

INTERVIEWING

A formal interview is a face-to-face meeting where a personnel manager, department manager or section supervisor discusses the job and asks you questions to determine whether you have the right skills, experience and personality for the position. Usually interviews can be outlined as follows:

- *The opening*
- *Information giving*
- *Information taking*
- *Next steps*

*The **Opening** includes the usual small talk, but also serves to allow both you and the interviewer to become comfortable about talking with each other. Be relaxed and friendly, but let the interviewer control the interview. He/she will decide when to go on to the next phase and whether it should be Information Giving or Information Taking.*

***Information Giving** includes a description of the company and the job opening. Your objective is to ask the right questions about the job so you can relate your skills and experience to doing it. Therefore, focus your questions on the work to be done, not on the factors surrounding the work such as benefits, wages and hours. At this point it's too early to ask questions such as these.*

***Information Taking** is the phase of interviewing when you are answering the interviewer's questions about your background and experience. When you give your answers, keep the following points in mind:*

- *be positive*
- *be brief and to the point*
- *demonstrate your skills and experience by talking about your results*
- *give accurate information*
- *if you don't understand a question, ask the interviewer to repeat it or explain it for you.*

***Next Steps** are the final phase in the interview. Don't be afraid to ask "What happens next?" Find out the timeframe they are working in to fill the job and arrange to follow up.*