



INTERVIEW TIPS

*from
gecko hospitality*

BEFORE THE INTERVIEW

1. Double check the DATE, TIME, and PLACE of the interview. Prepare your route and arrive 15 minutes prior to the interview time. Hiring managers expect this from excellent candidates.
2. Look up the company's website and refer to what you've learned in the interview. Find out all you can about the products & services, awards, reputation, size and location. Your interest and initiative will impress an interviewer.
3. It is highly recommended that you wear a business suit unless your recruiter tells you otherwise. Dress conservatively and neatly. Polish shoes. Go easy on perfume, makeup, and after-shave.
4. Turn off your cell phone before you walk into the building.
5. Prior to the interview, prepare one or two questions about the organization to demonstrate your interest in this opportunity. Bring extra copies of your resume and samples of your best work like training manuals you may have developed, etc.

DURING THE INTERVIEW

1. Sell yourself effectively by communicating your accomplishments, experience, and desire to advance.
2. Support your answers to the interviewer's questions with specific, recent examples.
3. Meet the interviewer's eyes when you are talking and listening.
4. Remember the interviewer's name and use it once or twice during the interview.
5. Present your credentials positively. Be honest about shortcomings, but focus on your strengths.

AFTER THE INTERVIEW

1. Be sensitive to cues that the interview is over. But do not leave before making a statement expressing your interest and enthusiasm in the company and opportunity.
2. Thank the interviewer for his/her time and consideration before leaving. Find out what the next step of the process is and follow through on your part promptly.
3. Write a Thank You letter promptly to all parties you spoke with. Express your interest; mention something you spoke about in the interview; thank them for their time.





DON'T...DON'T...DON'T...DON'T WHILE INTERVIEWING

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1. Don't fail to show up, cancel same day, or arrive late for interview for any reason. If an emergency arises, call the interviewer and your recruiter immediately.
2. Don't forget to turn off your cell phone prior to the interview.
3. Don't begin the interview with a negative remark such as "It's stuffy in here" or "I had a terrible time finding this place".
4. Don't extensively explain or try to defend what you believe are your weak points.
5. Don't sound uncertain, unfocused, or scattered about your career preferences by saying "you will take anything."
6. Don't undersell yourself. This is your time to brag. You DO have skills and talents to offer!
7. DON'T BRING UP SALARY unless the interviewer broaches the subject.
8. Don't answer only "yes" or "no" to most questions. Try to elaborate on your answers. Vague answers will end the interview quickly.
9. Don't chew gum or smoke.
10. Don't use slang or obscenities.
11. Don't disparage employers, employees, and professors.
12. Don't use expressions like; "to tell the truth" or "frankly speaking" or "to be honest with you."
13. Don't act hostile or annoyed if the interview doesn't go well for whatever reason. Always act in a professional manner.
14. Don't conduct a telephone interview while driving a car or multi-tasking.
15. Don't expect the interviewer to hire you on the spot. This rarely happens.
16. Don't expect instant success. Some candidates may have up to a dozen interviews before the right match is made.
17. Don't send Thank You notes on your current employer's stationary.
18. Don't forget to role play an interview with a trusted friend or family member. Or you may practice your interview in front of a mirror.





EXAMPLES OF POSSIBLE INTERVIEW QUESTIONS YOU MAY RECEIVE

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1. Why should our company hire you? What could you bring to our company?
2. What would people at your current company say about you now? What would your coworkers miss about you?
3. What are the three most important qualities you are look for in a new job?
4. Why are you seeking another opportunity right now?
5. Where do you see yourself in your career?
6. Describe your most significant contribution. What did you do to make this contribution a reality?
7. Give an example of an unexpected problem you confront, and how you tried to solve it. What was the outcome?
8. Tell about a goal you set that took a long time to achieve, or that you're still working towards.
9. Give me an example of a major obstacle you needed to overcome to achieve your objective.
10. Give me an example of when you've had to present information to a large audience.
11. Give an example of a time you had to be persuasive and sell your ideal to someone else.
12. Tell about a situation in which you were able to improve an existing product or procedure or policy.
13. Tell about a time when you were able to motivate others to get the desired results.
14. Tell about how you organize your workday.
15. Tell about how you balance competing priorities and do so effectively.
16. Give an example of a shortcoming of yours.
17. Give an example of how you've been able to maintain a professional relationship with a colleague who had a different point of view.





JOB INTERVIEW QUESTIONS YOU MAY ASK

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1. Describe your training program. Where is it located? What is the duration?
2. How is an employee evaluated and promoted?
3. What are the expectations for new hires?
4. What characteristics does a successful person have at your company?
5. How much travel is normally expected?
6. May I see the place that I would be working...if hired?
7. For whom and with whom will I be working?
8. How much supervision would I receive as a new employee?
9. Why is this position open?
10. What are the company's plans for future growth?
11. What is the next step in the interview process?
12. Did my resume generate any questions I can answer?



SPECIAL NOTE:
THE INITIAL INTERVIEW IS NOT THE TIME TO
INQUIRE ABOUT SALARY!!!