

# Odd But Effective Interview Questions



Most candidates are prepared for the cliché questions.

*What are your strengths and weaknesses?*

*What do you enjoy most about your job?*

If you stick to predictable interview questions, it can be hard to find the right person for the job. Asking strange, and what might seem irrelevant questions, can show interviewers how candidates react to pressure, especially when there is no “right” answer.

Using effective interview questions can help you weed out the fakes and find candidates with not just the skill set but personality that you need to get the job done. As a specialized [Quality and Regulatory Recruiter](#), I have developed critical thinking questions that are appropriate for most businesses. Please use the comment box below to let me know other critical thinking questions that work well for your interviews.

## **Tell me about a risk that you took outside of work?**

This question is especially useful if you are looking for someone with an entrepreneurial mindset. For example, a manager or team leader.

Investor, Steven Cohen, made money on risks and people. He asked candidates

about risks they took during interviews. Doing so, helped Steven decipher if candidates could take a risk in a controlled way.

## **What didn't make it on your resume?**

Some of our best life accomplishments are not on our resumes. Candidates might answer in a variety of ways, include educational, personal, or volunteer accomplishments. This helps you understand what is important to your candidate outside of work.

## **How would your colleagues describe you?**

Great team members are self-aware. The skill improves communication and creates a higher sense of empathy. Asking how colleagues describe themselves is a great way to determine self-perception. Compare their thoughts to references.

## **Name as many uses for a brick in one minute.**

Almost every job requires you to think on your feet. If you use the cliché interview questions, it will be impossible to capture spontaneous, creative thinking. Naming the uses for a brick is similar to the “sell me a pen” technique.

## **Tell me a joke**

We all know at least one joke, right? Even if it's a knock, knock joke. This question is not to see how funny candidates are - unless you are hiring a comedian! Jokes help us determine if the candidate will fit into company culture. If the candidate tells a racist or sexist joke, politely smile and move onto the next candidate. Asking to tell a joke also shows how a candidate acts under pressure and problem solves.

## **What type of animal are you?**

If you are uncomfortable with having them tell a joke, or if they just can't come up

with one, another option would be to ask them what type of animal most closely resembles their personality and why. You can get some pretty good insights as to their personality and if they might fit in with your group if they describe a very passive animal, a very aggressive animal, or a more “middle of the road” animal.

Finding the right employee requires interviewers to not ask traditional questions. Most candidates will be rehearsed for the typical interview questions. Instead, be creative and ask questions that show their personality. If you need help through the hiring process, contact me, Jeff King at [jeff@rqfocus.com](mailto:jeff@rqfocus.com) or (541) 639-350. I serve job seekers and employers in the [biotech, pharmaceutical, and medical device industries](#).

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## 4 Methods to Prevent Employees from Leaving Your Company



Hiring is not only a pain but can be expensive for your company. As a business leader, it's important to find ways to prevent your employees from leaving. If you do not, you will spend hours training. Most new employees do not become profitable for a year in the job.

Maintaining your employees requires more than a raise. You must be aware of the lifestyle, culture, and management style that people desire to be happy in their jobs.

The Workplace Institute Claims that 42 million people quit their job per year and

77 percent can be prevented.

As a [Life Sciences recruiter](#), I have seen people quit for a variety of reasons. This article explains common reasons employees leave their jobs.

## Micromanagement

As a business leader, we usually have time and emotions invested in the company. Delegating tasks can be difficult when we know how we want a task completed. Unfortunately, this leads to micromanaging. Many leaders who micromanage focus so much on the tiny details that they cannot see the big picture. Give your employees that opportunity to create their own path to solving the problem. Different does not always mean bad.

## Lack of Vision

To accomplish a goal, you must have a vision. Many business leaders lack strategic vision.

[Forbes](#) defines strategic vision as the ability to;

- Envision the longer term
- Adopt a broader view of the organization, seeing it in the context of its competition and the current economy
- Define a distinctive, unique mission for the organization
- Define the path by which the firm can grow in the long term
- Repeatedly move the organization forward in creating greater value

Unfortunately, if you do not have strategic vision, your employees could feel like they are only checking tasks off the box. Make sure that they know the end goal of their work.

*How is the work going to make a difference? How is the work going to change a person's life?*

To form a great company with happy employees, your employees must know that

they are working for more than a paycheck.

## **No Feedback**

Imagine this - You spend 3 hours writing an extensive report. It includes statistics and evaluations. You turn the report into your manager.

