

What To Do At An Interview

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What To Do At An Interview

- Always try to arrive at least 20 minutes early for the interview.
- Bring the phone number of the company, and/or the direct number of the person you are interviewing with.
- Bring a notepad with a binder and pen.
- When you introduce yourself to the client, you need to have good eye contact, a firm handshake, and a bright smile.
- Don't just sit down, ask the interviewer where they would like you to sit.
- Ask for permission to take notes during the interview (have a notepad & pen).
- Practice a short concise answer to the opening question, "Tell me about yourself?"
- Only talk about what's being discussed, and don't respond to questions with overly lengthy answers. Stay focused on what is being asked.
- Have a list of questions prepared about the company and their product.
- You will need to have a rehearsed and thought out plan to close the interview. Don't leave without receiving a commitment by the client to proceed to the next step; i.e., "What reservations would you have in regards to moving me to the next step in your process?" "What are your concerns?" "Can you tell me how to alleviate these concerns?" "When can I schedule my next interview?"
- Get the client's business card.
- Never leave without extending a handshake and a thank you to both the client and the receptionist.
- Immediately after the interview send a thank you card to the client.
- Be very precise as to how you follow the directions set forth by the client in regards to moving forward with the company; i.e., make sure that if a client gives you an exact time to call on a certain date, that you call precisely at that time. If you can't get through on that day, follow up by calling them each day until you contact them.
- Be pleasantly persistent and courteous. Reminder: Remember to show a bright smile and lots of enthusiasm during the entire interview.