Stages of an Interview

Introductory Phase (2-5 minutes)
- Shake hands
- Use interviewers name
- Assure interviewer has resume
- Project positive attitude-enthusiasm

Qualification Assessment (15-20 minutes)
- Questions regarding goals, objectives, education, experience, interests, activities
- Listen actively
- Watch for cues for feedback
- Pride in past performance
- Answer complete, clear, concise, true
- No "yes" or "no" answers

Organizational Information Phase (10-20 minutes)
- Listen
- Clarify any questions about job-organization
- Prepare 5-6 questions to ask interviewer

Termination Phase (1-2 minutes)
- Briefly summarize your strongest qualification
- Express enthusiasm for the job
- Make certain you understand next step
- Thank interviewer