Silence. You never receive feedback. Two weeks later, your manager asks you to write another report. Wouldn't this be frustrating?

Most people want to do well. Feedback allows for correction and communication. Your employees are able to develop their skills to succeed. Your feedback could be as brief as asking your employee to add an additional summary paragraph to a report or a "great job" email.

## **No Opportunity for Career Advancement**

Nobody wants to be stuck in a "dead end job". Career advancement is one of the most important factors of employee satisfaction and retention. Provide the opportunity for employees to take additional responsibilities that lead to changing of their roles and raises.

[Continuing education courses](#) can increase your opportunity for career development. If you give people the opportunity to learn and evolve within your company, they have less motivation to find a company with a more dynamic position.

You will also save valuable time by promoting within your company. Your current employees know company procedures and support the strategic vision. When internal staff is not available for promotion and you need to look externally, that is when I can help. I am a Regulatory and Quality [Recruiter in the pharmaceutical, medical device, or biotech industries](#) in the San Francisco Bay Area. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501 to discuss your needs and determine some options to help you build the team you need to succeed.

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# When to Start Your Job Search



Whether you have been working at a company for 5 years or 20, it is totally normal to desire a new job. You may not receive proper compensation or you want a new challenge. Whatever your reason is, your work life could improve with a job transition.

For many people, the job search prevents them from transitioning to a new company. They don't know when or how to approach the task. A good recruiter can make the process much easier and coach you through the different stages of interviewing and transitioning into a new role.

The following tips can help everyone who is entering a [job search](#). Timing is everything. The tips in this article can help you determine if it is the right time to start searching. Knowing when to leave is essential for your professional and personal success.

## When the Company You Are Interested in is Hiring

Do you have a dream employer? You may even search their website for career listings every few months. One day, you are searching their website and your position appears on their career listings! There is no better time to start your job search than when your dream employer is hiring.

## When Business is Slow

Almost every company has a slow season. If your employer is barely keeping up

with tasks, don't start your job search. Finish the season on a good note. You are more likely to receive a positive referral when you start interviewing.

## **When Your Competitors Are Paying More**

According to the 2016 [Global](#) Workforce Study, which surveyed more than 31,000 employees around the world, almost half of US employees believe they are being paid unfairly compared to workers who hold similar jobs either at their own or other companies.

Realizing that you receive low pay for your industry is a hard blow. You feel unappreciated and discouraged. Before you assume that you are not receiving enough compensation, there are signs as to whether you are receiving fair compensation for your job.

- Review similar job postings in your area.
- Your company's revenue increased but your wage stayed the same.
- You make less than your colleagues with similar education and experience.
- Your responsibility has increased but your title has not.

This is also something a good recruiter that specializes in your field of work and places people in companies in your area can help with. They know the market and know what salaries people with similar backgrounds are being paid.

## **When You Dread Going to Work**

Nobody should dread work. If you feel like you are just "getting through the day," it is time for a new job. As a recruiter, I have helped many people change jobs because they are unhappy with their current situation, and even some that the stress of their current job was causing medical problems. The following are some of the reasons employees dread their jobs:

- Your values do not align with company values
- You are not receiving proper compensation
- You are bored with the assignments

- You loathe your boss
- You see no opportunity for advancement

Transitioning jobs can be one of the best things that you do for your professional and personal well-being. Time your job search right and you can leave on a good note. If you are working in the [pharmaceutical, medical device, or biotech industries in the San Francisco Bay Area](#), I specialize in working with [life sciences professionals](#) and would be happy to help. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

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## Do You Really Need Us?



**YOU DON'T NEED US** if the position(s) you have to fill are not considered critical, AND you can take whatever time is necessary for the right person to see your job posting, AND you have the time to review all submitted resumes to find the ones you want to interview. If this is the case traditional methods of recruiting may work for you.

**BUT, YOU MAY WANT TO CONSIDER US** if filling the position(s) quickly and with the right person is critical, and you need someone with the experience and understanding to do the first level screening to weed out all but the top 3-5 candidates for you, AND you are not getting much response to your current recruiting efforts. Top caliber candidates are NOT scouring job postings. They're too busy getting their work done. They also take less time to get up to speed.

