

## Handling First Interviews

First interviews can be difficult. You don't know the interviewer or what they are looking for in a candidate. To score more points, try these tips:

Respond to questions briskly and concisely.

Be certain you understand the question. Don't be afraid to ask for clarification.

Respond to the question asked. Don't volunteer information.

Watch for opportunities to ask questions that show you have done some homework on the company

Be sensitive to the interviewer. Take stock of their style and try to respond to questions naturally

Strive to develop a natural dialogue and rapport with our interviewer. But, remember, they are in control.

Avoid the use of negative terms in your answers. Instead of problems, talk about challenges or opportunities.

Get as many relevant details about the position so you can determine if it is a position you truly want.

Prepare but don't over do it. Your answers should come naturally, not sound like a script.

At the end of an interview, thank the interviewer. Don't try to recap the whole meeting or add things that didn't come up in questions.

When interviewing, the old adage: "You win some, you lose some" is true. You can score in every interview but you can handle it so you leave a positive impression for the future.