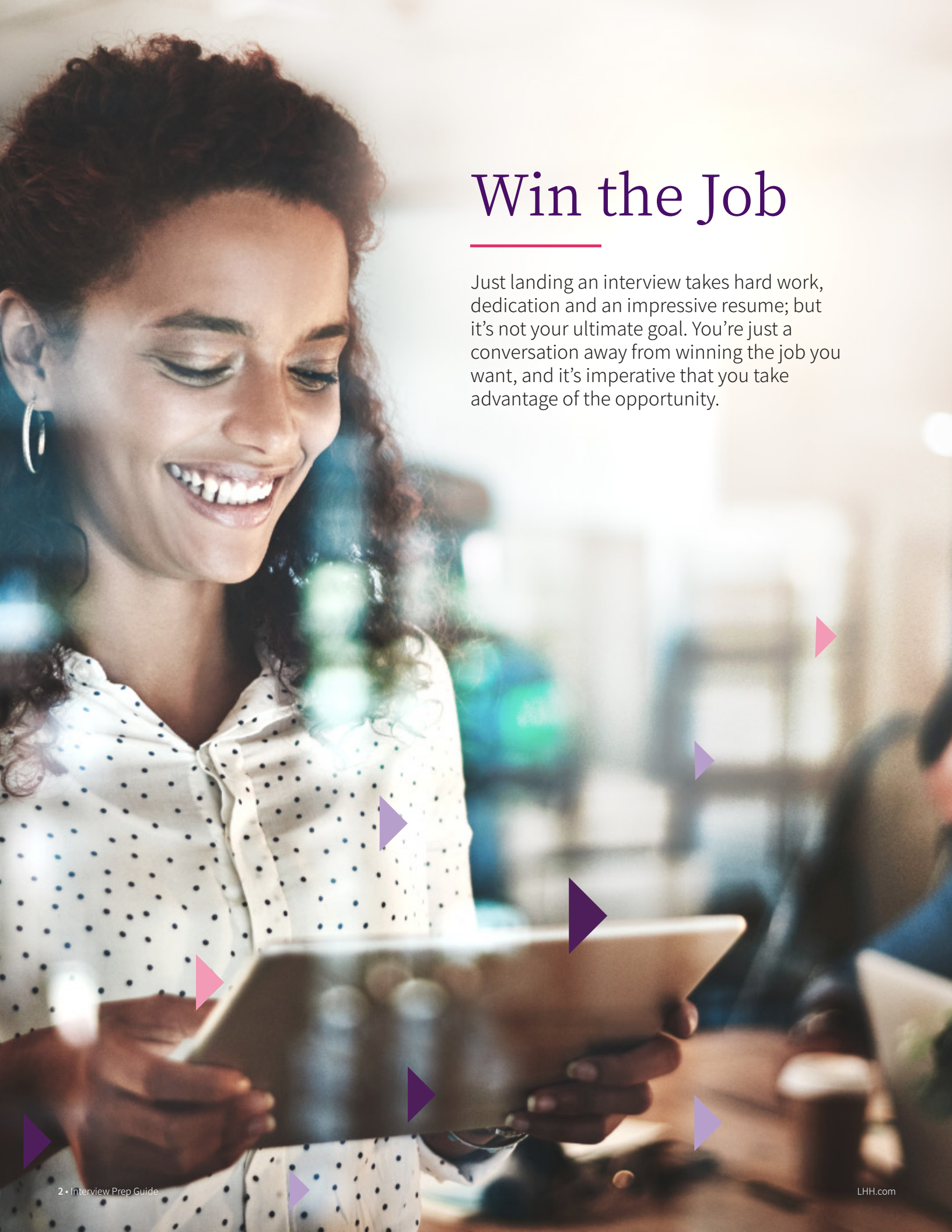


# Preparing for a Strong Interview



**LHH**



# Win the Job

---

Just landing an interview takes hard work, dedication and an impressive resume; but it's not your ultimate goal. You're just a conversation away from winning the job you want, and it's imperative that you take advantage of the opportunity.

# Preparation Is The Core Of A Successful Interview

Think of your interview as a test. The person who is asking the questions certainly will. They will evaluate every answer you provide, so make each one count. As with any exam, the key to passing is to do your homework and prepare ahead of time.

## Do your homework on the company

Find out as much about the firm or company — its history, its current situation, its partners and its future as you can. Sources to use include:

- Your recruiter
- The internet
- Periodicals and trade journals
- Annual reports and 10k reports
- Friends and business associates

## Do your homework on the position

Have a thorough understanding of the position, the primary responsibilities and what is expected. Be prepared to ask questions like:

- Who has been successful and why?
- Who has failed and why?
- Who does the position report to?

