



PREPARING FOR YOUR INTERVIEW

The Renaissance Network is pleased to offer you a few recommendations that should help you have a successful interview. You may already know most of the information below, but it is our experience that candidates at all levels appreciate being reminded of these key tips:

Before the interview:

Some of these tips are relevant for in-person interviews only.

- Read the job description and note how your background relates to the responsibilities and requirements listed in the job description. Be prepared to discuss specific examples of accomplishments and results in your previous roles.
- Read over your resume to remember specific accomplishments, positions, and historic data points.
- Research the products of the company with which you are interviewing, its competitors, and key historic events so that you can speak knowledgeably and relate your experience specifically to your interviewer.
- Research the background of the person with whom you are interviewing as well as the other key players on the executive team by using LinkedIn and/or company website.
- Prepare a written list of questions that you will bring in with you to the interview.



NOTE: Not all questions are necessarily good questions. Avoid questions that are not relevant or irrelevant to that stage of the interview process (e.g. How many days off do I get?).

Use your interview to showcase your past success and give examples of how you will impact the company's success in the future.

During the interview:

- Answer the interview question that is asked of you. Give clear and concise answers to questions that give supporting examples relative to the question asked. Do not ramble on tangents or give lengthy commentary on your background.
- Focus on your strengths as they relate to the position for which you are interviewing.
- Be able to demonstrate your knowledge about the company and the industry.
- Show enthusiasm for the position and company; it is one of the most important things you can do.
- Have a pen and paper with you and take notes during the interview. Do not let your note taking distract you and do not read answers off of your notes.
- Ask any relevant questions that you have prepared. (Again, not all questions are good questions. If you are not sure, please ask your recruiter).
- Ask how your background fits with the company's needs or if there are there any concerns about your background; if there are concerns, you may be able to clarify certain points or expand on certain areas of expertise.
- Ask what the next step is in the process. Especially for certain areas of your expertise, it is important that the interviewer see your closing ability. (Do not close the interviewer too aggressively.)
- Get a business card from all of the people you have interviewed with so that you can follow up with your interviewers on next steps and thank them for their time.

In-Person and Skype Interview Tips:

- * **Learn the location of the interview** ahead of time, get directions, and allow for extra travel time in case of traffic or other problems. **If you have travel questions, please call your recruiter.**
- * **Test Skype or interview technology prior to the interview. Make sure the background to your Skype is professional and tidy.**
- * **Arrive at least 15 minutes early.** Many times there is paperwork that needs to be filled out such as an application or a non-disclosure agreement.
- * **Wear your best conservative interview suit.** Even if the interview is via Skype, treat the dress code like you would an in-person interview.



Good sample questions:

- What are your company's goals and growth plans?
- What are the most challenging aspects of the position?
- What do you consider to be the company's strengths and weaknesses?
- What do you think gives this company an edge over its competitors?
- Is there anything in my background that I can clarify further for you?
- What are the next step in the interview process?
- What is the time frame to fill the position?

Contact Me

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After the interview:

Within 12 hours email a 'Thank you' note to all of the people that interviewed you. This can be short and should express your interest and enthusiasm in the next steps.