



Executive Search Associates
Bringing Talented People Together

www.letmeshutmydoor.com

Get a G.R.A.S.P. on Interviewing

G.R.A.S.P.

G-reet: Ever heard this one? You never get a second chance to make a first impression. Remember to greet every person warmly with a smile, firm handshake and eye contact. Don't forget to acknowledge people who you pass in hallways with a smile and eye contact. Particularly, executive's assistants and environmental services staff.

R-appoint: Build rapport by finding things you have in common with those you are interviewing. Common conferences, schools, hobbies, sports etc. Finding things you have in common with the people interviewing you will not only help you get the job, but will help you start out the job on the right foot!

A-sk: Be prepared with questions that demonstrate your knowledge and show you have done your research. Additionally, ask questions in a "company/community centric" manner. Example: "If I am selected for this position and am successful, where will it lead in five years?" OR "What is your vision for this department and what role can I play in that?" Same question phrased two different ways. If you were the interviewer, which would you rather hear?

S-hock them with your knowledge: It is surprising to find out how rarely candidates do deep research into the organizations where they are interviewing. By researching and discovering small important facts and sharing them in the interview process will put yourself heads and shoulders above the crowd!

P-ay a sincere compliment: Everybody likes to receive affirmation on doing a great job. When you see where a company has succeeded, compliment them on their success. Example: "I can tell you guys all really care about the success of this department. It would be a pleasure to join such a committed group of professionals."