



## 12 Tips for Interviewing Better in 2011

1. Are you safe? Interviews are so basic it's silly. It's a time when two or more people talk to each other, and decide if they like each other. Think of the iguana factor, which is to say that an iguana, when faced with a new situation calculates is it safe to stay or should I run? Simple, direct. Are you creating sense of safety for the interviewer which means are showing you are safe because you are qualified, and are enough like them and you will surely make a difference?
2. Are you smart? Can you show them you are, through the use of well-selected stories and examples of your leadership legacy have impacted others?
3. Can you make decisions? Demonstrate your decision making strengths with appropriate pictures that will stick in the minds of interviewers?
4. IQ? Who cares? Are you emotionally intelligent? Are you able to self manage and are you aware of how you impact others? Nowadays, hiring managers are often looking for a "whole person" when making decisions. Can you show them how you are and will be for them?
5. Are you sharp? If you tend to drone on and on... and on... showing how sharp you are, you will be perceived as dull. Sharp is as sharp responds. Make your answers clear and crisp so that the interviewer can infer your strengths by not only what you say but HOW you say it.
6. Do you anticipate? Show how that ability has made a difference in the past where you ability to anticipate saved the company money or was able to seize an opportunity? And once you can be sure to future tell it for the interviewer so he or she can see your potential for his or her company.
7. Can you keep the conversation going? All too often dutiful and anxious executives while interviewing become quite passive. They wait until they are asked the next question. Leadership in an interview is when you demonstrate that you are an exceptional listener and can connect to what is being said and discussed. Keep the conversation lively with questions, paraphrasing, anecdotes and understanding.
8. Are your body parts in synch? If 80% communication is non verbal be sure that what you say aligns with what your body says. If you handled a serious threat in losing a client, and then recaptured him or her, be sure that you look concerned in the beginning and happy at the end. Believe me, people read facial expressions without their even being conscious of it.
9. Are you keeping all your responses clean? Remember, no matter that your last boss was from hell, you cannot ever bad mouth him or her? Also no matter how cozy the interview may get, do not gossip either about anyone, ever.

10. Do you know your “walk away” position when negotiating your salary? There is no time better than NOW to figure that out because once seduced by a job offer, well, seduction makes our heads get fuzzy, remember?
11. Thank you , thank you thank you, it must never be never said. After each interview, be sure to send a content-rich thank you back to everyone you met and frankly, I think that if you want to distinguish yourself from the pack send it hard mail, not email.
12. Are you reviewing each interview? After each one, and I am assuming you will have many, be sure to be clear about what went well, what would you improve and how would you prepare differently for the next one? Remember, each interview, whether it be with the recruiter or the hiring team or manager, is an opportunity for you to shine and the more you work on scrutinizing, how you did, the shinier you will become for the next one!