

Four Points to Being Prepared for Your Next Interview Dean Tracy

After many years in the recruiting business, I've learned that candidates often lack the preparation necessary to be successful in their interview process during a career transition or job change.

Here are four simple points to prepare before your next interview:

1. **Know what you Want**
The candidate must be prepared, and you need to know what you want or are looking for in your next job/career. You also need to know what the expectations are for the position to which they are applying.
2. **Ask Questions that Require Conversation**
You must be prepared to ask questions about the company or the opportunity that you are being considered for. This shows that you are interested in the growth of the potential employer and in some ways are ready to make a long-term commitment to the job. Remember, lack of conversation reflects lack of interest!

Never ask a question that can be answered with a simple "Yes" or "No." You must ask questions that require the person interviewing you to answer in the form of an explanation or in detail. One-word answers in a job interview are usually true signs that you are not doing very well in the interview.

3. **Be a Story Teller**
Well, sort of - You should bring prepared examples of your experiences in the type of role for which they are applying to. There is a big difference between "claims" and "evidence" in your professional background. You can claim to have the all the experience in the world, but if you can't back it up with some demonstrated examples or evidence, you risk losing credibility with the person interviewing you.
4. **How Much?**
You need to know how much money you need to make when asked in the interview. Nothing is more frustrating than to ask a candidate what their financial expectations are and they have to think about it. This is probably not your first job, and you probably have an idea as to what your financial liabilities are, so you need to have a number in your mind that you can offer as a starting point.

If you are interviewing for a job that is in your professional discipline, then you already have an idea as to what the market will likely support for that role. You never want to be the first person to bring up compensation in the interview, but you need to be ready with a compensation plan or financial expectations, because sooner or later, it will come up and when it does, you want to make sure you are ready.

If you do your homework and research well before your next interview, you will become more confident in your capabilities and it will become easy for you to open new doors of opportunity toward landing the job of your dreams!

Go get 'em!

Dean Tracy is a Professional Recruiter, Public Speaker and Career Coach based in Northern California with an emphasis on Placing and Coaching Professionals at a National Level. He is a regular contributor and speaker at the Career Fairs hosted by the Bay Area News Group, Yahoo! and the San Jose Mercury News.

Dean also serves on the Leadership Team for Job Connections, which is recognized as one of Northern California's largest and most reputable Professional Networking Groups.