

Ten Tips To Get You To The Second Round of Interviews

Landing an interview in this environment is hard. You have one chance to make it to the next round so you must maximize the opportunity. The following are some tips to help you do just that.

1. **Research** – Use the internet to find out all you can about the company and the interviewer. Resist the opportunity to follow the interviewer on any social media sites. Following someone too early can be very stalker-like.
2. **Prepare** – Use your research to prepare questions about the company. In addition to inquiries about the specific job duties, you should be able to ask questions about the long-term goals of the company, new products/services etc.
3. **Rehearse** – Review those ‘hard to answer’ questions in advance. You may not be asked why you want to work for this particular company or what you bring but your answers must be strong and confident.
4. **Resume** – Know your resume. Be able to take the interviewer back to points on your resume that fit the job. If you have gaps etc., be able to explain them honestly and without hesitation.
5. **Props** – If you are asked if you would like a glass of water/coffee etc., take advantage of it. First, a drink will keep you from getting the dreaded ‘dry mouth’ but it will also give you an opportunity to think before you speak.
6. **Route** – Know how to get to the interview. Do a dry run, if necessary. You want to be on time.
7. **Style** – No matter what the company dress code is, you must dress for the first interview. If your job is casual dress, make sure that you have check this out with HR first.
8. **Handouts** – Always bring extra copies of your resume. If you have an addendum, bring copies also. You may not need them but it is perfectly acceptable to ask if the interviewer wants an extra copy.
9. **Finish** – Be sure to thank the interviewer and express your interest in the opportunity/company. Keep it short. It should not be a synopsis of the interview. It should be a strong finish.
10. **Notes** – The jury is out on email or handwritten thank you notes. Unfortunately, you do not know what the interviewer prefers. Whichever you chose, make sure you do it the same day of the interview.