

The Q Works Group, founded in 2002, is an executive recruiting firm specializing in placing qualified professionals. Our mission is to provide our clients with market intelligence and our proven recruiting practices for best technical fit and cultural compatibility.

In-Person Interview Tips

If you are fortunate enough to land an in-person interview, congratulations! How well you prepare will be evident so we suggest investing time in thoroughly researching the company and relevant industry. Keeping in mind the hiring manager's motivation will help you focus and hone your presentation skills.

He/ she wants to find out 3 basics things during your in-person interview:

1. Can you do the job effectively?
2. Do you really want the job?
3. Will you fit into the company culture?

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- ⇒ Be able to effectively present your knowledge of the company, field and industry. Make sure you have done your research on the company and understand as much about the position as possible.
 - ⇒ Be able to articulate clearly not only what you know about the company but also how you would be a good fit with them.
 - ⇒ Understand who you are meeting with—name, job function, seniority level. You may check the company website or LinkedIn.
 - ⇒ Be punctual (5–10 minutes early) and present yourself in a clean, professional manner i.e. attire, personal hygiene.
 - ⇒ Prepare and be conscious of your body language—posture, hands, face, eyes etc. and communication style—tone, volume, grammar.
 - ⇒ Practice your narrative and be prepared to share experiences that emphasize your key skills.
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In-Person Interview Tips (continued)

- ⇒ Be polite and show enthusiasm. Do not appear over confident (arrogant) or too casual.
- ⇒ Listen to the question and answer it. Ask for clarification if you are unsure what they are asking. Don't ramble.
- ⇒ Be prepared to back up everything you are saying with examples from your experience.
- ⇒ Engaging in relevant questions to gain further understanding and insight during the interview is encouraged.
- ⇒ Know what you've said in your application (and resume) and be prepared to discuss the details.
- ⇒ Do not be negative about anything. Show integrity by showing loyalty to former employers even if you have been downsized or fired.
- ⇒ Do not expect to discuss salary expectations or administrative issues during the first interview.
- ⇒ Thank the interviewer(s) by name, take a business card, then follow-up by sending a thank you note/ email.



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