

Nonprofit **Staffing Solutions**



Quick Tips for Preparing For an Interview

The purpose of a job interview is to not only help the employer to become better acquainted with you but also for you to learn more about the organization and the position. Of course, because the interviews that we will recommend you for is with a nonprofit organization, we also believe it's particularly important that you understand and connect with the employer's purpose and mission.

Here are some quick tips for preparing for an interview:

Tip #1

Check out the organization's website. Read up on their mission, constituencies (who they serve), and their services.

Tip #2

Dress to make an impression. While many area nonprofit organizations promote a business casual work environment, we encourage you to "take it up a notch" on your first meeting. Business attire is always safe.

Tip #3

Project a high level of enthusiasm and energy. Before we send you to any client organization, we have spoken with you about your professional interests, passions and competencies. The connection that we believe you will have to the organization's mission should show through good eye contact, a pleasant disposition, a firm handshake, and your genuine interest in what the position and organization is all about.

Tip #4

Ask open-ended questions, ones that elicit discussion and can't be answered with a yes or a no. This will demonstrate your interest in and comprehension of what is being discussed during the interview. Also be prepared to answer open-ended questions such as: Tell me about yourself? Why are you looking? Why are you interested in our organization? What strengths would you bring to our organization? Your responses should be related to the position when possible.

Tip #5

Be prepared to discuss in detail your knowledge, skills and experience.

Tip #6 – Extremely Key Tip

NEVER COMPLAIN OR MAKE NEGATIVE/DISPARAGING COMMENTS ABOUT ANY PREVIOUS EMPLOYERS.

Tip #7

Do not discuss money or benefits, unless it is with the organization's Human Resources professional. If salary does come up with a hiring manager, state that the opportunity is the most important factor. If the interviewer pins you down, give a salary range. If this is a temp assignment, this question most likely will not be asked, however, be prepared if pressed for a response. **(Please note that your search consultant will always provide you with salary range information before the interview if it is available.)**

Tip #8

Close the interview on a high note. Most nonprofits want to know that you not only have the skills and experience perform well in the position, but that you also have some sort of interest and/or connection with the cause. Reiterate your thanks for the interviewer's time and your interest in who they are and what they do.

Remember, if you have any questions or concerns before your interview; give us a call at 202.785.2060 or contact your search consultant.