



## **Interview Tips**

**Recognizing that business practices are local and that LJC Resources' IT Consultants represent a globally trained, multicultural group of talented professionals, we advise all candidates on regional interview standards as follows:**

### **Company Research**

Being prepared for your interview in all aspects is essential. When working with a recruiter, ask as much as you can about the position regarding job responsibilities, reporting lines, company environment and culture, as well as such sensitive topics as vacation allowances and healthcare benefits that you would not want to discuss on an interview.

There is no substitute for company research, as well, and a wealth of information can be found online. The more you know about the company, the better able you will be to articulate how your skill sets match not only the position itself, but the company, its history and growth objectives.

### **Appearance & Personal Contact**

First impressions are very important and how we present ourselves matters, not just in our manner of speaking, but also in our manner of dress. Presenting yourself as clean and tailored allows the recruiter to focus on your ideas, rather than an inappropriate appearance. Some recommendations follow:

- Dress in a conservative suit with a proper white or blue button down shirt.
- Match belt, socks and shoes. For women, shoes should be closed toe and stockings are recommended to be worn with a skirt.
- Men should wear a tie. Women may wear a scarf.
- Go lightly on perfume/aftershave.
- Nails should be neatly manicured. If polished, light colors are best.
- Hair should be away from your face.
- Bring several clean copies of your resume stored in a briefcase or portfolio folder.

## **Appearance & Personal Contact (continued...)**

As a general practice, but particularly when interviewing, a proper introduction is important. It demonstrates confidence, respect and enthusiasm. When greeting an interviewer, establish eye contact, offer your handshake and smile while introducing yourself using your full name saying, for example, "Hello, I'm pleased to meet you. I'm John Smith." During your interview(s), maintaining direct eye contact, both when you're listening and speaking, is one very simple way to make a lasting and positive impression.

## **Listening & Talking**

Careful listening on interviews is crucial. It not only offers you insight into the job, the company and the people you'll be working with, but also gives the interviewer a chance to observe your team skills of which good listening is a key element. Your ability to ask relevant, thoughtful questions based both on your initial preparation as well as the interviewer's own comments, demonstrates many essential interpersonal skills that cannot be seen on a resume.

Regarding your resume, you must know it thoroughly. That is, a CV is your story and you must be able to present it as such, taking the interviewer through your academic and professional training as though you were telling a story. The more interesting and relevant you can make a discussion about your resume and how your particular experience is suited to the position under consideration, the better. You've got to put a human face on a one dimensional document, your resume, and the best way to do that is to practice taking someone through it from start to finish over and over again. When interviewing, it should never be necessary for you to look at your resume. Be sure to speak clearly and slowly when discussing your experience or answering questions. Do stay away from personal topics, keep things positive and professional, be serious with a smile, and remain cool, calm, & relaxed.

Finally, when given a chance to ask questions, ask smart questions that once more demonstrate your professionalism. Remember, you want to leave the impression that not only do you offer superlative IT and Business skills, but a strong work ethic, interpersonal skills and thoughtfulness in equal measure. The key to asking good questions is that they not only be smart, but relevant, as well. For example, how a particular group is organized within the company itself, what challenges have been successfully met by the group, and how you can best grow within the position each pose intelligent, timely questions.