

TOP TEN LIST OF JOB INTERVIEW TIPS

1. **ANTICIPATE ALL QUESTIONS:** Be prepared for all types of questions; none should be considered off limits. Be ready for delicate or specific issues relating to you, your team, or a previous situation. Don't ever assume something will not be asked or addressed. Be proactive and discuss the issues your way, then move on to the present.
2. **SCOUR THE INTERNET:** You will be Googled by all prospective employers. Know what interviews or stories in any media contain your name and quotes; check Wikipedia and YouTube. Make sure all of your information on Facebook or Twitter is professional and devoid of anything inappropriate.
3. **INTRODUCTION:** Your name is your most important possession; say it slowly and clearly to all. Offer a firm handshake and introduce yourself to everyone involved in the interview process. Ask how each would prefer to be addressed and use their names during the interview.
4. **USE PHYSICAL ANIMATION:** Eye contact continues to be important, especially in group situations. Look to the person who is asking the questions and use physical animation to help strengthen your voice in your responses.
5. **NEUTRALIZE NEGATIVITY:** You do want to acknowledge each question; sometimes it may contain negative language. Try to avoid repeating the question; don't begin a response by saying, "yes, it's true I don't have" or "I lack...". Try to be positive or at least neutral by taking control.
6. **TELL (BRIEF!) ANECDOTES AND STORIES:** Share personal examples about your coaching style, your work with young people, and other unique stories will enhance what's on your resume. Don't wait to be asked about them; be proactive. Remember that your answers should be of reasonable length to keep the interviewers engaged.
7. **DON'T MINIMIZE YOUR EXPERIENCE:** Avoid using phrases such as "just" and "only". ALL work experience is valuable and should be used to sell your strengths.
8. **BEVERAGE OF CHOICE:** Always take water. It will serve to help keep your throat from drying up. Avoid coffee or carbonated beverages.
9. **HAVE YOUR OWN QUESTIONS READY:** At the conclusion of the formal interview, ask your own questions. This demonstrates strength and that you have done your homework.
10. **YOUR PROFESSIONAL CONTACT INFORMATION:** Use your name every time you answer the phone: "This is Coach Smith", rather than just a standard greeting. Make sure your voice mail and e-mail are professional to enhance your personal image.