



Disabled Veterans Business Enterprise

TECHNOLOGY GROUP

HOW TO PREPARE FOR THAT INTERVIEW

You exit the building wishing to rewind the past thirty minutes. This was the job that might have changed your life. You thought you were prepared. You'd dressed professionally and your resume was perfect (and it didn't have any coffee rings like at the last job interview). But you were uncomfortable in those new stiff shoes, and you couldn't help wonder if they could smell your coffee breath.

In this time of high unemployment rates, the interview is more important than ever. You made it through the first round of cuts, but to go further, you need to be ready. Here are some DVBE TECHNOLOGY GROUP tips for preparing for that next job interview.

KNOW WHO YOU'RE ABOUT TO MEET

How much do you know about the company you're about to interview for? The company website is the first stop. Search the Internet for any news or bios relating to the business. Another idea is to call or email HR or the department receptionist for a detailed job description. From those sources, answer these questions:

- Who is the company? How and when were they founded?
- Who are the department heads?
- What is the company direction?
- What are they known for?
- What exactly is the position you are interviewing for and how does that position relate to the company as a whole? (For example, a computer tech may have varied roles depending upon the size of the company and its departments.)
- What are your questions about the job? (Write them down to ask while in the interview.)

By knowing the details of the company and the role of the position, you'll be much better prepared. You won't ask unnecessary questions but be more direct and impressive in your inquiries and answers during the interviewing process.

CONFIDENCE & PRESENTATION

An interview isn't the easiest place to display confidence, but just like "curb appeal" for a homebuyer, an employer's first impression often makes or breaks your opportunity. DVBE TECHNOLOGY GROUP reminds job seekers that confidence and presentation competes with experience and education in importance. So how do you conjure up a healthy dose of confidence in this most intimidating experience? TMAS has more advice:

- Be physically relaxed - don't drink too much caffeine, but do eat a small meal before the appointment.
- Take a few long, deep breaths before walking into the interview to calm nerves.
- Have organized files that include your portfolio, the job description, your research about the company, and your questions.
- Dress professionally and in a comfortable style that will improve your confidence.
- Shake hands firmly and make eye contact with each interviewer – remember the old saying, "If he can't look me in the eyes, then why would I trust him?"
- Greet everyone in the room.
- Compose your answers carefully before speaking them, but don't take too long. If you talk without thinking first, you may answer poorly, but taking too long in responding can make you appear slow in decisiveness.
- Remember that each person in the room is really just that, a person. They are there to examine you critically, but they've sat in the hot seat as well.



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SELL YOURSELF

A large majority of people outside of IT thinks of the field as a foreign planet with its own techie-geek vocabulary. Even company executives sometimes can't distinguish between a network system analyst and a web developer. "But you're a computer guy, can't you do all of that stuff?" Since they often can't differentiate such roles, you must further sell your value to a company in the field you work in and in you as an individual.

Entrepreneurs and people in the entertainment industry know the importance of the elevator pitch. Careers in IT could use a nudge in this direction as well.

- Be prepared to name your precise field of expertise.
- Know how to state what you do in words that anyone will understand.
- State what you do and who you are in terms that "sell yourself." When in a job interview, you are a product you're selling.
 - What is your value and purpose?
 - What can you offer?
 - Why are you the best asset for this company?

WIN-WIN

Don't be discouraged if you don't get the job, even after a perfect interview. There are always variables beyond your control: companies may be required to interview while already preparing to hire from within, you may be overqualified or under-qualified, or another candidate might be just a step ahead of you. Keep at it, learn from your mistakes, listen to advice, stay positive and continue to build your resume. With this directionality, you can approach an interview prepared and confident which is another step of success.