



## **Sequence of the Interview**

### **Part 1**

*They talk to you*

- They will describe the company, position, reason for the opening, etc.
- Actively listen!
  - Write down interesting points that you hear or questions that arise
  - It acts as a “brain dump” so you are not trying to remember everything- less pressure!
  - Eye contact and posture are key here

### **Part 2**

*You talk to them*

- Deliver your summary, value proposition, research and experience
- Leverage pitch, tone and cadence to control the conversation, evoke reaction or response, and create an active listening audience

**Do not ask the following:**

- ***What are the hours?***
- ***What is the vacation policy?***
- ***How much does this job pay?***

### **Part 3**

*Seal the Deal!*

- Ask: “Is there anything else you need from me right now?” or “Is there anything that I need to further explain about my background before I leave?”
- Close strongly indicating your interest!