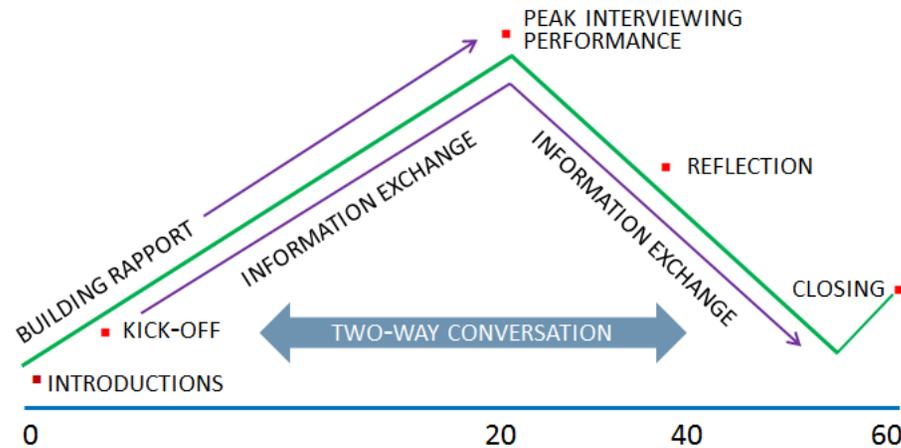


ANATOMY OF A JOB INTERVIEW: TELLING YOUR STORY

Job interviews are like stories. Interviews have a beginning, a middle and an end, and like stories, there is dialog among the characters. Like most stories, the beginning and the end are the most memorable. Make sure you get them right.



BEGINNING

During the opening minutes try to “size up the employer” so you can tailor your performance to his/her style and expectations. Observe the nonverbal habits. You start building a rapport with the interviewer from the moment you walk in the room.

- Make eye contact, smile and give the interviewer a firm handshake
- Appear eager and prepared
- Know your response to “tell me about yourself” or “walk me through your resumé”
- Pay attention to your body language

The opening sets the stage for the exchange of information in the next few minutes.

MIDDLE

During the information exchange, be ready to answer questions about your education, work experience, related activities, your interest in the organization, the type of work you are seeking, and your present and future goals.

The employer will be observing your personality, your communication skills, and your nonverbal signals.

- To demonstrate your fit tell stories (1-2 minutes) highlighting your skills and accomplishments

During the information exchange, you should also ask any questions you have about the organization. You need to create the dialog.

Take time to reflect.

- Did you answer the questions in the best way? Did you get your whole story out? You have time to go back and address anything left unsaid.

END

This is a very important step in the interview for the employer and you.

This is the time for the interviewer to be sure good will has been established, and that further steps in the interview process are outlined.

For you, this is the time to wrap up your story and summarize your qualifications.

Be sure to:

- Understand next steps—especially the timeframe
- Get business cards so you can write your follow up email
- Ask if you can LinkedIn—you want to build your professional network