

## View from opposite the interview glass

By James M. Carchidi

Interviewing for that next job is nerve racking at best.

Have you ever walked out of an interview feeling uncertain of your performance?

You practiced your handshake and remembered to make good eye contact; but something about their questions just threw you off. If only you knew what the intent was behind some of those questions. If only you knew what thought process was behind the interviewer's questioning?

Well here you go ...

Below is your opportunity: your view from opposite the interview glass.

Interviewer:

- Identify the candidate's three key job requirements.
- Review the three requirements with the candidate and have them elaborate on each one.
- Quiz them on your company to see if they did their research.
- Ask the candidate what jumped out at them when researching your company.
- Are they intimidated by you making eye contact?
- How animated are they when expressing their interests?
- Did the candidate come prepared with their own list of questions?
- Did they elaborate on their experience and tie it into how it matches what you are looking for in an ideal candidate?
- Did they ask for the job?
- Did they follow up within 48 hours with a thank you?

Interviewee:

- Start first by asking permission to take notes during the interview. Then offer your three key job requirements. Examples: challenge, team work, reward for success.
- Elaborate in detail on what challenges you, what you like about working in teams, what you consider success and the appropriate recognition for it.
- Provide answers from the information you obtained on their company Web site.
- Write down one thing the company made a lot of fuss about on its Web site (a big accomplishment, core values).
- Never look away for the interviewer if he or she has locked eyes on yours; when they look away, you can look away.
- Outwardly show your passion when talking about your interests, maybe tell a short story about an interest of yours or use your hands (but don't flap them all over the place).
- Ask three to five questions that you wrote down prior to the interview.
- Make sure you emphasize your interests and correlate them with the company's

interests.

- If you are wrapping up and you want the job, ask for it!
- Always mail a thank you card to the interviewer (a thank you e-mail is acceptable, but not as impressive).