



THE INTERVIEW

For many job seekers, the actual **INTERVIEW** can be the most stressful step in the entire job search process. Potential employers are evaluating and critiquing your experience, skills and knowledge to evaluate whether or not you would be a good fit for the position and the company.

To help you prepare for your next interview, we conducted a survey and assembled a comprehensive list of strategic recommendations from our team of experienced Staffing Consultants.

As the interview comes to a close, one of the final questions you may be asked is *"Do you have any questions?"* Keep in mind that in addition to the employer interviewing you - you are also interviewing the employer to assess whether this company and the position are a good fit for you. So be prepared and have your interview questions ready to ask.

KNF&T Staffing Resources has been providing temporary and permanent staffing solutions for Boston and the surrounding areas for over 30 years.

Our Consultants specialize in placing highly skilled Candidates for direct hire, temporary, contract, and contract-to-hire roles across a variety of industries.



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The Successful Interview

STRATEGIC
RECOMMENDATIONS
&
ASKING INSIGHTFUL
QUESTIONS

A comprehensive guide offering expert tips and advice designed to provide you with the tools and knowledge necessary to ensure a successful job interview.



STRATEGIC RECOMMENDATIONS

- Dress in conservative business attire. It is a proven fact that the image you present to the world will determine the manner in which you are greeted.
- Maintain a dignified stature, keep your chin up, stand tall and be confident!
- Research the company prior to the interview and plan to arrive 10-15 minutes early in case you are given paperwork to complete. If there is an application to fill out, provide detailed comprehensive information and attach a copy of your resume. *(Be specific and honest regarding your previous and current compensation.)*
- Greet your interviewer(s) with a firm handshake.
- Maintain good eye contact, smile and be friendly, but not overly friendly.
- Watch your language. Curt, crude and cutting statements have no place in a successful person's speech patterns.
- Always be positive when answering questions. Be confident and upbeat about your past accomplishments and experiences.
- Present yourself as someone who will not only be a good fit for the company's work environment, but will undoubtedly add value to the organization.
- Overcome any negatives the employer brings up by responding with a positive answer. Remember—employers will test you in order to evaluate your interest level.
- Make sure you express your interest in the company and in the position you are interviewing for. Ask for the job and reiterate what you have to offer the company!
- Always thank the employer for his/her time and for the interview.
- Send a brief thank you note to the decision maker/ interviewer(s) as soon as possible. Verify the proper spelling of names and SPELL CHECK!

ASKING INSIGHTFUL QUESTIONS

INTERVIEW QUESTIONS - THE COMPANY

- What do you see happening for your company in the next five years?
- How do you see the future for this industry?
- What do you consider to be your firm's most important assets?
- What can you tell me about your new product(s) or plans for growth?
- How do you rate your competition?

INTERVIEW QUESTIONS - THE POSITION

Asking *why* the position is currently available can provide insight into the company and the potential for advancement:

- Who was the most successful person who held this position and why?
- What were the major strengths and weaknesses of the previous person who held this job?
- What are the skills and attributes you value most for someone being hired for this position?
- What types of skills are you looking for in a candidate for this position that you do NOT already have onboard?

INTERVIEW QUESTIONS - THE JOB RESPONSIBILITIES

To avoid any confusion, it pays to gain a solid understanding of the position you are interviewing for:

- What would you consider to be the most important aspects of this job?
- Where have successful employees previously in this position progressed to within the company?
- Could you describe a typical day or week in this position?
- Could you describe the typical client or customer I would be dealing with?

INTERVIEW QUESTIONS - THE DEPARTMENT

Asking about the department's current employees and their roles within the company can help you understand more about the company's culture and hierarchy:

- What is the overall structure of the company and how does your department fit within the structure?
- What are the possible career paths in this department?
- What have been the department's successes in the last couple of years?
- How do you view your group/division/department?

INTERVIEW QUESTIONS - THE EXPECTATIONS

To determine how and when you will be evaluated, try asking:

- What are the most immediate challenges of the position that need to be addressed within the first three months?
- What are the performance expectations of this position over the first 12 months?
- How will I be evaluated at this Company, and how often?

INTERVIEW QUESTIONS NOT TO ASK

- Do not ask questions pertaining to compensation benefits and/or vacations. Your Recruiter should provide that information for you prior to the interview. If the employer brings it up, be prepared to ask for the salary that is listed in the job specifications.
- What does this company do?
(Do your research ahead of time!)
- If I get the job how soon can I take time off for vacation?
(If you have prior commitments that require you to take time off, wait until you get the offer to discuss with the employer.)
- Can I change my schedule if I get the job?
(If you have logistical issues regarding transportation, commute time or scheduled work hours....don't mention it now!)
- Did I get the job?
(Be patient! They'll let you know.)

NEXT STEPS

At the end of the interview, don't forget to ask what the next steps are in the interview process. This will give you some insight as to what you may need to prepare for in the near future. There may be another round of interviews, you may be assigned a task to complete or another step in their hiring process unique to the company.