

How To Ace an Interview

To many of us interviews are the most important aspect of our success in landing a new job or even a new client if we are business owner. It's a time when we get to shine. It's also a time that causes us significant stress. Being prepared is the best advantage you have in alleviating your feelings of stress. Thinking of it in another manner can support your confidence. Not only are they interviewing you...but you are interviewing them. You too are in control of the meeting as you need to decide if the potential company or client meets your needs. Below are some success tips to help you in acing an interview.

1. **Be prepared.** Learn as much as you can about the company. Understand the job. Practice your answers to interview questions. Know what you want. Prepare them in SAR format (Situation, Action, Result). Bring extra copies of your resume and any other documents you believe may be required.
2. **Project Self Confidence** – Project the image of the person you want to be even if you don't feel like it. When you have a positive self image it reflects in your judgment as well.
3. **Present the right image- Before.** Dress properly for the interview. Pay attention to all aspects of grooming. Be on time and even a bit early.
4. **Present the right image – During.** Present an optimistic image. Smile throughout , give a good solid handshake, make eye contact throughout the interview, start the conversation with a simple "Thank you for the opportunity to meet with you" or something similar, have good posture, hand gestures and vocal variety.
5. **Present the right image – After.** Always thank the interviewer(s) for their time. Send a follow up thank you note within 24 hours.
6. **Be relaxed and friendly.** Even though this may be nerve wracking, try to enjoy the people and atmosphere. You will take in much more and know if it's right for you. You will be able to listen better if you are relaxed and project more of the real you.

Next month we will cover what not to do in an interview. If you would like to see more information or topics, please contact me at lotte@lastingsolutionscoaching.com.