# WHAT MAKES US ANY DIFFERENT OR BETTER THAN OTHER RECRUITERS?

- I worked for 4 years as an Engineer designing new medical devices, and 5 years as a Marketing Product Manager developing and launching new products to the market.
- I've spent the past 20+ years filling critical positions in the Bay area with experienced, top performing Regulatory, Clinical, and Quality professionals.
- I'm also a career counselor to several local Regulatory, Clinical, and Quality professionals and understand what they're looking for in their careers, and know how to approach them to have them consider your opportunity.
- I am a certified Facilitator for Everyday Engagement methodology for building High Performance Teams.
- I take the time to get to know the "personality" of my client companies so I can better match the personalities of the candidates for a better and longer lasting fit.

## WHAT YOU CAN EXPECT FROM US

- I will take the time to understand what problems you are trying to solve and what type of person would perform best in that role and send you the top 3-5 pre-screened candidates to consider.
- Weekly updates on the status of your search so you KNOW it's being worked on.
- I have a 74% accuracy rate on submitting candidates you want to interview.
- I have a 93% success rate on getting your offers accepted and having the candidate ready to go on day one.
- Periodic follow ups with the candidate and the hiring manager during the first year to ensure a good fit.
- A 5 year replacement policy to ensure you're happy with the outcome.

# TESTIMONIALS

*"...I know that Jeff is not in the business to make 'a quick buck'. He is a reliable, trustworthy resource who has my best interest in mind. In my fifteen years of experience, the proof is always in the end result. Candidates represented by Jeff have gone on to become key contributors and successful team members. When staffing needs arise, Jeff King is the first person I contact."* - **J. Cook QA/RA Director**

*"..Jeff is thorough in understanding the requirements of each open position. He is considerate of my time, as well as conscientious in his follow up. He is a pleasure to work with."* - **M. Ashburn HR Manager**

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## How To Discover a Candidates "True" Personality



In the past two articles we took a look at interview questions that can help go beyond the standard interview questions. This time we take a look at breaking through a candidate's best behavior during the interview and "honeymoon" period of employment.

From early childhood we are taught to always act on our best behavior when meeting new people. As we get older we are taught to put our best foot forward whenever we are networking or interviewing. **How people act in an interview**

**can be very artificial.**

The best-case scenario is that the interview is a well-rehearsed production with a candidate who has dressed in their best suit ready to give a prepared “pitch” on their attributes and abilities. This production generally continues through the “honeymoon” period of the first six to twelve months that the candidate is in the position.

The shiny veneer usually fades at the 18-month mark, just when the candidate is fully trained and integrated into the team. How can this be avoided? Luckily the resume and interview can shed all the insight needed.

**A candidate’s true colors can be seen in a candidate’s job history.** If the candidate who has been in the workforce for 5 years or more has had five different jobs or more, there could be an issue. While this is not a tried and true means of weeding out potential issues in the future, it is definitely a talking point for the interview.

By asking the candidate about the chronic job changes, much more insight can be gained. What attracted them to the position and/or company? Why did they leave? Do they regret leaving? How did their manager rate their performance? What aspects of the job did they like and dislike?

Digging deep into the candidate’s past will not only take them away from the well-rehearsed stock interview questions, but will also cause them to hopefully be candid about their job history. It could be revealed that they are a victim of layoffs, hence the frequent job changes. Perhaps they continually apply for and accept jobs that they are overqualified for, but feel that they can make the best of.

**The most competent person may not possess good judgment.** This is especially important in industries where confidentiality is important. Whether it is client/patient information, trade secrets, or other sensitive information it is important to know that your staff is abiding by company policy and/or the law.

Gauging a candidate’s values can be achieved through interviewing. **Real life scenarios that take place in the specific workplace can expose how that candidate may react when placed in that situation.** Do they follow a manager’s instructions about honesty with a customer when it comes to a product delivery date? If a manager leaves sensitive documents accidentally out in plain

sight would they read them?

**Once the interview process is complete- ideally with the candidate meeting with the hiring manager and another leader in the organization - it is time to check references.** Candidates should be asked to provide contact information for direct managers of previous employers. These are the individuals who can shed the most insight on the candidate's past performance. Speaking to the direct supervisor 's direct report can give even greater insight and unbiased information on the candidate. The BEST question to ask a prior manager is "What is the best way to manage and/ or motivate (name)?" While previous managers may hedge on not recommending they will often answer that question candidly.

Employee attitude, not skill is usually the largest fact or in failure in the first 18 months of a position. Seeing through a candidate's best behavior during the interview process will help determine the long-term success of your new hire.

