

Interview Preparation and Tips

Be On Time

Get directions ahead of time and arrive 5-10 minutes early.

Bring your resume and writing samples

Your resume and samples should be in chronological order and ideally reflect specific skills and experience needed for the job. Include a list of your references as well.

Research the Company

Check out the company and interviewer (Linked-In, Company Website, Google).

Dress Appropriately

Dress slacks, dress shirt, a tie and possibly a sport coat for men. Women should wear a knee length (or longer) skirt or pants, and blouse. If a skirt is your choice, be sure to wear nylons. Don't forget the dress shoes. Your first impression is important so dress professionally.

Prepare Answers to Common Interview Questions

- Tell me about yourself?
- What are your goals?
- What are your strengths and weaknesses?
- What makes you a fit for this job?
- Why do you want to work for this company?
- How would your last boss and/or colleagues describe you?
- Why should we hire you?

Show them you want it.

Approach the interviewer with good eye contact and start with a solid hand shake. Be enthusiastic, smile and continue good eye contact throughout the interview. Verbally thank the interviewer at the end of the interview and ask for a business card.

Say Thank You

Taking the time to say thank you after a job interview not only is good interview etiquette, it reinforces your interest in the position. Use your thank you letter/email, to address any issues and concerns that came up during the interview and to remind the interviewer of your qualities. If you do not obtain contact information during the interview, let WAI know and we will provide the information or forward your thank you.

Rate

If this is a contract and you are asked about rate please refer the client back to WAI.