

Links, Books & Resources

- **Sample List of Interview Questions to ask:**
<http://jobsearch.about.com/od/interviewquestionsanswers/a/interviewquest2.htm>
- **Sample List of Behavioral based Interview Questions to be prepared to answer:**
<http://jobsearch.about.com/cs/interviews/a/behavioral.htm>
- **Book(s):**
 - Feel The Fear and Do It Anyway, Susan Jeffers, Ph.D.
 - Ask and It Is Given, Esther and Jerry Hicks
- **Internet Job Tools:**
Indeed, Monster, Career Builder, Business Journal, LinkedIn, FaceBook and Twitter.
- **Agency Resource:**
ConnectPoint Search Group – Curt Certraro / www.connectpointsg.com
- **Networking Organization:**
Successful Thinkers – www.successfulthinkers.com

Interview Tips

- Prepare for interview (Research Company, Interviewer and Executives).
- Send a book/article along with Thank you.
- Send a “Hit the ground running” plan of action as a follow up from interview.
- Decline Beverage offer During the Interview.
- Know the logistics of the interview (Who, When, Where & How).
- Interview occurs Before, During and After!
- Always ask questions.
- Stay on task share skills and your background that would be relative to position.
- Anticipate tough questions and overcome any objectives.
- Ask how you should dress for the interview. Careful with Jewelry, Make-up & Perfume/Cologne.
- Ask them how you can best be prepared for the interview.
- Have several copies of your Resume and References available.
- Have list of prepared questions, pen and paper for notes.
- Be sure to tell you're References who you will be interviewing with prior to interview.
- Always ask Interviewer to clarify a question if you are unclear!
- Do not discuss income on first interview.
- Be patient, the Hiring process sometimes can take several weeks.
- Always make sure to get Business Cards from everyone that you met, including the receptionist.
- Call Recruiter immediately to share your interview experience and ask for next steps, ask for feedback.
- Be HONEST!
- Articulate at least 3 relevant past successes!