

Interview Preparation



DOs AND DON'Ts:

- Dress to Impress: Wear a suit or business professional attire in most cases
- Salary: if asked, give them accurate total compensation, break out base salary plus bonus otherwise there is no need to discuss it—that is what we are here for!

If they ask about Salary Expectations, respond:

- “I am negotiable”
- “I am more concerned with the opportunity”
- “I am open if the opportunity is strong”
- “That range seems appropriate, but it depends on the overall package and opportunity”
- Benefits: DO NOT discuss this, we will provide you the information.
- References: Generally speaking, Lucas Group will get your references and provide to the client

Know your resume

- Know each and every bullet point; be prepared to give specific detailed examples. You do not want to refer to your resume to talk about what you do every day—be comfortable with everything you’ve written on your resume.
- Bring an extra resume with you, BUT do not present it unless they ask.
- Be able to explain why you are leaving your current position. Keep it positive, you don’t want to bash your current boss or employer.

Do your research

- Check out their website.
- Be able to explain why you are interested in their company and this opportunity. How does it align with your career goals or the culture you're seeking? What have you seen about the company that impresses you? Have a reason why this role and company interest you.
- Be able to explain what you are looking for-- use the job description for that specific job.

Write thank you notes

- Should go out same or next day of the interview. Lucas Group is happy to forward emails for you to the hiring manager.
- Make sure to get business cards from each person so you know who to thank (and the correct spelling of their name), and after the interview, we can discuss which media is appropriate (email, regular mail).

Typical Interview Questions they may ask you

Prospective employers want to find out about you and your abilities, so be prepared to answer questions like these. Be sure to answer the questions honestly, but also make sure you respond in a way that is appropriate to this company and this opportunity.

- Why did you choose this particular role? What do you really hope to gain or learn in your next career move?
- Why would you like to work for our organization?
- What interests you about our products or services?
- What would your previous employer say about you? Do you think they would recommend you for this position? Why?
- What do you want to be doing in your career five years from now? Why?
- What style of management do you work best with?
- What have you learned from some of the jobs you have held? Which did you enjoy most? Why?
- What have you done that shows initiative in your career?
- What is your major weakness? What have you done about it?
- What do you think determines a person's progress in a good company?
- What does "teamwork" mean to you?
- Are you willing to relocate? May not be applicable for the role you are interviewing for.
- Stress your Three E's
- Pertinent Skills and Experience
- Educational Training and Professional Credentials
- Work Ethic
- Situational Interview Questions (Examples)

Examples of situational questions are:

- "Tell me about a time where you had a confrontation with a boss or co-worker"
- "Tell me about a time where you were working under a serious time deadline"
- "Tell me about a time where you were asked to do something that you didn't know how to do"
- "Tell me about a recent project you worked on that was an independent project where you had to handle it on your own."
- "Tell me about something you had to work on recently that you found difficult"
- "Tell me about recent event that you planned" (work/social)

For each situational question, answer with the STAR Approach:

S: Situation – Describe a specific situation that applies to the question – do not generalize.

T: Task – Describe the task at hand, again, do not generalize – be specific.

A: Action – Describe the actions you took to resolve the situation and/or complete the task.

R: Result – Describe the final result of the situation – and MAKE SURE it is a POSITIVE result!

NOTE: If you are nervous about “recalling” your answers to each of these questions, think of a few stories that may be used to answer a range of questions they could ask. You will feel more comfortable going into the interview, and have good, well thought-out illustrations of a variety of scenarios.

Typical Interview Questions You May Want to Ask Them

Most employers are impressed when you question them intelligently during a job interview. It shows them you took the time to research their organization and can indicate your interest in the position. But remember, the interview is for you as well. Make sure you are comfortable with the company and the opportunity. Think about the reasons you are looking for a change in your career, and make sure this position addresses those issues.

- How/why has this position become available?
- Who would be my direct supervisor?
- How would you describe the management style of the direct supervisor of this position?
- How large is the department? Who would my peers be? What is their background? Who would my superiors be? What is their background? Who would my subordinates be? What is their background?
- What / who will my resources be to evaluate my work on these projects to maintain quality, accuracy and timeliness?
- How do you think this position should be performed in order for it to be successful?
- In what ways does your company foster growth, development and learning of its employees? Where can I expect to be in 2yrs when I come in and perform at or above levels expected of me?
- What has been the key to making this company successful?
- Why did you come here? What makes you stay? (This is one of my favorites to get a good feel for the corporate culture!)
- What does your company do to give it a competitive edge over the rest of the market?
- What is the company's current financial situation? (you should know this, but if it is not strong, have them explain why and how they hope to turn it around)

- What economic conditions impact your organization? What is being done to handle these situations?
- What is the best and worst thing you know about this company?
- What expansion is planned for this department, division, or facility
- What markets does the company anticipate developing?
- Does the company have plans for mergers or acquisitions?
- When was the last corporate re-organization? How did it effect the department? When will the next corporate re-organization occur? How will it affect this department?
- What does the department hope to achieve in the next 2-3 years? How will that help the company?
- How will the company recognize it?

Ending the Interview (T.I.Q.W.)

- **T** Thank the Employer
- **I** Reinforce your Interest in the position
- **B** Qualify Yourself
- **W** Where do we go from here? What's the next step?

**I also like “Now that you’ve met with me and have a better understanding of my background, are there any concerns or anything I can clarify?” OR “Is there any reason why I wouldn’t move forward in this process?” This is great way to address potentially minor details that may not otherwise be brought up.*