

WIN THE INTERVIEW



SELL YOURSELF

**GO TO EVERY INTERVIEW WITH THE
INTENTION OF GETTING THE OFFER.
IF YOU DECIDE YOU DON'T WANT THE JOB,
YOU CAN TURN AN OFFER DOWN.
BUT YOU ARE NOT IN CONTROL OF THE
PROCESS IF YOU DON'T ATTRACT AN OFFER.
INTERVIEWING WITHOUT A CONFIDENT
ATTITUDE IS A WASTE OF YOUR TIME.**

TWO MINUTE STORIES

**DEMONSTRATE YOUR STRENGTHS WITH 2
MINUTE STORIES.**

**YOU WILL BE MORE MEMORABLE THAN
CANDIDATES WITH BROAD, GENERIC ANSWERS.
HAVE A VARIETY OF EXAMPLES PREPARED,
AND INSERT THEM INTO THE CONVERSATION
WHERE NEEDED.**

**JUST MAKE SURE YOUR STORIES LAST TWO
MINUTES, NOT TEN.**

GOOD INTERVIEWS ARE INTERACTIVE

**ASK INTELLIGENT QUESTIONS ABOUT THE COMPANY'S
MARKET POSITION, CORPORATE CULTURE,
PERFORMANCE DURING THE PANDEMIC, AND OTHER
AREAS THAT MIGHT NOT BE COMMONLY KNOWN.
ASK THE INTERVIEWER ABOUT THEIR BACKGROUND,
WHAT ATTRACTED THEM TO THE COMPANY, AND
WHAT KEEPS THEM THERE.
WHEN YOU'RE SPEAKING, PAUSE OCCASIONALLY
SO THE INTERVIEWER CAN JUMP IN WITHOUT
INTERRUPTING YOU.**

BE PREPARED

**RESEARCH THE COMPANY, THE JOB, AND THE
HIRING MANAGER(S) BEFORE YOU GET THERE.**

**UNDERSTAND THEIR REQUIREMENTS SO YOU
KNOW EXACTLY HOW TO ADDRESS THEM.**

**MAKE SURE YOU HAVE THE CORRECT ADDRESS,
PARKING DETAILS, AND DIRECT DIAL OF THE
PERSON YOU ARE MEETING WITH.**

KEEP IT CLASSY

APPRECIATE PEOPLE'S TIME. REMEMBER THEY DON'T INTERVIEW FOR A LIVING, SO THEY MIGHT BE UNDER STRESS, DISTRACTED, OR NERVOUS.

IT HAS NOTHING TO DO WITH YOU,
SO DON'T PERSONALIZE IT.

ALWAYS BE NICE TO THE ADMINISTRATIVE STAFF. BE SURE TO GET THE EMAIL ADDRESS OF ANYONE THAT YOU SPEAK WITH, AND SEND A THANK YOU NOTE 24 HOURS AFTER THE INTERVIEW. FOLLOW UP, BUT DO NOT BECOME A STALKER.

BE A GOOD LISTENER

LISTENING IS A KEY PART OF THE JOB,
AND THEY ARE GOING TO BE EVALUATING
YOUR ABILITY TO LISTEN TO CUSTOMERS,
COLLEAGUES, AND MANAGERS.
THIS GOES A LONG WAY TO DISPLAYING
YOUR CULTURE FIT.
DEMONSTRATE GOOD JUDGEMENT
WITH BOTH YOUR LISTENING AND
QUESTIONING SKILLS.

BODY LANGUAGE AND ENERGY

**WATCH YOUR HANDS, AND HOLD THEM IN
YOUR LAP IF YOU TEND TO FIDGET.
LOOK PEOPLE IN THE EYE. SIT UP STRAIGHT.
PAY ATTENTION TO YOUR INTERVIEWER'S
BODY LANGUAGE AS WELL.
IF THEY LOOK INTERESTED OR BORED, YOU
CAN ADJUST YOUR ANSWERS ACCORDINGLY.**

ZOOM & PHONE INTERVIEWS

**ON ZOOM AND PHONE INTERVIEWS, CONDUCT THE
INTERVIEW STANDING. PEOPLE SPEAK MORE
CLEARLY AND WITH GREATER ENERGY WHILE
STANDING, RATHER THAN WHILE SITTING.
MOVE AROUND A LITTLE, BUT DON'T GET WINDED
OR MOVE SOMEWHERE WITH WEAK CELL SIGNAL
OR BACKGROUND NOISE.**

ASK FOR FEEDBACK

**NEAR THE CLOSE OF THE INTERVIEW, TELL THEM
YOU ARE INTERESTED AND ASK ABOUT NEXT STEPS.
ASK IF THEY HAVE ANY CONCERNS BASED ON THE
CONVERSATION, SO FAR.**

**IF ASKED, THE INTERVIEWER MAY TELL YOU THEIR
CONCERNS ON THE SPOT.**

**IT GIVES YOU THE CHANCE TO ADDRESS THEM
IMMEDIATELY, WHICH CAN MAKE THE DIFFERENCE
BETWEEN A SECOND INTERVIEW OR A 'THANKS
BUT NO THANKS'.**

CLOSE, WITH NUANCE

**IF YOU FEEL LIKE A BOND HAS BEEN ACHIEVED
DURING THE INTERVIEW, ASK HOW YOU
COMPARE TO THE OTHER CANDIDATES.
BE SAVVY WITH THIS, IT CAN DEMONSTRATE
YOUR INTEREST, YOUR “CLOSING” MENTALITY,
AND BE A POWERFUL TOOL.
BUT DONE WRONG, IT CAN COME OFF AS
COARSE OR PUSHY.**

FIND THIS VALUABLE?

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