



INTERVIEW PREPARATION

Successful Interview- TIPS

Interviews can be tough – even for seasoned veterans. The interview is, however, your best opportunity to gain insight into the position, your potential supervisor, and the company. It's also your chance to communicate how your experience and talent can contribute to the company's growth and profitability.

We have included a list of things that you can do to make your interview as successful as possible. No tricks or gimmicks here – just good, solid information to help you prepare and win that job.

⇒ Do your homework – on the company.

Find out as much about the company, its history, its current situation and its future as you can. Sources: Your Murray Resources recruiter; the company's website, social media profiles, and the broader web for periodicals, trade journals, articles, annual reports and 10K reports; friends and business associates (keep the position confidential). Be prepared to ask good questions about the company and its direction.

⇒ Do your homework – on the position.

Have a thorough understanding of the position, its duties and what's expected. Be prepared to ask good questions: Who's been successful and why? Who's failed and why? Who does it report to, who does it supervise? What needs to be done in the first 6 months, in the first year? Your Murray Resources recruiter will be able to provide insight in these areas prior to the interview. For sample questions, consult our 'Responding to "Do you Have any Questions"' resource document.

⇒ Do your homework – on yourself.

Review your career history thoroughly. Review dates, positions, duties and responsibilities, and accomplishments. Know your strengths and weaknesses. Be prepared to cite specific examples of accomplishments and how your specific experience can help the company solve some of its problems. Concentrate on your most recent positions, but don't neglect your early career.

⇒ Your #1 priority is to GET THE JOB OFFER.

You may decide not to accept the offer, but you always want to be in control of making the decision. Better to get the offer and turn it down, than to not get the opportunity. You get the offer by letting the interviewer know what makes you right for the job opening (why they should hire you), asking good questions, and showing enthusiasm for the position.

- ⇒ Arrive five minutes early to the interview.
- ⇒ Be gracious to the front desk person and everyone you meet. Not only is it the right thing to do, you never know whose opinion is going to be solicited in the hiring process.
- ⇒ Greet the interviewer by his/her surname with a smile and a firm handshake.
- ⇒ Make sure you have at least two clean copies of your resume with you.
- ⇒ Do not answer questions with a simple "yes" or "no". Sell yourself by using examples.

- ⇒ Stress your achievements, records and accomplishments. When applicable, set up your response with the problem you encountered, your action, and the results you achieved.
- ⇒ Answer all questions to the point, don't ramble on.
- ⇒ Don't make derogatory remarks about previous or present employers.
- ⇒ Do not concern yourself with salary, commission, bonuses or vacation in the initial interview.
- ⇒ Tell your possible employer what you are going to do for them, NOT what they can do for you.
- ⇒ Always represent yourself honestly.

One of the benefits of working with a recruiter is that in most cases you will go into an interview with detailed information about the position, the interviewers, and the company. Ask your Murray Resources recruiter about the interview styles of the individuals you will be meeting so you can prepare accordingly. Also, talk to your recruiter about areas of your background that may be of particular interest to the interviewer.