



Answering Questions and Closing the Interview

- Be ready for relative trivia like 'What's your idea of a great weekend' or unexpected openers 'Why do you like the look of this job.'
- Prepare answers to any trick questions you can think of, things like 'Why do you want to leave your present job' and 'what are your worst weaknesses'
- Respond with questions of your own, based on the research you have done in advance, giving them a chance to talk about the company.
- In moments of temporary confusion, you can ask your interviewer what is behind a particular question, 'could you clarify what you would like to learn here.'
- Aggressive interviewers are probably just acting and looking for your response, staying calm and professional will impress them the most.
- Watch out for indulgent interviewers who encourage your negative traits and give you enough rope to hang yourself. Never start swearing, criticizing or giving away secrets of your present employer.
- Always stay with the truth.
- Do not try out any manipulation techniques you have learned in sales training or elsewhere, many interviewers have been trained to notice and counter these and some organizations will immediately reject you.
- At the end of the interview, make sure your handshake and smile are really warm and say something about how good you found the interview. In these final words you can say something brilliant that summarizes the path of the interview, such as 'I really like your plans for the new product roll out strategy, its just the kind of thing I have been working towards in the last two years ...'