

# Cindy Fassler Preparing

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## SUMMARY KEYWORDS

interview, company, information, important, wear, hiring manager, professionally, compose, recent graduate, invite, resonated, hire, person, appropriate attire, solid color, khaki pants, global warming, job, distracting, candidates



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To prepare for any interview, you need to do your research. And the first place you want to go is to the company's website. It's a plethora of information, if you scour the entire website, just don't look at about us look at who they're connected with, look at their blog, look at obviously their list of employees. What's their mission statement? Do they have a volunteer day, and if they do have a volunteer day, maybe that volunteer organization resonates with you. And you could start a dialogue about, oh, I feed the homeless to, or I have been really involved with organizing a food bank for underprivileged children in my neighborhood. So it's more information, the closer you are to letting the hiring manager know that you have done your homework. And this is a company that I want to be part of. I have over 30 years of recruiting and coaching in the San Francisco Bay Area. I have recruited everybody from CFOs, all the way to receptionists. But one of my passions are recent graduates. Because if you listen, you're like a sponge. And you will get the job that you have spent four years going to school for with my tips. And my knowledge, trust me. A lot of times what happens is, in any interviewing process, any format, whether it's in person phone, Job Fair, we forget to make the connection, the connection between the company and what the company has done, how successful they have been, who they've promoted, and why. And taking that information, and sort of like putting in a nice little package with a bow on it. By taking that information, and connecting with the hiring manager by sharing some of that information with the hiring manager. Once again, like you driving this point home, it lets the hiring manager know you've done your homework. I want to be part of this team because and it's so important to make that connection. And it takes a while to be comfortable doing that. But you can do it. I get this question asked a lot. You've seen my resume. You've seen my college transcripts? How come I have to go through an interview? The reason you go through an interview is because the hiring

managers want to hear you articulate your strengths. What you are good at why you're interested in this company. What can you do for them? What is their mission that resonates with you, you're applying for a job at a company that's educating people in global warming, where you just got an A on your global warming paper in your class. And now you're want to work for a company that that's their mission. And you can help them with their mission with your education and your passion. And you will have to tell them that story. A piece of paper isn't going to articulate how great you are and why they should hire you.



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It's also extremely important to respond timely, to an invite for an interview. So one of the things that you want to do obviously is respond quickly. But you also want to be able to communicate Professionally by composing a well crafted, thank you email and acceptance for the interview that they're inviting you to come in for. Be sure that you use spellcheck, have somebody proofread for you. And I always tell my candidates and my clients coaching clients to send out that thank you response within a 24 hour period. The one thing that I suggest you do not do, as far as responding to an invitation to come in for an interview, is to respond by using your smartphone and sending a text. What that message sends to whoever is sending the invite, whether it's the assistant or all the way up to the SVP of HR is this job isn't that important? Because the potential employee did not take the time to sit down and compose a professional thank you email, they sent me a short text. Now we're coming down to the wire and you're getting your interview. Whether your interview is a zoom interview or an in person interview, you want to professionally prepare yourself. Similarly, and what I mean by that is, you have done your homework on the company, you know, how professional they are, or how casual they are. Even if the company is extremely casual. You want to step up your professional attire. First impressions mean everything. So if it is a casual environment, you should wear a collared shirt. If you're a gentleman. And you shouldn't be sure your shirt is pressed. You shouldn't have any distractions like noisy, you know, ID bracelet or anything that will make noise during the interviewing process. And since most of the time in a zoom call, they can only see you from the top up. That professional attire of a dress shirt with a collar is extremely important. For my young women candidates, I tell them to wear a blouse, a sweater. Also nothing for both parties with a busy pattern, especially on a zoom call. Because it's distracting. You want to wear a solid color. And in person, you want to have everything you know, everything matched, so to speak. So if you're wearing you know, khaki pants, you want to have a color that complements the khaki pants, that's a solid color. All professionally dressed, polished shoes, please men Polish your shoes. It's totally a bone of contention with a lot of people that are ironing. And the same thing. Do not wear anything distracting, no dangling earrings, no bracelets that make noise. And I know this

is a difficult subject. But if you have facial jewelry, you want to be sure that it's not too sparkly so that it doesn't take away from what you're talking about. Same thing with tattoos. A lot of companies now are pretty cool with the tattoos. But since you don't know who you're going to be interviewing with, I suggest cover them up as much as you can, so that you look the part I'm serious, my clothes are pressed, I'm professionally dressed and I'm ready for you to fire questions at me because I am ready to accept this job.



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Generally an HR assistant or a hiring manager will be the one inviting you in for an interview. You're you want to be as prepared as possible. So it is okay to ask what is appropriate attire for your company and what would be appropriate attire for me to interview in. Its It is so exceptionally smart that you take the time and it also shows your confidence. I wanted to put my best foot forward so how should I dress? In addition to asking what should I wear that would be appropriate for the interview view, it is also very important to ask the person that has invited you in for the interview the names of the people that will be interviewing you. And they'll think this is great, because most people aren't that confident that they would put it out there. And you can preface it with, I want to know who I am going to be interviewing this so I can look them up, and I can get to know a little bit more about them. Now that you've nailed your interview, you want to craft compose a very professional thank you note to everyone that you interviewed with. So that's why it's also important to ask their names. And then your Thank you. Email, you want to be sure to thank them for their time, address a tidbit of something during the interview that you felt resonated with each person. So if it was Bob, and it resonated, that you got an A on your global warming paper, you want to pull bring that full circle in your Thank you. I'm so glad Bob, you thought it was great that I got an A on my global warming paper. This is just one example of what I can do if you choose to hire me. And then thirdly, the third paragraph would be I am looking forward to the next steps. I would love to be part of your team. Well, I hope you gained a lot of insight on how to navigate through the hiring waters as a recent graduate. What I think is really important to go to the next step while it is still fresh in your mind. I am offering a free half an hour introductory consultation. And this consultation will give you the opportunity to ask some additional questions. But most importantly, it will give you some additional tools that you could use right away to get your first interview