

## Interview Tips

### First Impressions

[HRIA Network]

- 55% of a person's message is communicated by how they LOOK, specifically how they dress and groom;
- 38% is through body language and how a person sounds;
- 7% is through words that are spoken.

Therefore, your appearance is responsible for conveying 55% of the message you send to the world. We are evaluated within seconds based on how we dress and groom. Humans do this without thinking – it is an emotional, visceral reaction that just happens.

### Preparing for an Interview

[POMMEN Group]

- Be prepared. Do your research and homework about the position, organization and community you are seeking;
- Try to visit the organization and/or community before the interview to gain an understanding of what exists – the touch and feel of what exists. Encourage your family to visit as well so they can determine if they would like to live in the community you are pursuing;
- Before the interview, determine with your family if they are prepared to move – this is a critical question and family decision;
- Discuss the parameters and conditions of employment with the recruitment consultant in advance of the interview. Deal with salary, benefits, working conditions in advance, not during the interview;
- Be serious about the position – if you are not, why pursue an interview?
- Think about the types of interview questions that might be asked;
- Think about the types of interview questions you would ask a candidate if you were doing the recruitment;
- Think about succinct answers to anticipated questions to convey your capability, capacity and technical ability related to the question; provide specifics and examples. Always relate and correlate your expertise and experience to the employer's position and community vs. dwelling on how you have done it in the past;
- Do not attend the interview with the expectation to find out more about the position or organization; it is primarily a one-way street within a given time frame (e.g. one hour) providing you with the opportunity to tell the employer why you are the right person for the job;
- Arrive early and impress with your punctuality;
- Always be available for the employer to spend more time with you and/or to give you a tour of the organization and/or community;
- Follow-up with a thank you card or email to the recruiting consultant;
- Make yourself available by cell phone or accessible telephone for early follow-up by the recruiting consultant.