

Fulcrum Search Science Inc.



PREPARING FOR AN INTERVIEW

Most of us are already aware that preparation is the key to success. This is especially true when preparing for a job interview. Some basics to remember are:

- Know your own resume - if asked a question about something you have written, don't fumble - remember YOU WROTE IT. Be ready to respond to any and everything you have written on your resume.
- Research not only the company you are interviewing with, but industry trends and who the competition is. Trade magazines, annual reports and the Internet are excellent tools.
- Be as prepared as possible for the type of questions being asked - read up on behavioural interviews.
- Know what questions you want to ask them ahead of time.
- Don't exaggerate, but do talk about any related accomplishments you have had, citing concrete examples involving your role, the time frame and what the successful end result of your input was.
- When you must discuss money, know your own worth in the current market but keep an open mind as to what else the company is offering.
- And finally - remember to look and act professional at all times during the interview process.

by Penny Saunders