflict with a co-worker - hiring manager? How did you handle it?

Describe about a situation with a customer that you had to build a relationship with to earn their business? How did you gain their confidence?

Tell me about a time you had to support your peers with a project? How did you establish credibility?

Think of a situation that you had with a co-worker where you had different points of view, your co-worker felt tension and distanced himself from you. What did you do? How did you resolve and gain trust?

Attention to Detail/Decision Making/Teamwork

Describe a situation where you found an error from a co-worker. How did you handle it? What did you do to correct it?

Describe a project that had multiple things that needed to be done at the same time. How did you prioritize?

Do you prefer being in charge of a project or being part of a team?

Please tell us about when you were leading a project and you failed giving enough time to a certain procedure or process? What happened? How did you solve the issue?

Future Goals/Opportunity to ask questions!

What are your career objectives and goals? Where do you see yourself in 5 years, 10 years?

What are your expectations from us?

Did we miss giving you all the information you needed to make a career decision?

Don't be afraid to ask for more information that will help you make one of the most important life decisions!

Last but not least....Send thank you's!

Best Wishes & Good Luck from your friends at DRS!