## Do your homework on yourself

Review your career history thoroughly:

- Review all dates, positions, responsibilities and accomplishments
- Know your strengths and weaknesses
- Be prepared to cite specific examples of achievements and how these experiences can help the company solve some of its problems
- Concentrate on your most recent positions but make sure to highlight your progress throughout your career
- Reflect on your successes so you can adequately impart your strengths when given the chance

## Remember, the prospective employer will make their hiring decision based on these key factors:

- Attitude and business poise
- Image, presentation and communication skills
- Experience and skill set
- Education and certifications
- Transferable industry and technical background



# Improve Your Social Awareness

---

Social media is not just for connecting with old friends and posting pictures of your vacations; they are the platforms for your personal and professional brand. Firms and companies are paying attention to your online presence like never before.

So, before you step into the interviewer's office, you need to make sure your online brand is helping you put your best foot forward.

## Here are some suggestions:

- Carefully set your privacy settings to ensure different content is available only to intended audiences.
- Find the right balance of personality and professionalism to express your character without crossing a line.
- If you are debating posting a particular picture, link or message, err on the side of caution.
- Make your LinkedIn profile as comprehensive and engaging as possible, just like you would your print resume.
- Participate in discussions on LinkedIn forums and professional networking sites to demonstrate your knowledge.
- Review the people in your network and eliminate any connections that may paint you in an unfavorable light.
- Never say anything false or unsubstantiated, as it could come back to haunt you and hamper your credibility.
- Connect with the companies you want to work for through groups and communities.
- Search for yourself and, if you don't like what you find, change the message by starting a blog or registering a website for your name and your portfolio.

# Prepare Winning Answers

---

Ask a friend, neighbor, relative or even your recruiter to conduct a practice interview and provide constructive feedback. On the next page are some questions you should expect, so be sure to have an answer prepared.

There are no standard answers to these questions, but being able to provide quick, honest, direct and positive responses can make your interview more memorable and more successful. Where applicable, make sure to tie your answers into practical examples that demonstrate the potential positive impact you can make on the firm or company.

- What are your short-term and long-term objectives?
- What do you look for in a job?
- What is the difference between a good position and an excellent one?
- Why are you leaving? Why did your business fail?
- Why did you choose to interview with my organization?
- What can you do for us that someone else cannot do?
- Why should we hire you?
- Do you work well under pressure, deadlines, etc.?
- What management style is most effective for you?
- How has your early career or background influenced your progression and/or current management style?
- How has your management style changed over the years?
- What are the most important rewards you expect in your career?
- What are your five biggest accomplishments in your present or last job? In your career?
- What is your biggest strength? Weakness?
- What business, credit or character references can you give us?
- How do you rate yourself as a professional?
- What new goals or objectives have you established recently? Why?
- How have you changed the nature of your job?
- What qualities have you liked or disliked in your boss?
- What was the most difficult ethical decision you ever had to make? What was the result?
- Why have you not obtained a job so far?
- What features of your previous jobs have you disliked?
- Would you describe a few situations in which your work was criticized?
- How would you evaluate your present company?

# Ask The Right Questions

A good interview should be a free-flowing conversation, not a one-sided speech or a jarring question and answer session. Ask questions that can help you learn more about the position, make you look informed and give you a better idea of where you stand with the interviewer.

## Here are some questions to consider asking:

- How do you feel your major competitors stack up against you?
- Tell me about the history and the growth of the company.
- In the recent history of the company, what has been the biggest advance and what has been the biggest setback?
- What is your highest priority in the next six months and how will this position contribute to achieving your goals?
- What is a typical day like in this role?
- What characteristics do your best employees have in common?
- Where do you see your company going in the next several years?
- What are three main qualities you are looking for in a candidate?
- Do you have any hesitations about me being successful with your company?
- What does your interview process entail?
- Could I have an opportunity to meet some of the people with whom I would be working with?
- What are your personal satisfactions and disappointments since you have been with the company?





## The Phone Interview

Phone interviews are frequently the first step in the interviewing process.

### Here are a few tips to help you succeed:

- Work with your recruiter to set up a specific time for the call. This will allow you to be fully prepared to conduct an effective interview.
- Treat the phone interview just as you would a personal, face-to-face interview. Just because it is over the phone does not mean that you should take it lightly.
- Make sure the phone you plan to use for the call is of high quality. If you have a voice mail, please make sure your recording is both courteous and professional.
- Keep a notepad by the phone for messages and reinforce how important their cooperation is to your search success.
- Be aware of any potential distractions (i.e., music, television, background conversations, etc.). Plan to sit in a quiet room or area where you can speak and think in a productive manner.
- If you get interrupted by another call while on your interview, it's best not to pause your conversation to answer the call.
- If you have a bad connection and/or have difficulty hearing the other person, offer to call them back.
- Be fully prepared with your notes in regards to:
  1. the company,
  2. the position
  3. yourself (resume).You will come across as an organized and articulate interviewer.

