

# Interview Hints



## ▶ Yes, it's true... do your homework in advance.

This means know the basics about a company such as strengths, market focus, services, and history. It also means to prepare questions around aspects that are important to you... for example, approach to training, career paths, company expectations of performance, opportunities the company sees for making itself stronger/better, how it compares itself to its competition, litigation track record, type of culture, examples of "successful" employees, etc.

## ▶ Ask in advance...

...whether the interview and/or site visit requires formal or informal dress.

## ▶ Be aware of the need for a balanced conversation.

If you are doing all the talking (or vice-versa) something is wrong. A good conversation includes lots of active listening.

## ▶ Display positive body language.

Firm hand shake. Eye contact when talking AND listening. Avoid crossing your arms and legs. Lean forward. Use hand or body gestures to help emphasize a few points (but don't go nuts with this!) and don't be afraid to laugh and have some fun.

## ▶ Practice interviewing.

Ideally, with an experienced person who can give constructive feedback.

## ▶ Don't just answer a company's questions.

Engage in a dialogue whereby you ask questions of your own or that build on a topic raised by the interviewer.

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## ▶ When touring an office or job site...

...keep pace with the interviewer as you walk. Observe and ask about what you see around you. Enthusiasm and interest outweigh a possible “dumb” question every time! And of course, be careful! A jobsite can be dangerous.

## ▶ Make sure you’ve been reading industry publications...

...like ENR, Building Design + Construction or Midwest Construction News. Knowledge of the industry is something you’ll need for the rest of your career.

## ▶ And finally...

...approach the interview as a two-way street. You should be interviewing the company, too (not just the other way around). After all, you need to choose a company that is not only a good fit, but one that will also give you the best platform on which to build your career long-term.