INTERVIEW QUICK TIPS CHEAT SHEET

With Natalie Fisher of www.asknataliefisher.com

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Before the interview

- Arrive 20 minutes early in the area in case there is traffic, but don't go in until about 5-7 minutes early, so the interviewer doesn't feel pressured to meet with you earlier.
- Remember that you are interviewing them, as much as they are interviewing you -
- Have the 'equal the playing field' mindset going in
- Keep yourself High Intention with Low Attachment
- Know what interests you about the company (why you might want to work there)
- Know what skill sets you will highlight – and have examples of how you've used with stories - get those stories ready to go!
- Know your resume
- Practice the tough questions
- Research the company – use the worksheet
- Know their competition
- Get a notepad and pen—ideally in some sort of leather folio if you have one. Not necessary, but a great idea.
- Wear your interview outfit for a day before hand (to make sure it's comfortable and that you feel good wearing it)

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During the interview

- Get your Questions ready at the beginning and try to use the answers to guide what you say for the rest of the interview
- If you find yourself getting nervous, quickly address your nerves so they're no longer a point focus and move on
- Talk 60-70% of the time. Ask questions during the interview and ask for feedback Collaborative discussion not you talking 95% of the time
- Try to keep your answers to below 45 seconds, concise and succinct
- Remember to take any opportunity to tell a story

After the interview

- Send them a thank you note as quickly as possible, the speed at which it's sent is more important than the info in it. It should be sent the same day. - *script available in the Master Q&A document*
- If you don't get the job, focus on your next opportunity, and generating more opportunities. (Remember that a rejection doesn't necessarily have to do with you)
- Those who get you, deserve you. Those who don't, don't.