Again, do not take this step in the interview process lightly. This is a great opportunity to sell yourself and to find out more about the position.

Last, but certainly not least, the phone interview is the opportune time to set up your face-to-face meeting. Don't be afraid to ask for the appointment! Have your calendar at hand so you may suggest dates that would be convenient to interview.

# The In-Person Interview: 20 Quick Tips

---

## 1. Arrive early

We recommend you get there at least 15 minutes early.

## 2. Fill out all applications neatly and completely

Use your resume for reference if necessary.

## 3. Bring several copies of your resume

You may meet more than one interviewer, so have enough copies to go around.

## 4. Be enthusiastic

Show your interviewer that you really want the job.

## 5. Ask specific questions

Get the information you need to make a decision.

## 6. Do not discuss salary or benefits

Let your recruiter handle these sensitive negotiations.

## 7. Be proactive

Ask for the position at the end of the interview.

## 8. Practice makes perfect

Review potential questions and rehearse your answers. Conduct a mock interview with a friend, family member or your recruiter.

## 9. Organize your answers

Consider ways to give your answer structure, either by organizing your response chronologically or organizing your points in order of their importance.

## 10. Avoid “Yes” or “No” answers

Use examples to paint a clear picture of where, when, how, what and why you succeeded in the past.

## 11. Stress your achievements and accomplishments

Let your interviewer know that you have a history of making a positive impact.

## 12. Answer all questions clearly and succinctly

Do not ramble on.

## 13. Do not speak negatively about other companies

You could seem petty or difficult to work with.

## 14. Be positive about why you are leaving

The key word to remember is “more.” You want more challenges, more responsibility, more opportunity, etc.

## 15. Quantify your accomplishments

Stress specific facts, figures and measurable results.

## 16. Always represent yourself honestly

You want to be hired for what you can do, not for what you think the interviewer wants to hear. Otherwise, you are setting yourself up for failure.

## 17. Mitigate your negatives

If you have to discuss negative experiences, point out what you learned from them and why you won't make the same mistakes again.

## 18. Answer every question, even the tough ones

If you are unsure about the question or need some time to think, ask the interviewer to repeat it.

## 19. Tell them what it means to you

Let the interviewer know that the job is essential to achieving your ultimate career goals.

## 20. Remember, your recruiter is here for you!

Our job is to help you get your next job, so don't hesitate to contact your recruiter if you need help conducting a mock interview, preparing answers to questions or have concerns about what to wear. Call them when the interview is complete to let them know how it went and to let us facilitate any next steps.



# The Follow-Up Thank You Note

Thank you notes are an opportunity to remind the interviewer about your skills and could be the last chance to communicate things you forgot to say during the discussion. However, thank you notes are not necessary, or appropriate, in all instances. Be sure to speak with your recruiter after every interview to determine the proper etiquette for each instance.

## If you do send a thank you note, keep these tips in mind:

- Send the thank you note as soon as possible. This allows you to convey a sense of urgency and a high interest level in the opportunity. Ideally, your note should go out the next day.
- Be brief. It demonstrates respect for the interviewer's time.
- Your thank you note should accomplish four main objectives:
  - Thank them for their time.
  - Express interest and enthusiasm in the company and position.
  - Using the interviewer's own words, highlight your experiences and accomplishments that amplify your qualifications.
  - Ask if you can proceed to the next step.

**Have someone carefully proofread your note, then send to your recruiter for a final review. Together, we'll make sure that your message represents you and everything you have to offer.**

**Below is a sample follow-up note you can use.  
Remember to make it about you and your conversation!**

Dear \_\_\_\_\_:

