

## Winning the Interview

Interviewing Tips from ESP

You only have one chance to make a first impression—leave a positive and lasting impression on your interviewer by dressing well, controlling your mannerisms, providing quality answers, and following up after the interview.

### Before the Interview

Your attitude and the visual impressions you give your interviewer are as important as the things you say.

#### ***Dress to Impress***

Present yourself well by being polished in your attire. Avoid loud colors and outlandish outfits.

#### ***Don't fidget***

If you know you're naturally fidgety or use your hands too much while talking, practice resisting those habits, either with a friend or in front of a mirror.

### During the Interview

#### ***Show Enthusiasm***

Be energetic about the job, the company, your interviewer, and the possibility of working in the position for which you're interviewing. Enthusiasm is contagious, and if the interviewer genuinely enjoys the time they spend interviewing you, you're likely to get the job.

#### ***Focus on the Questions Asked***

Take a few seconds after a question is asked to make sure you understand it. Then answer the question the interviewer is asking; avoid volunteering facts which are irrelevant.

#### ***Stay Positive***

Interviewers respond positively to self-confidence, positive attitudes, and politeness. Speak positively about former experiences; never complain about a previous assignment or employer, instead, emphasize the positives. Create a good impression by speaking about your proven capabilities and your ability to acquire new skills.

#### ***Be Honest***

Identify areas that could be viewed as a concern prior to an interview, and prepare responses to these concerns. Tell the truth! If you have prior related experience, offer your interviewer an example of when you used the skill or technology they are asking about. If you don't have that experience, think of a parallel you can draw. Be honest about the experience you lack, but demonstrate your eagerness to learn.

#### ***Interview your Interviewer***

Remember to truly consider the position, company culture, and person interviewing you. Be attentive to the job description the interviewer offers, and ask questions. You don't want to realize after you've been hired that the job is a bad fit! Ask your interviewer who the company is ideally looking for, how he or she feels about the company culture, and what an average day in the role would be.

## **After the Interview**

### ***Ask about timeline***

After your interview, briefly summarize how you fit the role for which you are interviewing. Then ask when they will make a decision about who they plan to hire. You can follow up by clarifying a time you should check in with them.

### ***Say Thank you***

It may seem obvious, but remember to say thank you in person as the interview ends. Be sure to follow up with a thank you note for every interviewer. Use your discretion if the decision timeline allows time for a handwritten note sent through standard mail, or if an emailed note would be more appropriate. However you approach it, make sure you say *thanks*.