If you're losing exceptional candidates to your competition or finding that your pool of qualified candidates is drying up, then I invite you to a complimentary consultation on how to attract great talent AND keep from losing them during your interview process. Simply reply to this email to schedule a call. I promise that you will leave our call with 2-3 ideas to greatly impact your ability to find, attract, and procure the top 10-15% of the candidate pool on a consistent basis.

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## How-To Professionally Quit a Job



Quitting a job can be life changing. You probably spent 40 hours a week at the office, had coworkers that became friends, and relied on the job for your cash flow.

As a specialized Quality and Regulatory Recruiter for over 20 years, I see people leave jobs for many reasons. The following situations are most common;

- Higher Pay
- Career Advancement
- Escaping a Negative Work Environment
- More Interesting Work
- Lack of Recognition or Accomplishments
- Better Alignment Between Personal Values and Organizational Priorities

If you are seeking a new job, it is important to follow professional procedures. You will have a better chance of receiving a positive referral.

## **Provide at Least Two Weeks of Notice**

Always provide at least two weeks of notice when quitting your job. Your company needs time to prepare for your departure. They will need to disperse your responsibilities among other coworkers, and start the hiring process or promote an employee into your position.

## **Make up your mind first**

Before you submit your resignation, you must be clearly committed to leaving. Have you already pursued all avenues for advancement within your firm? If so and you didn't get the response you hoped for, it's time to leave. Since you may be immediately walked out of the building upon giving notice, make sure you have cleared all personal files from your computer and desk.

## **Notify Your Boss in Person**

Notify your boss first, in-person. I have seen many employees make the mistake of sending a resignation email. An email is unprofessional and you will still have to

face your boss at some point before you leave.

First schedule a time to speak with your boss privately. Simply state that “I’ve so enjoyed working with you here, but another opportunity has presented itself and I’ve made a decision to move on.” Your boss might propose a counter offer. Be prepared with whether you would accept the conditions and your bottom line.

## Give Your Notice in Writing

In business, it’s important to get everything down in paper, including your resignation. Provide your boss with a resignation letter when you meet. The following is an example of a resignation letter.

### Resignation Letter Example

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I want to thank you for all you have done for me here at (company). It’s been a pleasure working with you and representing the company as your (job title).

I have accepted an offer with another firm and have decided to tender my resignation as of today, with my last day being (date). This decision has nothing to do with the exceptional opportunity you have provided for me here. You and the company have been more than fair with me, and I genuinely appreciate all of your support.

I wish (company) continued success, and I want to thank you for allowing me to be a part of your team. I hope you will respect my decision. Please feel free to let me know how I can help to make this a smooth transition.”

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

## **Be Prepared to Explain Why You Are Leaving**

Your boss will probably have questions of why you are leaving. Your answers can provide a perspective of where the company needs to improve.

### **Common Questions During an Exit Interview**

- *Why are you leaving your current position?*
- *Do you think you were adequately equipped to do your job well?*
- *What was the biggest factor that led you to accept this new job?*
- *What did you like most about your job?*
- *What did you like least about your job?*

## **Return Company Property**

Don't forget to give back keys, ID badges, computers, documents, and any other company property. Your company does not want to chase you down. Everything should be handed over on your last day of employment.

Quitting your job can be scary but it opens the door to a new opportunity. Email me your resume at [jking@rqfocus.com](mailto:jking@rqfocus.com) to get started in a new career.

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# How-To Get Your Boss To Support Your Ideas



Business owners want their companies to grow and eager employees move the company forward. If you want to advance your career, it is important that you promote new ideas for business development.

If you have a new idea for your employer - great! However, any great idea can be dismissed if it's not presented well. Do your homework. Your boss will take your idea more seriously if you are prepared.

## Align the Values of the Company

The most imperative step is to ensure your idea aligns with the company's core values. For example, Patagonia clothing company is committed to using environmentally friendly methods to create their products. An accepted pitch probably aligns with sustainability. Before pursuing your project, make sure that it withholds the values of your company.

### Examples of Core Values

- A commitment to sustainability and acting in an environmentally friendly way
- A commitment to innovation and excellence
- A commitment to helping people less fortunate
- A commitment to building a strong community
- A commitment to immediate customer service

# Get the Support of Your Co-Workers

Enlist the support of your co-workers. This could be staff that would also work on the project and benefits from the results. To achieve your co-worker's support, try testing the concept on reliable team members.

Your boss could also be impressed with your ability to lead team members. Communication, management, and passion are necessary in leadership positions that could be a career goal.