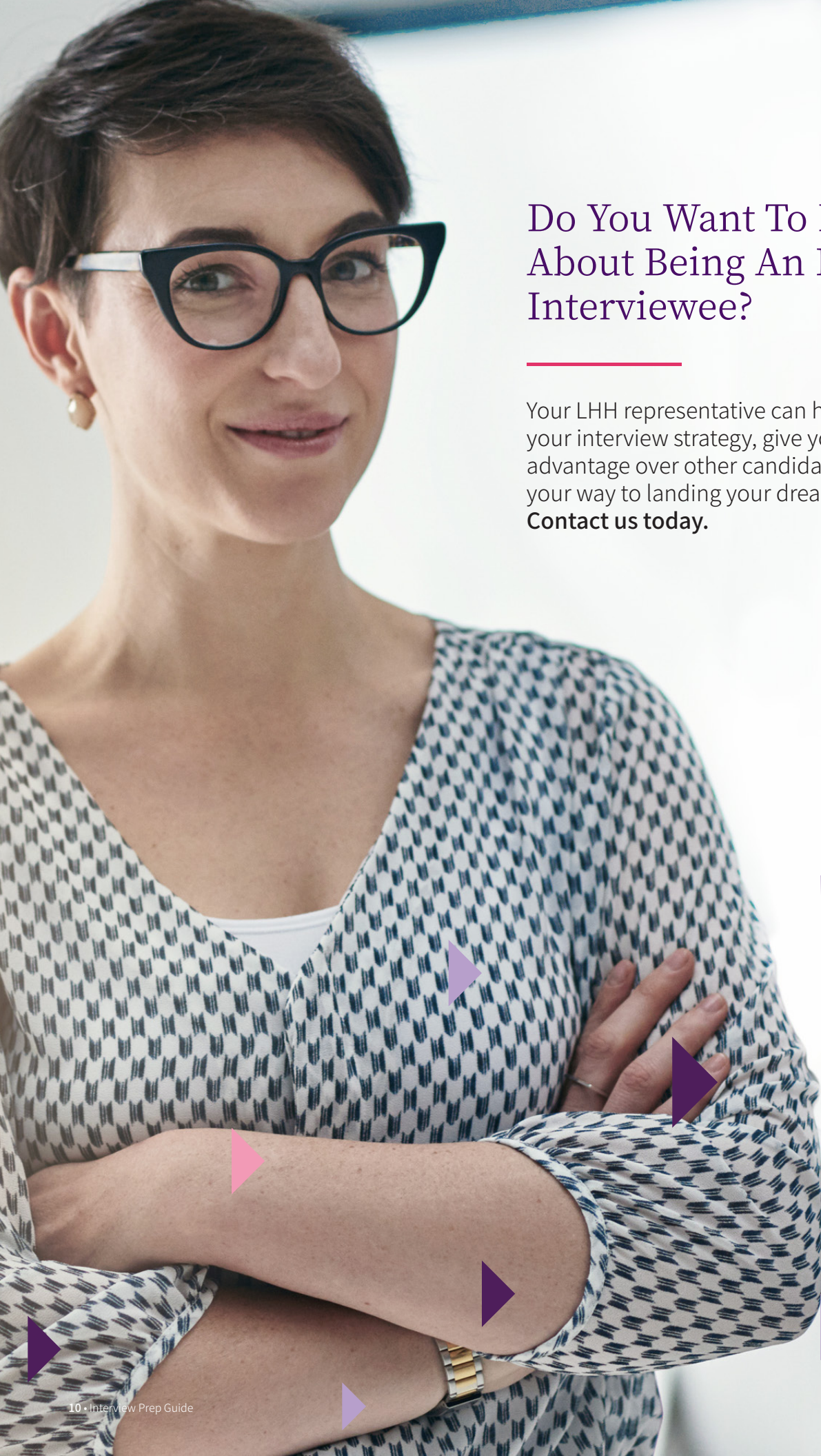
I appreciate the time spent with you discussing XY&Z LLP and the \_\_\_\_\_ position. It was a pleasure meeting with you, \_\_\_\_\_ and \_\_\_\_\_. I feel my qualifications and skill set in \_\_\_\_\_, and \_\_\_\_\_ reflect those necessary to be successful at XY&ZLLP.

At AB&CLLP I successfully ran a team of 15 attorneys in document review, for a large-scale litigation involving \_\_\_\_\_, on time and under budget. I am confident that I have the experience and drive to successfully contribute to the work conducted by your firm generally, and the \_\_\_\_\_ Division in particular.

I feel an even greater excitement level about the opportunity because it will allow me to attain my goals of \_\_\_\_\_, and \_\_\_\_\_.

I look forward to our next meeting to discuss this in greater detail.

Sincerely,  
Your Name



## Do You Want To Learn More About Being An Effective Interviewee?

---

Your LHH representative can help you develop your interview strategy, give you a tremendous advantage over other candidates and put you on your way to landing your dream job.

**Contact us today.**



At LHH, we exist to help people, teams and organizations find and prepare for what's next. Our end-to-end HR solutions future-proof organizations and careers all over the world. Through Career Transition & Mobility, Leadership Development and Recruitment Solutions, we enable transformation, and our job is never done because there's always another tomorrow to prepare for.

We make a difference to everyone we work with, and we do it with local expertise, backed by global infrastructure and industry-leading technology. LHH's over 8,000 colleagues and coaches span over 60 countries worldwide, working with more than 15,000 organizations, a majority of Fortune Global 500, and nearly 500,000 candidates each year. Together we address needs across the entire talent journey, helping organizations build their capabilities and individuals build brighter futures. There is a world of opportunity out there. Let's get to work.

LHH is a part of the Adecco Group, the world's leading talent advisory and solutions company, headquartered in Zurich, Switzerland.

[lhh.com](https://lhh.com)