

KEEPING IT SIMPLE – THREE KEYS TO A SUCCESSFUL INTERVIEW!

The interview has been scheduled. Now what? What can you do to make sure it's a success? If you keep in mind the three keys that follow, you may not be guaranteed to get the offer every time, but you'll tremendously improve your chances for success.

The 3 Keys

- 1. Understand what you're really being asked** – what is the interviewer really asking you to talk about or wanting to know about you?
 - What, if there is, is the question behind the question being asked?
 - When you're unclear as to what's being asked, either rephrase the question in your own words and confirm that it's what is being asked or ask the interviewer to restate the question.
 - After giving an answer, if you're uncertain as to whether you answered the question that was asked or answered it completely, ask the interviewer if you've thoroughly answered their question
- 2. Provide concise and positive responses** – interviewing is quite often a negative process; by giving answers that are concise and positive you diminish the chances of negativity creeping in to the interview.
 - Keep answers tight, thorough and logically organized – have a flow with an identifiable beginning, middle and end
 - Be conscious of your audience and build your answers' accordingly – use their language and address where they're looking for assurance.
 - Be congruent with what you say, how you say it and what your body says. Exude capable confidence from every pore.
 - Avoid, at time when there may be silence, the tendency to feel that filling the silence is somehow your responsibility. Feeling compelled to fill the silence often means saying something regrettable and there are no "do overs."
 - Pause – it's perfectly fine to take a moment to organize your thoughts between a question's being asked and you beginning to give your answer.
 - If you're lacking in a particular experience or skill, provide an answer that comes as close as you can come; avoid saying, "No!"
- 3. Answer by referencing your related experiences, accomplishments and skills**
 - Discuss the specifics of your background that "spot on" match and/or parallel what the interviewer specifically needs or wants. The more effective you are at doing this, the more desirable you are as a future employee.

- Talk about what “I” did, accomplished and contributed in prior positions. Interviewers’ aren’t hiring “we.”
- Use descriptives and quantifiers that provide the interviewer with a clear picture of the situation. Do what you can to take them there with you, to identify and reality.
- Share illustrative “stories” about what you did and experienced keeping in mind the acronym CAR – **C**ircumstance, **A**ction and **R**esult. Give a one or two sentence description of the circumstance or situation. In another couple sentences tell the interviewer what action you took and finally, tell them what happened – the result.

Keeping these three keys to successful interviewing in mind throughout an interview will greatly improve your chances of having a successful interview. That is being offered the next step and being in the enviable position of deciding what’s next for you.

SUCCESSFUL INTERVIEWING!