



Look the Part

- Avoid playing with your hair or touching your face
- Make eye contact
- Smile! Don't chew candy, gum or mints
- Sit/Stand up straight
- Dress nicely, but not too fashionable or trendy
- Avoid bright colors or patterns
- Keep hand gestures to a minimum
- Avoid crossing your arms
- Use a firm handshake
- Try not to fidget

Act the Part

- Have some knowledge of the company you are interviewing to join
- Have a specific job in mind
- Review your qualifications for the job
- Be ready to briefly describe your experience
- Set yourself apart from other candidates
- Use proper grammar
- Use your manners; say “please” and “thank you”
- Have confidence
- Don’t over-explain why you lost a past job
- Bring your authentic self through humor, warmth, and personality
- Don’t concentrate too much on what you want
- Practice don’t “wing” the interview

Pre-Interview

- Become familiar with the company and person you're interviewing with. This will ensure there is no lull in the conversation.
- Have multiple copies of your resume and organize any other materials you are taking with you.
- Turn your cell phone OFF, or place it on silent mode.
- Do not be late! Give yourself an extra 20 minutes and be conscious of potential traffic.

The Interview

- **FIRST IMPRESSION:** Walk, talk and look the part. Be confident, not cocky. Maintain eye contact; present a strong handshake and smile!
- **ONE MINUTE PITCH:** Prepare for question: "Tell me about yourself" by planning out your focus and emphasizing relevant skills that you have early in the interview.
- **AVOID NEGATIVE STATEMENTS:** Even if you are asked a somewhat negative question, always portray yourself in a positive light, and never talk negatively about a former boss.
- **YOUR SKILLS:** Focus on skills you can implement immediately. Employers want to hear how you could hit the ground running and contribute to their company immediately.
- **TELL YOUR STORY:** Support your claim of being the best candidate by providing examples of situations where you developed, enhanced, or used specific, relevant skills.
- **MONEY:** Wait until the end or at least half way through the interview to ask about the positions financial particulars.

Post-Interview

- Always send a thank you note after your interview. The format of the note may depend on the type of company you interview with, but handwritten is always best.
- Do not share! No matter how badly you may want to update your social media status, do not share the details of your interview on the internet. Your interviewer may be checking up on you online.





Questions to Ace

1. Can you tell me a little about yourself?

Don't give your complete employment (or personal) history. Instead, start off with the 2-3 specific accomplishments or experiences that you most want the interviewer to know about, then wrap up talking about how prior experience has positioned you for this specific role.

2. What are your greatest professional strengths?

Be accurate (share your true strengths, not those you think the interviewer wants to hear); be relevant (choose your strengths that are most targeted to this particular position); and be specific (for example, instead of "people skills," choose "persuasive communication" or "relationship building"). Then, follow up with an example of how you've demonstrated these traits in a professional setting.

3. What do you consider to be your weaknesses?

Your interviewer is gauging your self-awareness and honesty. Strike a balance by thinking of something that you struggle with but you're working to improve. For example, maybe you've never been strong at public speaking, but you've recently volunteered to run meetings to help you be more comfortable when addressing a crowd.

4. Can you tell me about a challenge or conflict you've faced at work, and how you dealt with it?

Your interviewer wants to get a sense of how you will respond to conflict. Focus on how you handled the situation professionally and productively, and ideally closing with a happy ending, like how you came to a resolution or compromise.

5. Why are you leaving your current job?

Keep things positive - you have nothing to gain by being negative about your past employers. Instead, frame things in a way that shows that you're eager to take on new opportunities and that the role you're interviewing for is a better fit for you than your current or last position. If you were let go, keep it simple: "Unfortunately, I was let go," is a totally okay answer.

Questions to Ask

- Can you describe a typical day in this type of role?
- How long have you been at the company and what makes you stay?
- How would you describe the work environment and corporate culture?
- What are some goals for the company in the short term and long term?
- How would my performance be measured?
- What types of career opportunities may open down the road for a person starting out in this type of position, assuming they perform well?
- What are some of the company's initiatives regarding development?

Why Dahl Consulting?

Dahl Consulting (DAHL) staffing and recruiting services are 100% free to candidates!

Businesses hire us to help them find the best talent and we are paid by those companies when we are successful. Our employees' paychecks are never reduced for our recruiting services! Whether you are looking for temporary work, a contract position, or a permanent job, DAHL can help you find the role that matches your current needs and skill set. We want to place you with the company that's right for you!

You're not alone.

When you work with a staffing agency like DAHL, the opportunities come to you! DAHL has a large network of businesses hiring for a variety of positions and our recruiters work hard to match you with a job that fits your skill set, earning needs, and schedule.

We are the Employment Experts.

At DAHL, we want to get to know you as a person, not just as a resume and our recruiters are experts at hiring for a variety of industries and positions. We know the job market and we have the connections. Placing great people into great jobs is our mission, and it's been a life-changing one for our candidates!

