



*your next
interview!*

Interview Guide



Expert to Expert

You have impressed them with your experience and skills set, now it is time to wow them in your interview.

Remember: If your not prepared for the interview, you are not prepared for the job!





Inside the Mind of an Employer

When interviewing, most employers want to ensure that you are the ideal candidate for their role. The employers' core concerns include:



Before the Interview



Take Control by Being Prepared

Know yourself, know the employer, prepare responses to commonly asked questions, develop a list of questions to ask and practice. Follow these steps to help you effectively prepare for an interview.





Preparation is Key



Review your Resume

Make sure you know your resume well enough that you can discuss every line!



Assess Yourself

Evaluate and be prepared to discuss your strengths, weaknesses, interests, education and skill sets.



Develop your Career Objectives

Be prepared to articulate your career goals, highlighting how these goals fit in with the position and organization you are interviewing for.



Research the Employer

Research their history, present day standing and future directions. Develop an understanding of their mission, vision, locations, services/ products offered, sales volume and competitors.



Creating Impact



“You will never get a second chance to make a first impression.”

- Will Rogers



Presentation

Once you arrive at the potential employer’s office, your interview has started. Be aware of how you are presenting yourself, including non-verbal, as you may unknowingly walk by someone involved in the interviewing or hiring process.



Confident and Positive Mindset

Demonstrate positive energy and enthusiasm that fits your personality. In other words, ensure you are genuinely interested in the opportunity and not “faking it”. Be yourself!

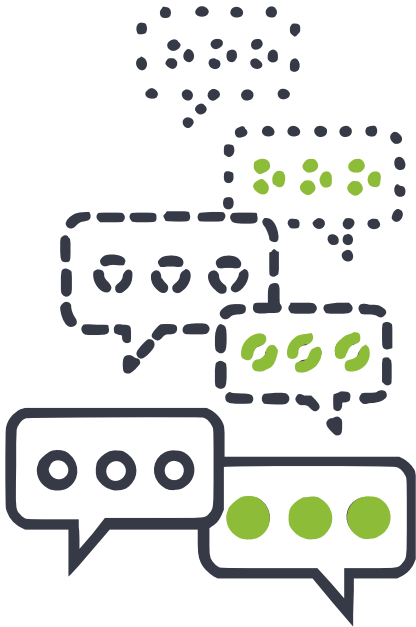


Stay Focused and Calm

Research is key here and it comes back to preparation. Throughout the interview remain calm and if needed, take moments to refocus or ask for clarification. Ensure that you market yourself by discussing your strengths and skills sets that can add value to the company.



Responding to Questions



When responding to the questions ensure that you are results driven by using the **STAR method** (Situation, Task, Action, Results). This method enables you to discuss real work results and the benefits of hiring you while giving you a structure that ensures you communicate the key information.

NEVER, EVER...

- NEVER criticise a former employer
- NEVER interrupt the interviewer
- NEVER bring up salary or benefits in the first interview. If you are asked to provide expectations, ask the employer about the position's salary range first

Questions to Ask



Prepare & discuss questions such as:

- Further clarification of the **role** and **responsibilities**.
 - What is the **location** of the **work** and **potential travel** required?
 - How does this role fit into the **larger picture** of **their strategic plans** in [role's location and country]?
 - What is the **current delivery capability** in Asia?
 - What are the **support mechanisms**?
 - How will you be **monitored** for success?
 - What **interests** them about **your profile**?
 - What will the **role** look like in **1 year from now**?
 - **What is the growth** of the **role**? (Personal and professional)
 - What are the **KPI's** for the role?
 - What is the **reporting structure**?
 - What are their **strongest capabilities**?
 - What is the **nature of the project**?
 - What **stage** are they at with the project(s)?
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