

## Interviewing Tips

### Arrive 10-15 minutes before the interview time

- Ask for a business card from every person you interview with  
(*You will be sending a thank you letter!*)
- Never speak negatively about present or former employers
- Never bring a cell phone into an interview

### Discussing Money

- If asked about money, the best way to respond is to state your current salary, then to let them know you are open to any fair offer.
- Example: "I am currently at 70K, but will consider any fair offer."
- This approach ensures that you do not price yourself out of the opportunity, at the same time does not leave money on the table.
- We will be your agent - our goal is to get you the best offer possible
- Fill out any application completely
- Make sure all the dates match with your resume
- Never write "See resume"
- Always ask for the JOB!

Through years of experience helping thousands of candidates, we know it is not always the most qualified person that gets the position. Often times it is someone who shows the strongest desire for the opportunity.

### Our goal is to get you an offer. Here's how:

- Every person you interview with, from Human Resources to the hiring manager, should be told by you that you are excited about the opportunity and would like to be a part of the team.
- This approach will set you apart from other candidates and may get you an offer

### Questions you can ask to break the ice!

- I have been told about the position but I would like to hear what you think the most important aspects are. (This will let you know what the person whom is interviewing you thinks is important and what you should emphasize about your background.)
- Can you tell me what brought you to, Company Name Here, and what you like