



MPI
MAKING A POSITIVE IMPACT

HOW TO INTERVIEW

7 STEPS TO ROCKING YOUR INTERVIEW

1. RESEARCH THE ORGANIZATION

- A. Review the manager profile on LinkedIn.
- B. Seek background information.
 - I. Visit the organization's website (mission, vision, etc.)
 - II. Review their products/services
 - III. Who are the company's customers
- C. Network.
 - I. Use LinkedIn for connections
 - II. Ask MPI management if they have any connections

2. COMPARE YOUR SKILLS AND QUALIFICATIONS TO THE JOB REQUIREMENTS

- A. **Analyze the job description.** Outline the knowledge, skills and abilities required.
- B. **Examine the hierarchy.** Determine where the position fits within the organization.
- C. **Look side-by-side.** Compare what the employer is seeking to your qualifications.
- D. **Outline Specific Accomplishments.** Be prepared to communicate what you have accomplished - complete with measurable results (if applicable).

3. PREPARE RESPONSES

Most interviews involve a combination of resume-based, behavioral and case questions. We encourage you to meet with Talent Development Manager to practice telling your story in the best possible way.

Checkout online resources:

- Top Interview Questions to Prepare For
<https://www.themuse.com/advice/how-to-answer-the-31-most-common-interview-questions>
- Questions to Ask in an Interview
<https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>

4. PLAN WHAT TO WEAR TO MAKE AN AWESOME FIRST IMPRESSION

- A. **Go neutral.** Conservative business attire, such as a neutral-colored suit and professional shoes, is best.
- B. **Err on the side of formal.** If instructed to dress "business casual," don't wear a suit, but use good judgement so that you aren't too casual.
- C. **Plug in that iron.** Make sure your clothes are neat and wrinkle-free.

5. PLAN WHAT TO BRING

- A. Extra copies of your resume on quality paper.
- B. A notepad or professional binder and pen.
- C. A list of references (if requested).
- D. Networking/Business cards.
- E. A portfolio with samples of your work, (if relevant).



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6. PAY ATTENTION TO NONVERBAL COMMUNICATION.

- A. **Be mindful.** Your nonverbal communication will speak volumes - be conscious of your body language and facial expressions.
- B. **Start ahead.** Remember that your waiting room behavior may be observed and reported (stay off your phone).
- C. **Project confidence.** Smile, establish eye contact and use a firm handshake.
- D. **Posture counts.** Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.
- E. **Be attentive.** Don't stare, but maintain good eye contact, while addressing all aspects of an interviewer's questions.
- F. **Respect their space.** Do not place anything on their desk, and discard of any cups or other materials you used.
- G. **Manage reactions.** Facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

7. END THE INTERVIEW WITH CONFIDENCE

- A. Many interviews end with "Do you have any questions?" – **be prepared.**
 - I. **Bring a list.** You may say, "In preparing for today's meeting, I took some time to jot down a few questions. Please allow me to review my notes."
 - II. **Take notes.** It is completely acceptable to take notes during the interview and review items you may have open questions on.
 - III. Smart questions to ask at the end of a job interview.
<http://www.businessinsider.com/smart-questions-to-ask-job-interview-2017-3>
- B. **Be strategic.** Cover information not discussed or clarify a previous topic — do not ask for information that can be found on the organization's website.
 - I. In your opinion, what makes this organization a great place to work?
 - II. What do you consider the most important criteria for success in this job?
 - III. Tell me about the organization's culture.
 - IV. How will my performance be evaluated?
 - V. What are the opportunities for advancement?
 - VI. What are the next steps in the hiring process?

8. FOLLOW UP

- A. Send a "thank you" email or letter/note to everyone you spoke with in a timely manner (make sure you have every person's correct spelling of their name and contact information). Communicate your interest. Reinforce how your capabilities and experience will make a strong contribution for what they are looking for.
- B. If you don't hear back within the timeframe they communicated – reach out again. Ask if the timeframe has changed and/or if they need any additional information from you to make a decision. If they select another candidate, ask if they will give you some time to provide feedback.
- C. Once the decision has been made (either way), send final "thank you" email/notes.