

INTERVIEW HANDBOOK

ProFocusTechnology.com

CONTENTS

2

PRE & POST-INTERVIEW
CHECKLISTS

3

PREPARING FOR
INTERVIEWS

4

APPEARANCE & BODY
LANGUAGE

5

QUESTIONS TO ASK
(& NOT ASK)
IN AN INTERVIEW

6

ABOUT PROFOCUS





PRE & POST-INTERVIEW CHECKLISTS

PRE-INTERVIEW

- ✔ **KNOW YOUR RESUME:** Be prepared to provide details about what you achieved, your responsibilities, or projects you were part of.
- ✔ **JOB DESCRIPTION REVIEW:** Know how your transferable skills and experience would add value to the company and role.
- ✔ **COMPANY RESEARCH:** Be prepared to speak to why you're interested in the company and role.
- ✔ **TECHNOLOGY RESEARCH:** Review new releases, terminology, features.
- ✔ **PREPARE QUESTIONS:** Write down questions to ask your interviewer. [See page 5.](#)
- ✔ **PRACTICE:** Practice with another person and ask for their feedback. Or, record yourself answering questions and then watch it back.
- ✔ **PRE-INTERVIEW PREP CALL:** This is time to ask your recruiter and the client's account manager questions about the company and role, test your tech, practice interviewing, etc.

POST-INTERVIEW

- ✔ **POST-INTERVIEW DEBRIEF CALL:** Call your recruiter after your interview to share how the interview went, what questions you have, what it would take for you to accept a position at the company, and how this opportunity compares to others you are considering.
- ✔ **THANK YOU NOTE:** Send a thank you note to your recruiter for your interviewer and the recruiter will send it to the interviewer. Include what stood out to you that has you even more excited about the role or company.
- ✔ **STAY IN TOUCH:** Communicate any changes in your job search to your recruiter so they can better advocate for you. They will be providing you with feedback or next steps with our client.

PREPARING FOR INTERVIEWS

FOR ALL INTERVIEWS

- Arrive early, but not too early. Don't go into the office or virtual waiting room more than 5 minutes before the interview time.
- Answer questions concisely. Once you've answered the question, stop talking. If you are unsure, ask if you adequately answered their question.
- Be honest about any key skills or experience you may not have yet and the possibility of acquiring those new skills and experiences.
- Listen closely to the interviewer's questions and give thoughtful, direct answers. If you don't understand a question, ask for clarification.
- Express interest in the opportunity to interview and learn more about the job and the company.
- Ask the questions you prepared ahead of time and any questions that come up during the interview.
- Have a note pad and your resume nearby for quick reference.
- Use the **STAR** method to describe what you've accomplished. [See this blog post for more details.](#)
 - **SITUATION** - Describe context
 - **TASK** - Explain your objective or responsibility
 - **ACTION** - Detail the actions taken
 - **RESULT** - Share the outcome or impact your actions achieved

FOR VIRTUAL INTERVIEWS

- Test run your tech to ensure camera, headphones, internet connection, and microphone are working.
- Log in 2 minutes early so you're ready to go at the start of the interview time.
- Be in a quiet room with good reception. Close any doors and windows. Ask family or roommates to avoid interruptions and noise. Move pets to another room.
- Choose a neutral, uncluttered background or use a background filter.
- Make sure your camera is clean and at or just above eye level.

FOR TECHNICAL INTERVIEWS

- The technical interview is about how you collaborate and go about solving problems. It is not a college exam where there's only one right answer.
- Ask questions! Clarify what you are solving for before you start working toward a solution.
- If you get stuck, talk through what you're thinking and ask if you're on the right track. Then continue to work through the scenario.

APPEARANCE & BODY LANGUAGE

Non-verbal communication makes up 55% of communication and strongly impacts the impression you make in your interview. These tips are applicable for both in-person and virtual interviews.

APPEARANCE TIPS

- Dress one step up from what those in the workplace environment wear. If a company's leaders and employees typically dress in jeans and T-shirts, you might wear non-denim pants and a tucked-in shirt.
- Prioritize feeling comfortable and confident. Make sure your clothes do not restrict movement or irritate your skin so that you can focus on the interview.
- Make sure your clothes are clean, free of wrinkles, and properly fitting.
- Ensure your hair and body are clean and well-groomed.
- If you have questions about what to wear to make the right impression, ask your recruiter.

BODY LANGUAGE TIPS

- Strike a power pose before the interview to increase confidence and reduce stress. [See this blog post for more details.](#)
- While in your power pose, visualize yourself succeeding.
- View interviews as opportunities for growth rather than focusing solely on the outcome.
- Maintain a confident posture, make eye contact, and use open gestures.
- Subtly mirror the interviewer's body language.
- Speak clearly and confidently.
- Be friendly and positive. People hire someone they want to work with.
- Minimize fidgeting.
- Smile, bring good energy, relax, and have fun!



QUESTIONS TO ASK (& NOT ASK) IN AN INTERVIEW

Pay attention to how much time is left in the interview and read the interviewer's body language to know when to stop asking questions.

SAMPLE QUESTIONS TO ASK

- How is success measured in this position?
- What is the most critical objective for me to accomplish within the first 90 days in this role?
- Are there any skills that you have been struggling to find in previous candidates?
- How would you characterize the team's working style and dynamics?
- How does the company support employee growth and development?
- How does the company foster diversity and inclusion in the workplace?
- Are there any aspects of my experience or skills that we haven't discussed, but you think are relevant to the role?
- What, if any, hesitations do you have regarding my qualifications for the role?

WHAT NOT TO DISCUSS

Avoid discussing compensation, benefits, or time off. If asked, say, "My recruiter has permission to discuss this on my behalf." ProFocus will discuss and negotiate benefits, pay, and time off questions with you and the client before an offer is extended.





ABOUT PROFOCUS

We focus exclusively on technology - resulting in accurately matched candidates for clients and a better experience for consultants. Our team understands technology, tech skills, job roles, team dynamics, pay levels, talent availability, and other key insights about the talent market. This has earned us a world-class 92% placement success rate, illustrating how we make the right match with careful introductions resulting in placements that last.

We have earned several consecutive Best of Staffing Awards and Best Companies to Work For in Oregon Awards. We hire in every state and most countries. We have team members located across the country.

A MESSAGE FROM OUR PRESIDENT

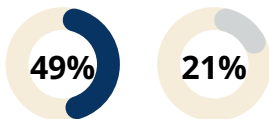
We're here to help you succeed. That's why we've put together this guide to give you an edge in securing your dream role.

You can rely on our team to guide you. Be sure to share updates and questions you might have – we're experienced and ready to assist.

Remember, you're a skilled tech professional—your talents will make a significant impact in your next role. You have much to offer.

John Boone
JOHN BOONE, PRESIDENT

FILL RATIO



TIME TO FILL



CANDIDATE INTROS



● ProFocus Technology ● Industry Average

Any reproduction of this handbook, in part or in full, without prior written consent from ProFocus Technology is strictly prohibited.