CLOSING THE INTERVIEW

Closing the interview is important, but your closing should be tailored to the position, your personality and interviewing style, and the interviewer. Keep these key points in mind:

• Leave your interviewer with the right picture of you. Think of at least 5 skills or traits you want remembered after the interview.
• Ask if there is anything else you can provide, such as references, background information, or work samples.
• State your interest in the position. Don’t be overly anxious, but act interested. Remember to mention the added value you can bring to the job.
• Ask about the next step in the process. It’s important for you to know the next step so you can follow up. Ask for the decision date.
• Find out how to contact them. If you don’t hear back, you will need to know who to contact and whether they will accept calls to check the status.

AFTER THE INTERVIEW

The interview may be over, but your chance to make an impression is not. Here are 10 strategies to continue boosting your candidacy:

1. Show that you’re still interested.
   • Ask for the job at meeting’s end with a phrase such as, “I would really like to contribute to this company and am hoping you select me.”
   • Don’t leave the room without a clear idea of what will happen next in the hiring process. Will select applicants be invited back to meet other people? By what date do they hope to fill the position?
2. Set the stage for further contact.
   • Ask the recruiter about her or his preferred method of follow-up communication and whether it would be okay to touch base again.
3. Be punctual.
   • Don’t leave the room without a clear idea of what will happen next in the hiring process. Will select applicants be invited back to meet other people? By what date do they hope to fill the position?
4. Send a prompt thank-you note.
   • Email within 24 hours of the interview, then follow up with a handwritten note that arrives 1-3 business days later.
5. Ask about the next step in the process. It’s important for you to know the next step.
6. State your interest in the position. Don’t be overly anxious, but act interested.
7. Ask if there is anything else you can provide, such as references, background information, or work samples.
8. Leverage outside resources.
   • Networking should never stop. If you have contacts and connections with anyone who might influence the hiring decision, or who actually knows the interviewer, ask her to put a good word in for you.
9. Accept rejection with grace.
   • Finally, keep emotions in check and don’t burn bridges if someone else gets hired. One never knows what the future might hold. The accepted candidate may not work out, or a different position may open up.

DRESS CODE

In a tight job market, what you wear to an interview could be the difference between getting an offer and getting rejected. Be sure to follow these guidelines in order to put your best foot forward:

KIND THE INDUSTRY ATTIRE: • Appropriate attire greatly varies among industries.
• Err on the side of overdressed rather than underdressed, even if the office dress code is casual.
• Do not wear slippers, casual wear or hats.

Conservative styles coupled with neat grooming habits are essential.

Clothes Matter! • When meeting someone for the first time what you wear matters, choose carefully!

Ask yourself: What is the environment like at this workplace? In what attire do I look and feel confident?

PROFESSIONALISM

Your nonverbal communication during an interview will further demonstrate your skills and strengths.

NONVERBALS: BODY MOVEMENTS

• Strong and confident speech
• Take your seat calmly
• Firm handshake
• Avoid nervous habits and movements
• Good posture

PERSONAL ZONE

• Relaxed and friendly facial expressions
• Smile

TONE OF VOICE

• Strong and confident speech
• Keep hands under control, hold onto something if necessary

The following are general etiquette guidelines for what to wear during your interview for men and women:

<table>
<thead>
<tr>
<th>Women</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>PANTS OR SKIRT SUIT WITH CLOSED-TOED PROFESSIONAL SHOES; HEELS OVER 3 INCHES NOT RECOMMENDED.</td>
<td>SUIT WHICH INCLUDES SUIT JACKET, COLLARED SHIRT, TIE, DRESS SHOES, AND DRESS SOCKS.</td>
</tr>
<tr>
<td>MAKE SURE YOUR SHIRT HAS AN APPROPRIATE NECKLINE, KEEP YOUR APPEARANCE CONSERVATIVE.</td>
<td>SHAVE, OR MAINTAIN AND NEATLY GROOM FACIAL HAIR.</td>
</tr>
<tr>
<td>BE CAUTIOUS OF THE SKIRT LENGTH, NO SHORTER THAN ABOVE THE KNEE.</td>
<td>AVOID OUTRAGEOUS COLORS OR PATTERNS SUCH AS NEON OR PASTEL; STICK TO CLASSIC COLORS SUCH AS NAVY, BROWN, GRAY, OR BLACK.</td>
</tr>
<tr>
<td>WEAR A BELT APPROPRIATELY AT THE WAIST; AVOID ILL-FITTING PANTS.</td>
<td>BE SURE TO WEAR PANTS THAT FIT APPROPRIATELY AT THE WAIST; AVOID ILL-FITTING PANTS. WEAR A BELT WHEN NECESSARY.</td>
</tr>
</tbody>
</table>

