



Interviewing  
Back on Track 05-07-09

## Prior to Interview

- Get the specifics of the position and company
- Do your homework
  - Check the company web site
  - Get confirmation of your appointment
  - Get directions
  - Bring any paperwork requested already completed
  - Know who you will be interviewing with

# Interview Day

- Be at least 15 minutes early
  - Be prepared to complete an application if necessary
  - Call if you are running late
- Have any paperwork filled out as requested
- Bring extra copies of your resume
- Dress for success
- No strong perfume or cologne
- Remain calm
- Have questions ready

# What Employers are Looking for

- Neat appearance
- Prepared candidate
- Resume of one or two pages
- Enthusiastic, energetic candidate
- Culture fit
- Can do attitude
- Change agent
- Problem solver
- How you fit in to solve employer problems
- Interest in company and/or position – ask for it

## During the Interview

- Be prepared to talk about your work experience
- If no work, talk about school or volunteer projects
- Show how you have integrity and are trustworthy
- Show your business knowledge
- Demonstrate your job knowledge
- Demonstrate your flexibility
- Show your results orientation
- Demonstrate your ability to build relationships
- Show your ability to commit time and effort to ensure success on the job you are applying for
- Be ready with questions for interviewer

## Concluding the Interview

- Ask if the interviewer needs anything else from you
- Ask whether you answered all of their questions or do they still have concerns
- Ask whether they think you are a good match
- Ask what to expect next
- Do not talk about pay or benefits unless interviewer brings it up first
- Ask for the job

## After the Interview

- Send a thank you note by regular mail or email
- Express your interest in the position again
- Ask when you can expect to hear anything
- Follow up when they say it is appropriate
- Be persistent but not a pest

# Resources

- Company web site
- [www.salary.com](http://www.salary.com)
- [www.asktheheadhunter.com](http://www.asktheheadhunter.com)
- [www.wetfeet.com](http://www.wetfeet.com)
- [www.google.com](http://www.google.com)
- [www.job-interview.net](http://www.job-interview.net)
- [www.linkedin.com](http://www.linkedin.com)
- South Florida Workforce resources
- Career Services resources
- Professional associations and organizations



## Contact Information

- Cindy M. Oliver, SPHR
- Director of Human Resources
- Terremark Worldwide, Inc.
- 786-871-2321
- [coliver@terremark.com](mailto:coliver@terremark.com)
- [www.terremark.jobs](http://www.terremark.jobs)