



General Interview Preparation/Overview

The goal of the interview is to get the job offer! Ambrion has had the experience of taking thousands of candidates through the job search and interview process. Based on this experience we know what companies and hiring managers are looking for from candidates during the process. Whether you are a senior executive who has interviewed many times, or you are preparing for your first job search, it can be hard work. One thing to keep in mind is that interviewing is a process and the key to success in this process is **preparation**. The following overview will help you properly prepare for the interview process:

- Understand first and foremost that you will be extended an offer or passed over based upon a hiring company's perception of you during the interview process. Whether the process consists of one interview or ten the hiring company makes a decision mostly based upon how they perceive you during the interview process. Creating the right perception, and understanding how to do so, is vital in determining whether or not you will receive the offer.
- Your Ambrion recruiter will be an excellent resource in preparing for upcoming interviews. Utilize them! Recruiters can "set the stage" for the interview as a recruiter will have inside information that is not typically available to a job candidate. Ask questions of your recruiter or schedule a meeting with him/her to discuss the interview process in person. A quick "study session" will go a long way in securing the position!
- Navigating the interview process is an art. Learning to navigate this process successfully can be learned. Ambrion has worked with hundreds of companies and thousands of interviewing authorities and know what works and what doesn't during this process. It is up to you to fully leverage and trust this resource.
- Try to acquire as much information about the company, the job, the culture and the hiring manager as possible prior to your interview, and then throughout the interview process. Get a written job description whenever possible and make sure you have a thorough understanding of the position including a breakdown of duties and responsibilities and expectations of new employees.
- Use the Internet and other resources to find out as much as you can about the company. Media, such as annual reports, trade journals, the company website and your network of professional associations can all provide useful information
- Be prepared to answer *and* ask questions! Writing out and verbalizing answers to common interview questions will help curb nervousness. In addition, always have a list of prepared questions to ask prospective employers.
- Be prepared to talk about yourself. This can be uncomfortable and can lead to overly wordy or very short explanations so be prepared. This is your opportunity to sell yourself by giving specific examples of strengths and accomplishments.
- Relax – the more prepared you are for an interview, the more confident you will feel and the better you will perform!

Keep the following points in mind when preparing for an interview

- Sharp, professional appearance
- Show enthusiasm and high energy
- Do not overplay the money issue, focus on the opportunity
- All references made regarding previous employers and peers should be positive
- Maintain direct eye contact throughout the interview
- Use a **firm** handshake
- Show up fifteen minutes early to the interview and be courteous to the receptionist
- Thank the interviewer/s for their time
- Ask solid, well-researched questions about the position and company
- Give concrete responses to questions, including examples
- Be assertive but not arrogant
- Express yourself clearly
- Demonstrate well defined goals and career direction (short-term and long-term)
- Maintain solid self-confidence
- Remember your manners
- Show maturity
- Be decisive
- Show you are ready to make a career move
- Always be positive
- Demonstrate you have high moral standards
- Represent yourself as self-motivated and self-directed
- Establish yourself as tolerant and easy to work with
- Demonstrate you can take direction and constructive criticism
- Let them know you want the job!