# Have an Idea of Why the Project Will Benefit the Company

Every project requires company resources. The project might cost the company money, employee hours, or new software. You should be able to answer why your project is worth company resources. If you cannot answer this question, then it is almost certain that your idea will be dismissed.

Pursuing an efficiency solution or new source of revenue, could send you on the fast track to advancing your career.

## How the Project Will Benefit the Company

- Increase revenue
- Reduce expenses
- Improve efficiency
- Solution to problem that the manager has been trying to achieve
- Help your team become more successful

# Be Flexible with Feedback

Your boss will have questions and feedback to your idea. That is a good thing! If they did not like your idea than it would have been dismissed. Be prepared to make modifications to the project and take shared ownership.

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# How-To Overcome Interview Fears



Does your heart pound when you walk into a job interview? Do your palms start sweating? If you suffer from interview related anxiety you are not alone!

According to a 2013 survey from Harris Interactive and Everest College, 92% of U.S. adults get anxiety when interviewing for jobs.

Your anxiety could be hurting your chances of landing the job. Employers are looking for confident candidates that will be able to communicate with clients and colleagues. An impressive resume rarely overcomes a poor first impression.

As a recruiter, I see many well-qualified candidates lose the job due to a poor interview. Learn how to get your nerves under control with these interview preparation tips:

## Know that the Interviewers Want You to Succeed

Interviews are timely and expensive for employers. Hiring managers want to find a well-equipped employee quickly.

Instead of assuming that hiring managers are trying to find something wrong with you, focus on showcasing your accomplishments and goals. They want to know that you are a good fit for the company.

# Recognize Why You Want the Job

Most of us feel more passionate about a task when we have purpose. You need to feel the same passion to create a successful job interview. If you are searching for a new job, you probably are unhappy with your current position, need an increase in pay, or change in lifestyle. Keep the reason in mind.

**There are two questions that you should be prepared to answer:**

1. Why are you interested in the company?
2. Why are you interested in the job?

Research the company to answer those questions well.

# Prepare Your Attire the Night Before

You want to scramble as little as possible the morning of your interview. Lay out your outfit the night before to cut time and stress. This also ensures your clothes are professional, stain-free and pressed.

# Meditate Before Your Interview

A resume and job experience gets you in front of an interview team. Once you land the interview, you need to be calm and collected. Meditation is used to develop concentration, increase clarity, and decrease stress. For the best results, meditate for weeks approaching the interview and the morning the interview takes place.

Meditation for Job Interviews

To meditate and relax, simply take deep breathes in and out at a rate of 2-3 seconds in, and 2-3 seconds out. As you exhale, repeat any or all of the following thoughts in your mind. Do this for even a couple of minutes and you will feel your stress and anxiety decrease.

I am prepared and confident

The right job will find me

I am humble but confident in front of others

I belong where I am appreciated

## **Research the Company and Interview Team**

Perform thorough research so you have few surprises during the interview. Research the LinkedIn profile of the people you will interview with. This will help you get more familiar with their backgrounds and may help you find some common ground to talk about in the interview to help reduce the stress.

Know the products and services that the company provides. Do a quick Google search of the company's background, news, and recent events. The more you know, the better. Surprises can spark anxiety, but knowledge can spark confidence

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## **How-To Receive a Raise at Work**



At some point, you are going to want a raise at work. Maybe you have been contacted by recruiters for jobs that pay more, but you would like to stay if your current employer would give you a raise. It is important to know the appropriate procedures to asking for a raise. This could determine whether you receive the compensation you deserve.

The following tips can help you maximize your raise when it is time to ask:

# Show Your Value

The most essential part of receiving a pay raise is showing your added value to the company. Prepare a list of goals that you have accomplished before entering the meeting. Your employer wants to know why they should give you a raise. Demonstrate your value through performance evidence.

## Examples of Added Value

- Cost Saving Report
- Staff Development
- Important Projects Achieved
- Productivity Improvement
- Customer Service Reviews

# Read Your Employee Handbook

The employee handbook outlines when pay raises are granted. If your handbook states that pay raises are granted annually then you should not expect a meeting until the appropriate date. Some pay raises can vary based on performance. In that case, prepare a value report.

# Talk About the Future

Your employer will probably ask you about your plan for the future within the company. Have a plan of other projects and improvements that you would like to achieve. And if you've been contacted by recruiters about other jobs that pay more, tell your employer about the calls and ask them if you might be able to get a salary adjustment. But again, make sure you can show how you've added value.

