



Japan's Top Source for Talent

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## Interview Preparation

- Insure you or your consultant submit the best possible resume, otherwise you may not get the interview. If a consultant has submitted a resume on your behalf, get a copy and read it thoroughly. This should be done before it is submitted to the client to insure accuracy. Typically recruiters will format, proofread, modify, update...etc. get an electronic copy for your own personal records and for future use if necessary.
- Review the job specification thoroughly, and prepare for the interview specifically based on the job requirements.
- Rehearse potential interview questions based on the job-specification. We can support you with this as part of our consulting services. (We will sign a mutual NDA to maintain confidentiality)
- Prepare a list of good questions, and bring them with you – yes, ask relevant questions throughout the interview if asked, if not ask at the end.
- Research, research, research – do as much research as possible about the company you are applying with, as well as their competitors and the market.
- Research about the interviewer; the recruiter you're working with should provide you with information, it's not a secret. Then do some web search and check professional networking forums, such as LinkedIn.
- Be sure to dress formally, typically a suit for both men & women, polish your shoes, for men be clean shaven. Remember first impressions are very important.
- Know the location of the interview, and don't be late!
- NEVER ask about salary, holidays or benefits, and I mean NEVER! We can help you with the most effective way of dealing with this type of question.
- Follow up with your consultant giving specific feedback regarding, how long the interview was, who you interviewed with, what key questions were asked, and how you responded...etc.
- Within 24 hours after the interview, send a follow up email to members of the interview team, thanking them for their time, personalize each email, and address any questions that may have been brought up, add comments regarding an important point you may have discussed, or something important that you may have forgotten to add due to nervousness, also it's important to express your interest in the position.
- **Contact Strategic Consulting Japan for To Support you with your Interview Preparation**