

# INTERVIEW GUIDELINES FOR A JOB INTERVIEW

## STATING THE OBVIOUS

Wear your most conservative, professional attire.  
Start off with a firm handshake.  
Always make good eye contact.  
Be mindful of any nervous behavior.  
Thank each person for taking time out of their schedule to meet with you. (Do this at the Beginning AND the end.)



**BE PROFESSIONAL AND CONSERVATIVE**

**SAY THANK YOU FROM BEGINNING TO END**

## THINGS TO BRING

**A few copies of your resume.**  
(You don't need to offer it, but you should have it available if the client requests.)  
**Research on the company.**  
(It is a demonstration of your initiative and preparation.)



**PERSONALITY & ENTHUSIASM ARE THE TWO MOST IMPORTANT THINGS!**

Make sure you let everyone you meet with, know how excited you are about this opportunity. You can actually say to them " *This position is exactly what I am looking for.*"

**BE CONFIDENT**, but don't be arrogant or oversell yourself.

**BE READY WITH PLENTY OF EXAMPLES!**

You should have an example for every point on your resume.

## THINGS YOU SHOULD NEVER DO

**NEVER discuss salary** work hours, benefits or commute.  
*It makes you look like you are not focused on the opportunity.*  
**NEVER speak negatively** about your current or previous employer.



**SALARY IS NOT A MOTIVATING FACTOR**

If they ask you what salary you are looking for, let them know that salary is not the motivating factor and that you are more concerned with finding the "right" opportunity.

**IF PUSHED** let them know what you are currently earning and tell them that you would consider any reasonable offer.

**NEVER SPEAK NEGATIVELY** About current or past employers

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## QUESTIONS TO BE READY FOR

During the interview, answer the questions confidently and clearly.

If you don't know the answer, then state so and don't panic.

## QUESTIONS TO ASK

Whenever given the opportunity, ask relevant questions about the job and the company.

This gives a positive impression of you.



Continued

## QUESTIONS TO BE READY FOR

**Tell me about yourself?**

Keep it professional; brief description of job duties, reasons for leaving, etc.

**What do you know about our company?**

This is where your internet research comes in.

**Why are you leaving your current position?**

Be ready to give good reasons for all job changes.

**What are your strengths?**

Don't just give them a strength, also give them an example.

**What are your weaknesses?**

Mention a weakness that can also be positive such as "I am too detail oriented".

**What do you like about your current position?**

**What do you dislike about your current position?**

Be very careful not to say anything negative.

**What challenges have you faced in your career and how did you overcome them?**

## QUESTIONS TO ASK

**What is the most challenging part of this position?**

**What do you think will be my biggest challenge in the 1st 90 days?**

**Based on my background, where can I make the most impact in the 1st 90 days?**

**What qualities are you looking for in the candidate that will fill this job?**

Keep them in mind as you answer your questions.

**What do I need to do to get this position?**

**Do you have any hesitations about my background as it relates to this position?**

Ask this as your last question.

**Finally and most importantly...ALWAYS TELL THE TRUTH.**

I know it sounds simple but Accounting and Finance are "credibility" professions. We have seen many candidates lose opportunities that they would have otherwise received, because of deception about or omission of key facts such as reasons for leaving positions, specific salary history or credit/criminal background.

*Get a business card from each person you meet so you can e-mail a thank you note.*

# A NOTE FROM DAVE GONCZY

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**GOOD LUCK  
CALL ME  
AS SOON AS  
YOU ARE DONE  
AND REMEMBER...**



## HAVE QUESTIONS? CALL ME AT 239-415-7823

### CALL ME AS SOON AS YOU ARE DONE.

I would like to speak with you and find out your level of interest before the client calls. If they call me and we haven't spoken, they may translate this into a lack of interest on your part.

GOOD LUCK!

### REMEMBER THESE THINGS ABOUT SALARY:

We did not tell the client your current salary because we want to get you as much as possible and that information may work against us in this situation. If they ask what you are looking for, simply tell them that you are interested in finding the right opportunity and the right company and will consider any reasonable offer. You can see my skill set, what I can do and where I'll be able to come in and help your company. If I am a fit for you, and it's the right opportunity for me, I'll consider all reasonable offers.

**IF THEY ASK** what you're currently making, you can say: "My feeling is that what I'm currently making is not relevant to why I'm here. I am here to determine if this opportunity is the right fit for both of us. I already know I'm within your range so, I will consider all reasonable offers."

**THE REASON WE DO THIS** is because you don't want to lock yourself into a particular number because no matter what number you give in the interview, the number is either too high or too low. We want them to give us the best offer they can based on your experiences and accomplishments and what you're able to bring to the table.

*I think that covers everything. If you have any questions, please give me a call or email.*