

The Traditional Interview

Preparing in Advance is the Key to Success!

The traditional interview can be one of the easiest to prepare for because questions can be anticipated in advance and you can have a good sense of what you want your answers to include. Our Interview Skills Guide lists traditional type questions that you may find helpful as you practice for a real, traditional interview.

Key Elements of a Traditional Interview

■ USUALLY THIS INTERVIEW IS WITH ONE PERSON

Often a traditional interview is with one company recruiter, a human resource professional or the manager or supervisor you will be working under. If you can research this person on the company website or LinkedIn.com, it may provide some good information for you to interject during your conversation.

■ THE INTERVIEWER ASKS STRAIGHT FORWARD QUESTIONS THAT ARE OBVIOUS TO THE POSITION REQUIREMENTS

Analyzing the job description and position requirements will give you some good insight into the types of questions you may be asked in a traditional interview. A thorough review of your resume would also be helpful as many traditional interviewers work from your document to generate questions that will help them get to know you and your level of experience in greater detail. Be sure you can articulate your strengths related to the position.

■ BUILDING RAPPORT WITH THE INTERVIEWER IS CRITICAL TO SUCCESS

Your ability to create a positive, comfortable connection between yourself and your interviewer is key to a successful traditional interview. Be sure to research the company thoroughly so you can express what appeals to you about the organization and why you are a good match for the position.

Body language skills are important to create a sense of genuine interest, confidence and likeability. Consider these tips:

- Maintain good eye contact
- Keep body language open
- Use good posture
- Offer a firm handshake
- Exude confidence in your voice tone and demeanor

■ THE RECRUITER OR MANAGER IS ASSESSING BOTH YOUR QUALIFICATIONS AND FIT WITH THE ORGANIZATION

In addition to confirming your ability to perform the job requirements, an interviewer will also assess your “fit” with an organization. Be pleasant and respectful to everyone you meet during your interview and express to the interviewer what appeals to you about the company climate, policies and reputation.

Remember the interview is a two way conversation, so use the time to also do your own assessment of how you see the company fitting in with your work values, preferred environment and desire for advancement and professional growth.