

# Candidates

## ANATOMY OF THE JOB INTERVIEW

Interviews take various forms and are conducted in various sequences. You may, for example, begin in the personnel department and then be escorted to the offices of interviewing supervisors later. Some companies conduct interviews in conference rooms, individual offices or over lunch. Some companies require testing. You will probably be interviewed by more than one person. Although there is no standard "structure", there are recognizable steps or stages within any interview sequence. It will be up to you to recognize the interview stages and to act and react accordingly to each stage.

The basic parts of the interview are: The Arrival, The Initial Contact, The icebreaker, The Chronological Interview, The Topical Interview, The Interview Close, The Exit, and After the Interview. Each part is important and deserves separate and detailed attention.

The Arrival p.s. try and remember names&hellip;&hellip;&hellip;&hellip;&hellip;&hellip;.

Typically, the first person you will meet is the receptionist who may or may not be expecting you. Greet the receptionist and tell him or her your name and the individual's name you wish to see. Then, follow his or her instructions.

### The Initial Contact

Regardless of whom you contact initially among the company personnel with the exception of the receptionist, your greeting should include a firm handshake and an enthusiastic "hello" followed by an introduction of yourself. If your first contact is a supervisor in the department offering the job, he or she may talk with you first, introduce you to other staff members and speak with you again before you leave. Your initial contact may be with a personnel employee within the company. He or she will instruct you on how to proceed with your contacts and provide a preview of your agenda while at the company. Remember to "play by the company rules" without question.