



Point of View

Acing the Interview

A great interview is the key to landing a job. How you perform during the interview is a preview to how you will perform on the job. Be prepared, demonstrate your interest, and ace the interview.

Nearly 40% of workers will change jobs in the next 12 months, according to Spherion's monthly workforce surveys - and great interviews are the key to landing the job you really want. Your performance during a job interview is a preview to how you will perform on the job.

The interview is also a way for prospective employers to study demeanor, speech, manners, energy level and more. You can demonstrate what a catch you are with a top-notch interview, beginning with these basics.

- **Timing.**
Plan to arrive 10 to 15 minutes early to give yourself a margin of comfort in the event of unexpected delays such as traffic jams, parking difficulties or missed turns. If you arrive early, ask not to be announced until a few minutes before your scheduled interview time.
- **Attitude.**
Maintain a friendly demeanor. Be gracious and respectful to all you meet, from the receptionist to the interviewer and everyone in between. You may not know who they are, and they could be important in the decision to hire you.
- **Positioning.**
Only sit when the interviewer offers you a chair or is seated. Take a seat directly opposite the interviewer. Do not place handbags or briefcases on the desk or table between you.
- **Eye contact.**
Direct eye contact demonstrates confidence and sincerity, and shows you are interested in what the interviewer has to say. Avoid nervous habits such as pen-clicking, foot-swinging, gum-chewing and so on.
- **Questions.**
Make note of any questions that occur to you during the interview, and ask them before you close. This is a final opportunity to demonstrate your knowledge of the organization and enthusiasm for the job—and to show how organized you are.

- **Strategy.**

If asked about a skill or process you're not familiar with, answer positively by describing a similar skill or process that you do have experience in. Emphasize your capacity to learn quickly, and provide an example if possible.

Assuming that you want to go to work for this employer in this position, end the interview by letting the interviewer know you are interested in the job and would like to be selected. Shake their hand, exit gracefully, and don't forget to follow-up with a thank-you note!