

# EXECUTIVE CANDIDATE GUIDE



**Pendl  
&  
Piswanger**

Management & Human Resources Consulting

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Congratulations!

The seed is planted, let's make it grow.

You have been invited for the interview with a potential employer.

Our goal is to give you few insights to ensure you put your best foot forward, learn as much about the opportunity and the team as possible, and make a positive, lasting impression on the interviewers.

You have likely had several interviews for various roles during your career and have probably done well in those interviews.

The purpose of this guide is to help you build on what you already know and make the most of this opportunity through a successful interview. A job interview is much more than a question-and-answer session with a prospective employer. It is a chance to make a lasting first impression; to learn things about an employer which cannot be learned anywhere else; and to enhance your career (whether you get the job or not!).

Let's review how to ensure that you do just that.

## Interview Logistics

### **With whom will you be meeting?**

If you're working with P&P, we will provide you with the name of people you'll be meeting and as much of the following information as possible on each of them:

1. Title & Function
2. Relationship to the hiring authority & Role in the hiring process
3. Professional background / LinkedIn Profile link
4. Hot buttons or items of interest or concern

We'll also provide you with important contact information (including ours) in case anything unusual comes up.

If you aren't working with an executive search partner, you should make every effort to get an interview schedule and research the backgrounds of the people you will be meeting.

### **Where and when will you be meeting?**

Pay attention to minor details such as:

1. How long will it take to get to interview location? In case of video interview, which platform will be used?
2. Do you know where to park or better take underground? Did you check you have the last version of video interviewing platform installed?
3. For whom are you asking when you get there?
4. Do you have your identity card in case will be asked at gate? Do you have the password to enter the video conference room?
5. Did you fix the meeting in your agenda (including travel time if necessary) to prevent conflicting with other important meetings?

Arrive at the meeting's location / enter the waiting room of the video conference tool 10 - 15 minutes earlier to have time to manage any unforeseen difficulties.

### **Do you have a back-up plan?**

If you are working with P&P in case a problem occurs prior to your interview and you'll be late or not able to attend, contact us immediately. Otherwise, make sure you have a backup plan someone to contact to announce in case a problem arises.

## Preparing for Interview

Most of the following information may seem self-evident to an experienced executive or professional. The purpose of this guide is to ensure the best possible interview experience, therefore, so we'll leave nothing to chance.

### Have an updated resume

Do your homework. When working with P&P InterSearch we will usually provide you with as much information on company as possible. However, we recommend checking on different sources and get informed.

### Know your resume.

This seems obvious, but it's possible that you haven't reviewed your résumé recently – at least not in the detailed manner that the interviewers will.

You should be able to walk the interviewers confidently and concisely through your résumé. For each of most recent positions listed, beginning with the most recent, you should prepare to identify and describe the key components of the roles and your differentiators as follows:

Your specific role	Top 3 or 4 responsibilities	Main achievements you initiated or were directly involved	How did you achieve them, what was your contribution , etc.	Which were the learning from each period / role

**NEVER** distort the truth about education, work experience, knowledge, tools, languages, income, or any other information which could come back to you as a boomerang.

For sensitive issues have already prepared answers, never avoid answering a question, no matter how difficult would be.

## First impression

You only have 10 seconds to make a first impression, and how someone dresses and acts is perhaps the most common way that hiring authorities initially assess talent. While attire is by no means a measure of how successfully a candidate will perform in the role, it is a consideration as clients measure cultural fit and how serious a candidate is about the opportunity.

So, follow some basic rules:

1. Dress properly to the event and type of organization you are going to meet (you did your homework)
2. Wear conservative jewelry and no perfume. Any distraction could work against you.
3. Always TURN OFF your phone and never, ever answer during an interview or keep the phone on the table on silent mood.
4. Be energetic and enthusiastic. Stand straight, firm handshake and good eye contact.

In case the interview will take place in café or restaurant remember some basic business dining manners:

1. Alcohol should generally be avoided during any meeting with a prospective employer. If the interviewer orders it first, you should use discretion in determining whether to follow suit. In any case, we strongly encourage a limit of one glass of beer or wine, and absolutely no distilled hard drinks.
2. Avoid anything to be eaten with fingers. Stick with the cutlery.
3. The conversation at dining events is typically 50 percent about work and 50 percent about the locale or company culture. This is a good time for you to ask about the locale, especially if you're considering relocation. If the role doesn't require relocation, then focus on the company culture.
4. If you're having dinner with the hiring authority the night before official interviews, and if the hiring authority is not your first interviewer the next day, it's a good idea to ask the hiring authority for his or her vision of the role at that time. This can enhance your preparation for the following day's interviews.



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is simply  
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