BOTH MEN AND WOMEN

• ATTEND TO YOUR HYGIENE AND WEAR YOUR HAIR PROFESSIONAL. | TENNIS SHOES, FLIP-FLOPS, BOOTS, OR PROM SHOES. |
• AVOID FRAGRANT PERFUMES OR Cologne. | JEANS OR SHORTS |
• LIMIT THE EXPOSURE OF TATTOOS AND PIERCINGS. | T-SHIRTS OR TOO LOW OF SHIRTS (NO CLEavage) |
• BRING A PORTFOLIO OR BRIEFCASE TO ORGANIZE RESUMES AND OTHER DOCUMENTS. | COLORFUL OR PATTERNED SUCKS |
• AVOID TOO MANY ACCESSORIES OR EXCESSIVE MAKEUP—KEEP BOTH TO A MINIMUM. | BACKPACK |
• ALWAYS TIE YOUR ATTIRE AND MAKE SURE YOU ARE POLISHED! | CHIPPED NAIL POLISH |
• BE SURE TO WEAR PANTS THAT FIT APPROPRIATELY AT THE WAIST; AVOID ILL-FITTING PANTS. WEAR A BELT WHEN NECESSARY. | SLIM-FITTING PANTS OR SKIRTS |

INTerview WITH A PURPOSE
INTERVIEW PREPARATION CHECKLIST

KNOW THE COMPANY
- Mission, Philosophy, Values
- Industry information
- Leadership position in the industry
- Organization’s history
- Executives / Management Team
- Flagship products & services
- Competitors

KNOW THE POSITION
- Job title and description
- Knowledge, Skills, Abilities required
- Experience required
- Qualities required to be successful
- Salary range (if possible)
- Benefits

KNOW YOURSELF
- Your strengths
- Your weaknesses
- Your nature (”qualities”)
- How you will improve in areas of challenge
- Your career goals
- The kind of organization you would thrive in
- Your 5-minute life story
- Attention to both content and body language
- Discussing items on your resume

PRACTICE
- Basic questions
- Tricky & “off-the-wall” questions
- Turning negatives into positives
- Being brief
- To schedule a mock interview & appointment for policies/procedures, call the front desk at: 303.556.2250

DON’T FORGET
- Interview time, date, location, directions – in writing
- Call to confirm if necessary
- Interviewer name(s), job title(s), role responsibilities (if possible)
- Estimate amount of time interview will last
- Extra resumes, reference list, work product samples
- Breath mint(s)
- Paper and pen for notes
- Briefcase or portfolio to hold your resumes and other papers in a neat and professional manner

DURING THE INTERVIEW

Interviewing Timeline: An Employer’s Agenda
Gain a better sense of how the interview will be conducted:

INTERVIEW STEPS (AND TIMES)

1. Preparing for the Interview (3-4 minutes)
   - Review candidate’s resume
   - Identify areas to explore

2. Breaking the Ice (2-3 minutes)
   - Make candidate comfortable
   - Set a relaxing tone

3. Asking questions/verifying information (14-17 minutes)
   - Extract job-related information
   - Verify unclear items on resume

INTERVIEWER TASKS

1. Answering questions/Promoting organization to qualified candidates (6-8 minutes)
   - Ask candidate’s questions
   - Present realistic picture

2. Discuss next steps
   - Bring interview to an end

3. Evaluating/Recording Information (3-4 minutes)
   - Compare candidates qualifications
   - Record information accurately

FOR QUESTIONS YOU CAN ASK

ABOUT YOURSELF
- Can you describe a typical day/week?
- What are the biggest challenges I will face?

ABOUT THE COMPANY/DIVISION
- What are the company’s goals/objects?
- Describe the corporate culture.

THE HIRING MANAGER
- Describe what happened to the person who previously held this position.
- Describe your management style.