

What You Should Know!

Marcus Dillard | June 23, 2010

You have been looking for a new job for a couple of months now, have already been on multiple interviews, and are beginning to think that the entire process is starting to feel a bit mundane. While of course you'd love to just land that perfect job already, Marcus Dillard of Dillard and Associates, an agency that focuses on job placement in Anaheim, California, says that you should make it your goal to treat each interview you go on as a totally new experience. If you simply rattle off the same answers time and time again, you will come off as rehearsed and uninterested. Instead, give the interviewer honest and unique answers, because, ultimately, he wants to get a feel for who you really are and textbook responses will only give him the impression that you're just like everyone else he has already met with.

Assuming that you've properly prepared for the big day, Dillard explains his helpful hints for how you should conduct yourself during the interview itself and in the following days and weeks:

- **Dress appropriately:** Too often people look underdressed when they go in for an interview. Even if the position itself isn't very formal, you should dress professionally because it tells the interviewer that you are serious about the position. Even if it turns out that you are overdressed, it's certainly better than the alternative.
- **Arrive 15 minutes early:** Fifteen minutes before your scheduled interview is the ideal time frame because it proves that you are punctual while also allowing you to take a moment and get your thoughts together. However, there is also such a thing as arriving too early. If you get to the interview more than 15 minutes ahead of time you may lose some of your initial excitement and appear bored when you are finally escorted in.
- **Be polite:** It's important that you are both professional and enthusiastic. You should also show the interviewer the respect he deserves by addressing him appropriately and thanking him at the conclusion of your meeting.
- **Answer questions honestly:** Instead of altering the truth because you think it's what the interviewer wants to hear, answer all of the questions asked of you honestly and directly because, eventually, the truth will come out.
- **Find out what to do next:** Before you leave the interview inquire about what the next step in the process is and when you can expect to hear back about the status of the position.

Additionally, says Dillard, one aspect of an interview that becomes some job seekers' downfall is when they are asked what their weaknesses are. Don't tell the person who is interviewing you that you have no weaknesses, because that will be an obvious lie. Instead, naming a few flaws shows that you know the areas where you need to improve on and are willing to work towards making the necessary changes.

Finally, says Dillard, sending a thank-you after an interview is an absolute must because it reminds the person that you've met with that you are still very interested in the position and that you valued his time. In his professional opinion, Dillard says that while an email is fine, you should also send a hand written note as well.

When working with a staffing agency, such as Dillard and Associates, the agency will find out who the company has chosen to hire relatively soon after all of the scheduled interviews have concluded. If you've secured the interview on your own however, then Dillard suggests following up with the company a few weeks later to find out about the status of the position. But, in this situation, he says, your timing is everything. Think about the time of day you are calling and make sure that it's not going to be when the company is at their busiest because you won't get the response you are hoping for. Later in the afternoon is usually the opportune time, he advises. Furthermore, make sure that you aren't over anxious because constant phone calls to the company will become harassing and may ultimately ruin any chance you had of being hired.

Still, if you're uncertain about how to compile a professional resume, prepare for an interview, or convey to a potential employer that you are serious about becoming their latest hire, then contact a company that focuses on employment staffing in Anaheim or a city near you. It could end up being exactly what you need to land your dream job.