

Your approach should be: Punctual, Polite, Professional, Positive and Pro-Active.

Before the interview

You should think about how you will address the topics most likely to come up. Write down your ideas, and bring your notes to the interview. Think about how you would answer typical questions such as:

- What do you know about our company?
- Why are you looking for a job?
- What kind of job are you looking for?
- What are your strengths and weaknesses?
- What are your career goals over the next two, five, and ten years?
- Why did you choose your particular vocation?

Prepare a list of five to ten specific competences you have for this particular position you are being interviewed for. Think analytically of how your past experience relates to the position, so you can give examples to back up the statements you make about yourself. Research the company by visiting their website and speaking to the Middle Point Consultant. Think of topics and questions you may want to bring up with the interviewer. Make sure some questions reflect a long-term commitment. They could include:

- A detailed description of the position.
- The reason the position is available.
- Anticipated training and orientation programs (and mention you are willing to learn outside office hours).
- Company growth plans and current and upcoming projects.
- Your potential career path within the company.

Days before your interview:

- Prepare your business or business-casual clothes.
- Prepare a folder with copies of your Middle Point resume, a notebook and two pens.
- Arrange your schedule so you can arrive 15 minutes early. Late arrival for a job interview is never excusable. If you cannot make it in time, call Middle Point or the company, so bring these phone numbers.
- Get a good night's rest.

During the interview

- At arrival at the office: Turn off your mobile device before announcing yourself to the receptionist and know who you have the interview with.
- It's polite to wait until you are offered a chair before sitting. Body language is important, so sit upright in your chair and look alert and interested. Maintain good eye contact and don't fidget. During the interview, try to be a good listener as well as a good talker, make sure to take notes.
- During the conversation, your goal should be to communicate to the interviewer that the organization needs you for the position. Follow the interviewer's leads, but early in the interview try to get him or her to describe the position and the duties so that you can continually relate your background and skills to the position. Efficiently explain your answers whenever possible, and limit simple 'yes' or 'no' responses. Simply, answer questions truthfully, frankly, and as concise as possible. Give examples of relevant past experiences when possible.
- Keep the conversation positive and non-confrontational. Don't make derogatory remarks about your present or former employers. If the interviewer steers the conversation into politics or another sensitive topic, answer the questions honestly but avoid saying any more than necessary.
- If asked about your salary and benefits make sure you answer in line with the conditions you discussed with your Middle Point Consultant. Avoid the topic as the goal of the interview is to make a good impression.
- If you get the impression that the interview is not going well and that you have already been rejected, don't let your discouragement show. Once in a while, an interviewer who is genuinely interested hiring you may seem to discourage you in order to test your reaction. Conclusions are drawn afterwards.

Closing the interview

Thank the interviewer for his or her time and considering you for the job.