



Keys to Successful Interviewing

Before the Interview

- **Understand the role** - Never interview for a job you know nothing about. Do your homework on the opportunity—the experience, education and skills required, responsibilities and work environment.
- **Know the company** - Carefully research the company, utilize several sources – company website, google search, newspaper or magazine articles, know the products and / or services, identify competitors, and any major news announcements.
- **Practice your story** - Develop stories to highlight your achievements. The more comfortable you are relating your accomplishments, the more your confidence will shine through in a job interview.
- **Confirm can do/will do** - Know your capabilities and limits in advance. Will you travel? How much? Do you mind long hours? Have a clear idea of what you want and need from a job before the interview.
- **Perform interview question drills** - While you can't predict all the interview questions you will be asked, you can guess quite a few. Formulate answers to typical interview questions and prepare creative, clever responses. Practice out loud to increase your poise and reduce anxiety.

Interviewing Tips

- **What to bring** - several copies of your resume, a notepad and pen to take notes, bring your references just in case.
- **Be prepared to fill out an application** – fill out paperwork completely.
- **Timing** - Arrive 10 - 15 minutes early before your interview. Allow for unexpected delays—traffic jams, parking difficulties, etc.
- **Attitude** - Maintain a friendly demeanor. Be gracious and respectful to everyone you meet, from the receptionist to the interviewer to everyone in between.
- **Be confident**
- **Listen carefully**
- **Speak positively** - do not criticize former employers, emphasize the value of the experience, what you learned, etc...
- **Seating** - Only sit once the interviewer offers you a chair or is seated. Select a seat directly opposite the interviewer.
- **The eyes** - Look at the interviewer. Direct eye contact demonstrates confidence and sincerity.
- **Follow-up** - Remember names and make sure to get business cards from everyone you meet with (so you can send them a thank you note later).
- **Eliminate irritation factors** - Keep nervous habits in check throughout the interview (pen clicking, pencil tapping, foot swinging, knuckle cracking, etc.). Never smoke, chew gum or drink coffee during the meeting.
- **Do not get personal** - Limit the amount of personal information you provide during the interview. It is not pertinent to the job or the interview process.
- **Ask questions** - At the end of most interviews, you are asked if you have questions. Use this opportunity to get final questions answered while demonstrating your knowledge of the organization and enthusiasm for the job. – NEVER DISCUSS COMPENSATION ON AN INITIAL INTERVIEW.

Contact

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Our Focus

- Human Resources
- Operations
- Engineering
- Supply Chain
- Sourcing
- Quality
- Maintenance
- Accounting
- Marketing

Customers

- Goodyear
- Moen
- Parker Hannifin
- ALCOA
- Whirlpool
- Newell
- Shiloh
- Associated Materials
- MTD



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General Background Questions

- Tell me about yourself.
- What are your greatest strengths/weaknesses?
- What are your five most significant accomplishments?
- What three adjectives best describe you?
- Why did you choose your profession?
- Why should we hire you?
- What sets you apart from the competition?
- What specialized skills or talents do you offer?

Questions About The Company

- Why do you want to work for our company?
- How did you learn about us?
- What do you understand the position to be?
- What do you know about company/our competitors?

Questions About Previous Work Experiences

- Why are you leaving your current job?
- Why have you taken a break from the workforce?
- Describe the duties of your last job.
- What were your greatest accomplishments in your last job?
- What did you like most/least about your last job?
- What was your very first job?
- What was your favorite job to date and why?
- Do you prefer to work in a team or on your own?

Questions About Your Style Of Work

- What kind of a work environment are you looking for?
- What kind of management style do you prefer?
- What kind of manager are you?
- What new skills/experiences do you want from your next job?

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Questions About Experience /Accomplishments

- Describe some of the most significant responsibilities you have managed in a work environment.
- What is the largest number of people you have supervised at once?
- Name some performance achievements you are proud of.
- Describe a situation when you made a positive impact on business performance.

Behavioral Interview Questions

- Describe a situation in which your work was criticized and how you handled it.
- Describe a work situation when you overcame a difficult challenge.
- Give an example of one of your successful teamwork experiences.
- Describe an important learning experience you have had in the workplace.

Questions You Should Always Ask

- What are your expectations for this position? - This should give you insight, personally and professionally, give examples of how you fit (the position or profile?)
- If I were hired what would my project or assignment be?
 - Explain how you could exceed, give examples

Questions You Should Never, Never Ask!!!

- What is the compensation?
 - If this question comes up a good response would be: "I'm open on compensation and I'm here today to find out more about your company, the position, and whether or not my experience can benefit you here. I'm more interested in the opportunity itself than the dollar amount. If we agree that I'm the right person for the job, I'm sure you will make me a fair offer"
- What are the benefits?
- What are the hours?
- How many weeks of vacation do I get off?

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Before You Leave

- Make sure you have answered all the interviewers questions satisfactorily
- ASK FOR THE JOB (soft sell) I am very interested, what is the next step?

Thank You Letters

- **Show your appreciation** - The perfect final touch to an interview is a sincere thank you letter. Just a brief note of appreciation to your interviewer for sharing their time and knowledge can do wonders. It reminds the interviewer of who you are and demonstrates exceptional professionalism.
- **Make a statement of appreciation** - Be sure to thank your interviewer for his/her time.
- **Recall the interview** - Make reference to at least one topic of discussion during your visit to demonstrate your interest in the conversation and the company.
- **Connect yourself to the job** - Remind the interviewer of how your qualifications meet the needs of the company and emphasize your interest in the job.
- **Indicate next contact** - Let the interviewer know that you look forward to speaking with her/him soon about the job opportunity.
- **Proofread your note** - Be sure your letter is flawless. Do not tarnish a great interview with poor spelling or grammar in the follow-up thank you letter.

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