**Interview Tips & Tricks**

**Remember the purpose of a resume is to get a job interview. A job interview is to determine the match between the client, as a prospective employee, and the organization.**  
**There are 3 focus areas:**

1. Qualifications: do you have the necessary skills and experience to do the work?
2. Motivation: are you a self-starter, or do you need constant monitoring?
3. Match with the organization: What type of person are you? Will you fit in with the existing staff?

**There are different interviews that you are likely to encounter during the job search. If you are able to obtain an interview, DO YOUR RESEARCH! You need to know the position and the organization that you are interviewing for.**

* Informational: these are networking meetings in which you talk with people who work in fields that you wish to learn more information about.
* Initial (Screening): designed to enable the interviewer to reduce the number of applicants for a job to the top few candidates.
* Hiring: takes place after applicants have passed the initial or screening interview stage. Typically will be more in-depth, both in terms of time and job-related content.

**What should you expect during the interview? There are three aspects of the interview process, each with its own purpose.**

1. The introduction: in this setting you are meeting the interviewer on a more personal level. Take time and be pleasant with the clerical staff. Remember that you do not get a second chance to make a first impression. It is said that many hiring decisions are made within the first 30-45 seconds. Dress professionally, even considering being overdressed for the interview. Always be warm, genuine and make eye contact.
2. The interview: main portion of the interview, will include questions about background and qualifications. Be HONEST is talking about your strengths and skills You will want to use specific examples of the skills that you have. Take time to formulate your answers before speaking.
3. The close: be prepared to answer the question "Do you have any questions?" Answering "no" is never good. Use your research to ask relevant and well-informed questions. After questions have been answered, you may wish to summarize your strengths and how they will be a positive attribute to the company.