

Ace that Interview

With so many qualified candidates applying to fewer available positions, it is more important than ever to make the best possible impression when you land an interview. How can you make sure that you'll present yourself in the best possible light and stand out from the rest of the pack?

Preparation is key. Study the company, the industry and how your skills and experience will aid the company in achieving its goals. You have a limited amount of time to sell yourself so you want to make sure you use that time wisely. Be on-time and prepared.

Before the interview, find out all that you can about the company and the person conducting the interview. Study the industry as a whole and see where the company fits into the larger picture. With the advent of the internet, it is easier than ever to learn about a company - check out their website, but also search industry publications for information and networking sites to possibly learn more about the people who will be interviewing you.

The more you learn about the company, the interviewer and the industry, the more you can tailor your answers to highlight how your past experience will be of benefit to the potential employer. Give as many specific examples as you can. If the job involves leasing, it is beneficial to expound on how you increased occupancy with a brief overview of creative steps you took to achieve and/or exceed company goals. If the job involves budgeting and financial oversight, give specific examples of how you created a budget, stayed within guidelines, helped eliminate waste and increased NOI.

The key to success is letting the employer know that you can step into the job and make a difference in short order.

Study your resume and review your past accomplishments. Talk to past colleagues and look up old files to refresh your memory about key facts and your previous positions. Practice your answers and be concise and straightforward. Always keep the job description in mind when answering and connect your past experience with the job opening. Don't waste valuable time discussing aspects of your career that don't pertain to the new position. During the interview, ask questions about the position and the company to show you are forward thinking.

Always keep your answers positive. Try to stay away from stating negative aspects about your past employers. Even when you are asked "negative" questions such as "what is your biggest fault" or "what did you like least about your previous position," try to find an answer that turns a negative into a positive.

At the end of the interview, summarize your strengths and why you think you are the best person for the job. Ask about the next step and when they expect to make a final decision. Always follow-up with a thank you note to everyone that interviewed you and reiterate your interest in the position.

Be a good listener and hone in on aspects of the company and position that are important. Consider your education and professional experience and explain how your combined skills will benefit the company and their team of professionals. While

companies like The Emlin Group can help you to prepare for your interview and have already highlighted why they think you may be right for the position, you must do your homework so that you go in to the interview as informed as possible.

Remember that often it isn't what you say but how you say it. Be confident, enthusiastic, do your homework researching the position and company, and make a connection to establish chemistry with the interviewer. A hiring decision is usually a combination of experience, enthusiasm, work ethic and chemistry. Put your best foot forward by presenting in a prepared, positive and professional manner.

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