

Job Interview Tips

Submitted by: David Johansen

- Make eye contact with and speak confidently to your interviewer
- Be genuine and truthful, don't pretend to be someone you are not
- Show you are really interested in the job and the company you will be working for:
 - Before the interview, research the company to find out:
 - What the company does
 - What the company's values and goals are
 - What new initiatives it is pursuing
 - As much about the job you are applying for as possible
 - Think about how what you would be doing relates to and contributes to the company's goals
 - This may suggest questions you can ask your interviewer
 - Think about how you can contribute to the company's success
 - What perspectives, experience and skills do you have to offer?
 - Ask questions and respond to questions in a way that shows you are curious, have done your homework and have ideas about how you can contribute
 - Be open and curious about what you can learn from your potential employer
- Show interest in the interviewer's experience with the company
 - The interviewer will probably enjoy sharing something about what they like about their company and how they came to be in their position in the company
- Before the interview, think about what you have liked the most about jobs you have had and what you liked the least and consider why you feel that way about your prior experiences.
 - Think about what would make the job you are applying for a job you would really enjoy and excel at
 - Think about what you can do to help the employer and make the job a great experience
 - If asked about why you left or did not like a prior job, be as positive as possible about the experience
 - Avoid saying things like: "My boss was a jerk"
 - Better to:
 - describe the positive job skills you learned
 - say that you wanted to find a job that provided
 - better potential for growth
 - more challenge and responsibility,
 - or where the company and employees shared positive values
 - This is easier to explain if you do not quit a job until you have found a better job.
- Before the interview, prepare to answer open ended questions
 - Think about what (truthful) story you want to tell
 - prepare to tell a positive story about yourself or a past experience that shows you would be an interesting, successful and productive employee
 - Think about how to avoid telling a story you will wish you did not tell.
- Prepare questions for your interviewer about her experience, the job and the company that show that you are interested in her experience, the job and the company (not just the paycheck) and that your curiosity and energy would be an asset to the company.

David Johansen is a semi-retired attorney who practiced business, securities and real estate law with the Lane Powell law firm in Seattle for 25 years. He was a partner and chairman of the business and real estate departments of the firm and served for many years on the firm's Executive Management Committee. After leaving the law firm, he served for 14 years as Vice President and Counsel of Nordstrom, one of his major clients at the law firm. Since 1993, David has also served on the Board of Directors of Unico, a commercial real estate investment, development and management company based in Seattle.