



PRE INTERVIEW GUIDE

Preparing for a Successful Outcome

This it's time to strategize the best way to discuss your past experiences and your current goals so that it can be expressed as eloquently as possible to your prospective employer, without sounding too rehearsed.

Your interview conditions will vary depending on the organization's unique hiring practices.

- Is your first interview over the phone or in person?
- Are you having a casual lunch with a former colleague, a formal meeting with a hiring manager and his team, or are you meeting with HR personnel?
- Maybe it's a second or third interview with the company, and you'll be speaking with your potential future boss.
- Think about how you can adopt a method of delivery that's appropriate for varying situations and corporate climates.

No matter what the case may be, you must be prepared and come across as informed and confident!

Make sure to:

Research the company to which you're applying - It helps to be knowledgeable of the company's history, its founders, and any of its latest articles in the news. You also want to know all you can about their current projects and their overall goals they are trying to attain through your efforts. Your BHT recruiter will be your best source of information.

Be prepared to ask questions - Almost every interview ends with a chance to ask questions, so while you're learning about the position and the company, take note of the inquiries you may want to present. Given the plethora of data available at your fingertips there is NO EXCUSE for not having any questions to ask, no matter how thorough the interviewer has been. Keep questions focused and relevant!

Leave a paper resume behind - In all cases, you should have a clean copy of your physical resume on hand at every interview, even if one has been sent by e-mail in advance. If you have any relevant samples of your work that can substantiate the information in your resume, take that as well.

Get ready in advance – For a phone interview, have the number at hand, go to a quiet area, have your resume and all other data in front of you and take a few minutes before the call time to change gears. For an onsite interview, get proper directions and protocols to follow and have the proper attire and other small details worked out a day in advance. This way, you're able to relax and rehearse your key points just before interviewing.

Contact your Blue Horizon representative in advance of your interview to make sure you're prepared and to go over any remaining information about the job. Good luck!