

## Fulcrum Search Science Inc.



### CANDIDATE PREPARATION MATERIAL

**At Fulcrum Search Science Inc. we believe that preparation is the key to success. This is especially true when preparing for a job interview.**

- Know your own resume - if asked a question about something you have written, don't fumble - remember YOU WROTE IT. Be ready to respond to any and everything you have written on your resume.
- You should also be aware of the position that you are interviewing for. Review the given job description and prepare to have some **behavioural examples** of your work experience that would tie in with what the organization is looking for.
- **Research** not only the company you are interviewing with, but industry trends and who the competition is. Trade magazines, annual reports and the Internet are excellent tools.
- Be as prepared as possible for the type of questions being asked - read up on behavioural interviews. The emphasis here is to highlight specific accomplishments and challenges that you overcame with **behavioural-based examples** in your work experience. Don't exaggerate, but do talk about any related accomplishments you have had, citing concrete examples involving your role, the time frame and what the successful end result of your input was.
- Remember that anything you mention in terms of successes may be verified in a reference check.
- Know what questions you want to ask them ahead of time.
- Be **enthusiastic BUT yourself** at all times in the interview.
- When you must discuss money, know your own worth in the current market but keep an open mind as to what else the company is offering. You can indicate that although money is important it is not your main motivator and cite what is, for example, the position or responsibilities.
- Typically at the end of the interview, we recommend asking the interviewer the question of **whether they have any concerns about your ability to do the job**. The reason this question is so important is that you can then rectify any miscommunication issues that may have come up without you knowing it. Also, it is a good question to gauge your "fit" to the position from the interviewer's perspective.
- Another key issue that individuals always forget or take advantage of is - **Asking for the job** . A simple thing but one always overlooked. Why is it so important? Well, it expresses your interest-remember you can bargain if you have something to bargain with so regardless, ask for the job. For example, "Thank you for your time and I hope to be hearing from you soon on the next steps" or "I enjoyed meeting with you and learning more about this position, hope to hear from you soon."
- And finally - remember to look and act professional at all times during the interview process. Bring extra resumes, reference lists, and eye contact when greeting your interviewer and a nice firm and dry handshake are important as well.