SIMPLE INTERVIEW APPROACH

- Do not discuss or present copies of any proprietary information from any of your previous companies.

- Be prepared to discuss the contents of your resume. You may be asked questions about your work history and the projects you worked on.

- Listen carefully to the question and be sure to answer the question directly, do not veer off the subject. If you are unclear about what you are being asked, restate the question to the interviewer to be sure you are giving him/her the information requested.

- If you have listed that you are proficient in a specific area, the interviewer may ask questions to gauge the depth of your experience.

- Some of the questions may be scenario based; i.e. "Tell me about a time when you had to deal with X situation". You should provide information around how you made decisions to deal with the issue, as well as the outcome. Do not speak in generalities of how you *would* handle it, but rather cite an actual example when you dealt with that scenario.

- When asked for specifics about a project where you were successful/unsuccessful, be sure to choose a project that you know extremely well so that you can adequately explain what made it successful/unsuccessful, and what you would do differently if you had to work on a similar project.

- When you have worked in a team environment, it is best to specify which part of a project/product **you** focused on so that the interviewer knows about your contribution.

- Be sure to keep your answers concise. Avoid rambling. Still, be careful to provide enough detail to give the interviewer a clear understanding of the message you are trying to convey. Don't be afraid to ask the interviewer if he/she has enough info or if you should continue to elaborate.