# Be Prepared to Hear “No”

There is always the chance that you will hear “no” in response to a salary increase. A “no” does not mean that you will not receive the raise at some point. Usually your employer will respond with improvement that they would like to see

before providing the raise. Listen to their constructive criticism so you can receive the raise in the future. And if you have been getting calls from recruiters for other higher paying opportunities, getting a “No” on your request for a raise may indicate you may want to talk with these recruiters to see what your options are.

## **Timing is Everything**

Use common sense when you are asking for a raise. If you know the company is struggling financially, it is not time to ask for a raise. Instead, you should start searching for a job in a higher paying company.

You should also schedule the meeting at your employer’s convenience. Send them an email requesting a meeting and be patient. You are more likely to receive the raise if your employer does not feel rushed.

## **Dress the Part**

Your first impression will set the tone for the meeting. There is a saying from career coaches that you should dress for the role you seek. In this case, if you want to be considered for a raise or promotion you should try to start dressing appropriately for that next level.

Take how you dress seriously, but since you are approaching your current employer you probably don’t need to dress as you would for a formal interview. But make sure you look professional and be confident.

## **Don’t Compare Your Salary to Colleagues**

It can be disappointing to find out that someone in the same job position has a higher salary. However, a number of items factor into their pay scale.

*Has your colleague been with the company longer than you?*

*Did your colleague have more job experience upon entering the position?*

*Does your colleague have more education than you?*

Do not tell your employer that you are being treated unfairly. Focus on why you deserve the raise to be taken seriously. In fact, letting your employer know you

know how much your colleagues are making can create more problems for you than it can solve. Best to stay away from bringing this up.

Asking for a raise can be awkward. Go into the meeting prepared and confident for your best opportunity of receiving a raise. As a Specialty Quality and Regulatory Recruiter, I help job candidates negotiate and maximize their pay rate upon entering the position. A well planned conversation with your employer about your salary can help you determine if you have a future with the company, or if it's time to consider a change.

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## **How-To Not Land the Job**



You have revamped your resume, applied for hundreds of positions, and you still do not have a job. What gives?

The problem could be your interview skills. There are a variety of nonverbal and verbal cues that can immediately turn off potential employers. As a recruiter, I have seen highly experienced candidates ruin their chance of getting a job with inappropriate social cues. It's important to know what these traits are because they can be very easy to avoid.

## **Answering Phone Calls or Texts**

Most of us are hooked onto our smartphones. We rarely leave the house without them. While this is appropriate during our personal time, it is not acceptable to

text or answer a call during an interview. The employer could feel as though the interview is not a priority. Therefore, the job is not important to you. Turn your cell phone on silent before entering the interview.

## **Timeliness**

We are all late occasionally. However, do not be late for an interview! If you are late for an interview then chances are that you could be seen as being late to meetings or on projects.

Tardiness can be recoverable. Call as soon as you realize that you are going to be late. Take an extra minute to compose yourself and apologize when you get to the interview.

## **Confidence**

The feeling of sitting across from a hiring manager can make your heart race. Nevertheless, to get the job, we need to collect ourselves and act confidently. If you panic during an interview then you will probably never land the position.

Confidence is an essential quality that many candidates fail to exude. Even if you do not feel cool, calm, and collected, there are a few ways to make you appear that way.

- Take Deep Breathes
- Sit Still
- Make Eye Contact
- Slow Your Speech and don't ramble
- Think Positively
- Don't speak negatively of current or former employers/bosses

## **Interview Attire**

Leave the jeans behind when you are dressing for an interview. The first impression you make will be by your attire. Dress in a way that is professionally appropriate.

## **Attire for Interview**

- For men: A suit- matching jacket and pants, dress shirt, tie and formal shoes (shined)
- For women: A pant suit or mid-length skirt, or dress and formal shoes
- Avoid loud colors and strong perfumes or colognes
- Clothes should be clean and wrinkle-free
- Hair should be neat, clean, and conservative

This is the proper attire for the first interview. Your second interview should still be professional but may be more relaxed depending on the company and position.

## **Cursing**

Cursing is risky move during an interview. Some people do not mind the occasional curse word but for others, cursing is a deal breaker. Be safe and do not curse during your interview.

As you prepare for interviews, keep in mind that you are showcasing how you will act with co-workers in the office. Present yourself professionally for the best chance to get the job.