



## Interview Tips

Get a good night's sleep! This is the day to be at the top of your game.

Dress appropriately for the position. Consider the pond you are fishing in – formal or casual. Before thinking you know what appropriate dress is, ask your search consultant for the inside scoop. Or, if possible, scope out the work place a few days before the interview to get an idea of the dress code.

Turn off your cell phone before you enter the organization for your interview.

Be 'up' on current affairs... know what's going on in the headlines or local news in case the topic comes up as part of initial ice-breaking conversation. Be particularly current with news about the sector in which the organization operates.

Be attentive. Listen well to questions, and answer directly and succinctly. If you need an explanation or clarification of what the interviewer is looking for, ask, don't assume.

When it's your turn, ask meaningful questions. Do not tell jokes, or long-winded stories—especially not about yourself. Your questions should be positive and enthusiastic. Practice at home before your appointment. Do your homework. Learn all you can about the organization before you interview so that you are able to ask appropriate, current questions concerning the open position.

Appropriate questions to ask may be: What major challenges await the person who gets hired? Are there major changes in the organization anticipated? What are the daily responsibilities?



What are the career paths? How long has the opportunity been vacant? What are the expected accomplishments short and long term?

Seek to interview with the person making the hiring decision. In-person interviews are better than telephone interviews where you lose the advantage of impressing with your body language. However, in recent years phone interviews have become more popular among employers as a prescreening technique. Some telephone interview recommendations include:

- Have your resume in front of you during the interview
- Avoid being on cell or speaker phone
- Turn off cell phone ringer
- Minimize background noise
- Stand while speaking
- Do not try to multitask while interviewing
- Convey enthusiasm and confidence

Try to build rapport with your interviewer. The interviewer drives the process. Ask the interviewer about their own experience with the organization, and what path they took to get there or what attracted them to the company.

Try to gather information as you go through the interview. If you are asked about your management skills, or ability to reach fundraising goals, and if you describe how you've done in the past, you can follow this up with an open-ended question (information gathering) that may ask if these skills are a requirement for the open position. This type of answer followed by a question helps to establish a rapport with the interviewer, as they will get the information they need from you, about you, and you will be able to learn much from them. As a by-product they will remember the interview like a conversation, which will be memorable for them and positive for you, since you just doubled the opportunities to talk about yourself.

Bring copies of your resume, even if you have already submitted several. If appropriate also bring examples of your work or your portfolio. It is a good idea to ask the interviewer what they liked about your resume. This gives you an insight as to what the interviewer likes, and how to emphasize your qualities or accomplishments in the remaining time. Make sure the interviewer



understands your resume and that you have answered all their questions about it. After you are gone, your resume is all they have to represent you.

Remember this interview is the only chance you have to sell yourself. Now that you're in the door make sure you represent yourself wisely and well. Modesty most likely will not secure this position for you.

Identify at least three strengths before you interview. Practice stating them and use examples that confirm your assets. Never speak of your weaknesses. If you are asked, come up with an example where your weakness actually served as a strength for you.

Don't discuss money in the first interview. This is the only place you may wish to be vague during the interview process. Indicate that your primary interest is working for the organization, and executing your responsibilities. You can confirm that you are aware that they are competitive in the marketplace and that while money is important, it's not the most important thing to you. (Your RRG consultant will talk with you more about this before your first interview.)

At the close, tell the interviewer that you are very interested in the position (if so). Summarize the significant contributions you can make to the organization and why they should consider you. Try to determine where you rank with others they have interviewed. It's OK to ask whether there are attributes in others that the interviewer did not see in you. This is good information for your follow up interview.

Try to secure a time and date for a follow up interview. Consider informing the interviewer that you have some unanswered questions, and would like to meet again. The more time you spend with them selling them on your qualifications and your interest the better off you are.

When the interview is done, look them in the eye, smile, shake their hand, express your pleasure in meeting with them and reaffirm your enthusiasm for the position.



Contact your Reynolds Resource Group consultant immediately after your interview.