

Pacific Crossing

TECHNICAL STAFFING - PROJECT MANAGEMENT

Interview Basics

THE CANDIDATE THAT SHOWS THE MOST ENTHUSIASM

for the job, opportunity and company is usually the one that gets the offer - please be prepared to make your actions positive and smile a lot. Always maintain good eye contact and listen carefully to what they say - show your excitement and interest in the position and conclude the interview by telling the interviewer that you are very interested in the opportunity to work for them (even if you're not sure).

BE PREPARED

to answer specific questions regarding your long term goals, the best system you designed or worked on, your worst career mistake, and where you see yourself in 2/5/10 years. Know your interviewer - research the company you are interviewing with. Do not rely on people you know, take time to go to the library and find information about the company.

GOOD QUESTIONS TO ASK

- What will be my first project?
- In which areas do you expect me to develop new expertise?

- How do you envision my growth in responsibilities?
- What problem areas do you have?
- Why is this position open?
- What types of people typically succeed in your department?
- Avoid questions about benefits, salary and financial issues; these while important, can be handled at a later date after the company has seen what you have to offer. It is ok to ask for benefits package to review at your leisure.
- Make a list the night before; don't rely on your memory. The stress of the interview may cause you to forget key questions.

Take along a sample of your best work.

GET A GOOD NIGHT'S SLEEP

If your interview is early morning get up early enough to go over your questions and company information before going to the interview.

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BE ON TIME

If this means finding and mapping out a route before hand, then do it. You should arrive 5 to 15 minutes before the actual time of the interview. If you arrive early, stay in your car until its time to go in. Take the extra time to review your notes.

GOOD LUCK!!!

Differentiate Yourself

FOR STARTERS

All employers are looking for hard-working, self-motivated employees who can make an immediate and positive impact on their company's bottom line. They want worker's who will continually prove that they are worth the employer's time and money. Employees, who are able to spot problems and find effective solutions, add value to the company, as do employees who can do such things as increase market share or productivity.

AFTER TAKING ALL OF THIS INTO ACCOUNT

You should look back on your previous jobs and write down examples that fit into these areas. In an interview, you should listen carefully to what each interviewer says and then try and fit in a few appropriate examples that match the specific needs of the prospective employer.

OFTEN DURING THE COURSE OF THE INTERVIEW

An employer may talk about the company and mention a particular problem or an area they would like to expand or develop new ideas for.

If this does happen, you have just been handed a golden opportunity. Whether or not the employer asks for it, volunteer to help solve the problem. Even if you automatically know a solution or new direction, do not tell the employer right then and there, because you will be making an unfavorable impression as a know-it-all. Instead say that you would like to try to offer a solution and that you would like to think about it and call them back in a day or two.

If you are able to come up with an effective solution for a potential employer and can prove how former employers held you in high regard, you will be well on your way to landing a job.