

## The most successful way to interview

The most successful way to perform in an interview is to ask many informed questions. Doing so displays your knowledge of and insight into problems and issues connected with getting the job at hand done. Think of yourself as a Consultant who has come to ascertain the problems and issues to be solved and ask questions that come to mind if you were in that position. Have a list ready and don't be shy. The only questions you are NOT to ask are about money and benefits. That comes later.

### Leave the Odyssey to Homer:

Beware of the question: "Tell me about yourself". Don't become longwinded. Give a brief, concise recitation of you education and experience and get off it. Don't get stuck in details. Don't try to impress. If you are longer than a minute, you have been too long.

### During the interview:

- Display technical competency.
- Display job knowledge.
- Display industry and product knowledge.
- Display process and GMP knowledge.
- Demonstrate people skills.
- Demonstrate how you either saved or made money for your employer.

Be animated during the interview, smile, react. Make a personal connection. And remember: Ask a lot of informed questions!!!

### Your Demeanor:

Be animated, but let the interviewer do the chit-chat. React, but do not become anecdotal at any time. Do not become too comfortable. Never lower your level of alertness. You are selling. You are there to get that job offer!

### Stay on firm ground:

Talk shop. The employer has a problem. He needs someone with a certain set of skills and experience. He wants to know what you know and whether what you know can solve his problem. So try to ascertain what the problem is (what the job requires) and then tell how you have handled and solved similar problems before. Make sure you're having a conversation. If you do all the talking, you've lost the interviewer and your interview has gone sour. You just don't know it yet.

### **How to get what you want:**

NEVER bring up salary yourself. If the employer asks, state the income you earned (are earning) in your last (current) position and add: "Ideally, I am looking to improve my earnings". The word ideally in this context connotes some flexibility. If pressed for a specific number, then state: Ideally, I am looking for xx. Again, "ideally, will connote some flexibility. Let the employer take it from there.

### **Reasons for seeking new employment:**

Reasons for looking for new employment should be positive. Acceptable reasons are strategic decisions such as "Looking for growth/advancement/the next step" or something specifically attractive in the new employer/industry/product line/cutting edge technology. Family relocation or life-style choices are also acceptable reasons.

If you are seeking new employment because your last job was lost, the reason is pretty obvious, but you can improve on that by pointing out reasons for being specifically interested in the employer you are interviewing with.

### **It's not baseball:**

Contrary to Yogi Berra, interviews are over when they're over. Watch for clues that the interviewer wants to end the interview. Don't linger. Get up, shake hands, express your interest in the position, the hope that you might hear from them soon... and make a graceful exit.

### **Keep the "thank you" brief:**

A brief letter thanking each interviewer for their time and expressing interest in the position is all that's required. In some cases emails are acceptable.

Unless you have specifically been invited to write a lengthy, detailed letter, DON'T do it. If you had a successful interview, it's unnecessary; if your interview was unsuccessful it's superfluous. (Four sentences expressing the following sentiments will suffice: Thank you for your time. I am very interested in the position. I believe I have the required experience and education and can be an asset. I look forward to hearing from you. Very truly yours.)

### **Hiatus:**

This is the hardest part. Waiting for a decision. If you are working with a recruiting firm, you might be able to learn about your chances. Otherwise you are left to reading tealeaves. Just be patient and let the employer do his due diligence. Keep yourself busy with other interviews. However, if you haven't heard after 2 weeks, you are allowed to inquire with the HR group.

Hiring managers, generally, don't prefer to be called at this stage in the process. Unless you have been specifically invited to do so, don't call them.

If you are working with a recruiter make no direct contact with anyone at the prospective employer without the recruiter's explicit approval and consent.