

Preparing for an Interview

You have now been invited for an interview, because the hiring organization feels that your skills and attributes might meet their requirements.

Above all, the interview is the most vital step in your job search. It is the ultimate marketing opportunity. Now your goal is to get the job offer. The purpose of the interview from an employer's perspective is to gather information, and evaluate your qualifications.

Here are a few tips that you should keep in mind to increase your chances for a successful interview.

- Focus on how you meet the hiring organization's requirements, rather than how the organization can meet your needs and desires.
- Demonstrate that you are motivated.
- Articulate the contributions you can make.
- Clearly state your career objective.
- Know the qualifications for the job, and reiterate why your qualifications are a match.
- Know your audience. Research the organization's mission, projects and, most importantly, it's personnel requirements.
- Speak about relevant experience, and explain why you meet the advertised requirements.
- Prepare references.
- Focus on the positive aspects of your last employer. Never speak negatively about your employer no matter how challenging your past experience was.
- Listen carefully to the interviewer. It is better to take a moment to formulate your answer rather than ramble on aimlessly.
- Do not be defensive, if the interviewer asks for clarification.
- Make a list of questions that you want to ask. It demonstrates interest and allows you to make an informed decision, if you receive an offer.
- The salary question can be uncomfortable. If the interviewer asks you current salary, be honest and state your salary and bonus or commission program. Do not start negotiating a package at this point, continue selling yourself and the financial package will work it self out later. Chase & Associates will create a win-win offer if the candidate and the client find a mutual match in each other.
- Do not make vague statements about your skills. Be specific and separate your personal accomplishments from those of your group.

You should take time to prepare for the interview to ensure that you sell your skills and experience effectively. We suggest you list some of your strengths and accomplishments along with projects you initiated, and positive changes you have made. Be prepared to back up these statements with examples and measurements of your successes. Remember to keep it relevant to the current opening.



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