

Interviewing Tips - - Back to Basics!

Marcus Dillard | June 23, 2010

Up until the date of your actual interview with a new, possible employer, chances are any impressions that have been made of you are based solely on your resume and correspondences, and not actual face-to-face discussions. And while you have the ability to reread and analyze your resume and emails, the actual interaction during an interview can't be redone.

As the owner of Dillard and Associates, a company dedicated to job placement in Anaheim, California, Marcus Dillard understands that making a lasting impression during an interview is important to eventually landing your dream job. However, instead of fretting about your impending meeting, he says that there are few steps you should take in the days leading up to the interview to ensure that you are prepared and confident when you walk into the office:

- **Get a good night's sleep:** One of the best things you can do to prepare for your upcoming interview is to make sure that you are well rested. You want to walk in looking focused and refreshed, not tired.
- **Review your resume:** Make sure you have thoroughly reviewed the hard copy of the resume that you will be bringing with you to the interview. Be certain to make any necessary adjustments that are specific to this particular job and company.
- **Research the company:** You should get yourself well acquainted with the company you are interviewing with so that you appear to be familiar with the business when you meet with the hiring manager. Try to find out details such as how long the company has been in business, who their major clients are, and any important accomplishments the business has been a part of. This may require taking a bit of your personal time to do some research, but your efforts will be acknowledged.
- **Clarify the job description:** Make sure you are well versed on the position that you are interviewing for, including what past experiences of yours that you can relay to the hiring manager you are meeting with.
- **Prepare questions for the interviewer:** Since at the end of nearly every interview you will be asked if you have any questions, you should prepare a few ahead of time so that you are not caught off guard. Often times this is another way for the interviewer to assess your personality.

Once you've properly prepared, you can let your experiences and charisma become the main focus of the interview instead of having to worry that you are fumbling to find the right answers to the interviewer's questions. Additionally, your self-assured persona and calm, collected attitude will relay to your potential boss that you are confident in your own abilities, which will in turn encourage him to have that same confidence in you as well.

At Dillard and Associates, helping job seekers prepare for their impending interviews is all a part of the process that makes the company one of the leading agencies for job placement in Anaheim. As Dillard explains, the goal of the company is not to meet a monthly quota; instead it is to match those looking for employment with positions where they can succeed.